



Steering Committee Meeting
November 26, 2005
Meeting time: 9:30-1:00
Le Royal, Dbayeh

Minutes of the Meeting

Present: 17

Joseph Jabbra, Abdallah Sfeir (Chair), Roy Majdalani, Aida Naaman, Salpie Djoundourian, Elias Raad, Camille Issa, Elie Badr, Huda Abdo, Jim Finlay, Soula Boustany, Vatche Papazian, Abdallah Khal, Rima Turk (Secretary), Nash'at Mansour, Mars Semaan, Cedar Mansour, Ketty Sarouphim.

Excused: Emile Lamah

Announcements:

- A Sfeir recommended that next SC meetings be scheduled on Saturdays
- There will be an administrative assistant in the office of the VPAA. This year, the assistant's main tasks will be helping in the accreditation process.

Business Arising from Minutes:

- A. Sfeir presented the start-up workplan suggested by Pappas Consulting Group. While Phase I is already completed, most actions will be in Phase II, and Phase III will be negotiated at a later stage.
- Minutes of November 1, 2005 meeting will be circulated and approved electronically.

Agenda:

1. Approval of Minutes: Minutes of November 16, 2005 were approved as amended.

2. Gathering Information/ Indicators/ Evidence

a. In addressing each substandard, A. Sfeir recommended to adopt the following methodology:

- Determine the evidence/ indicators that support the substandard
- Indicate the form in which evidence is presented
- Specify where to get the evidence from.

The idea is to make sure not to miss anything in the description part of the self-study.

b. Processing, filing and inventorying data in a proper way.

- A. Sfeir suggested the adoption of a standard filing system to address or reference exhibits.
- R. Majdalani will allow access to the intranet from home (through dialup or VPN) for chairs of accreditation steering committee
- C. Mansour will send to E. Badr the Boards of Regents Rules to be circulated among SC members.

- c. A. Naaman agreed to prepare a template for writing LAU's self study report, including figures and tables

3. Roles of Administrators (Chairs, Deans, VP's, AVP's, Directors, etc...)

- a. Administrators are urged to call for grass root participation in the accreditation process.
- b. Deans and Chairs will be asked to follow-up on questionnaires to be filled by Faculty members.
- c. Questionnaires questions will reference the related substandard they are addressing. Questionnaires could be anonymous or nominal. Chairs will send their questionnaires to E. Badr to be compiled in the next SC meeting. Faculty questionnaires will address standards 4, 5, 6 and 7. Standards 5 and 7 might be excluded for the descriptive period. With respect to students' questionnaires, it is recommended that a specific time be taken out of regular classtime and prompt students to complete it.

4. Reports of Chairs

C. Mansour, A. Khal, H. Abdo, C. Issa, M. Semaan, A. Naaman, R. Majdalani, J. Finlay, E. Raad presented the chair progress reports on the standards they are addressing.

5. Conclusion and Remarks

Next SC meeting will be held on December 17th, 2005.