

Steering Committee Meeting, December 17, 2005

Meeting time: 9:30 – 1:20

Meeting Place: Le Meridien – Commodore Hotel, Beirut

Minutes of the Meeting

Present: Huda Abdo, Elie Badr, Soula Boustany, Salpie Djoundourian, Jim Finlay, Samer Habre, Camille Issa, Joseph Jabbra (President), Abdallah El Khal, Emile Lamah, Roy Majdalani, Cedar Mansour, Nash'at Mansour, Aida Naaman, Vatche Papazian, Ketty Sarouphim, Mars Semaan, Abdallah Sfeir (Chair), Elias Raad.

Excused: Rima Turk

1. **Approval of Agenda:** The agenda was approved as distributed.
2. **Approval of Minutes:** The minutes were approved as amended.
3. **Business Arising from Previous Minutes:**
 - a. The next meeting of the SC is scheduled for Saturday, January 21, 2006.
 - b. The office of the VPAA received 50 applications for the position of administrative assistant. Fourteen applications were short-listed, and interviews will take place after the end of year holidays.
 - c. A. Sfeir emphasized the confidentiality of the data collected.
 - d. A. Naaman distributed format guidelines for the final document of the self-study. The decision to use a 2-column report was deferred, and A. Sfeir announced that an editor for the document will be appointed.
 - e. Questionnaires will be sent to E. Badr to check for any redundancy.
4. **Update on Accreditation Facilitators:**
 - a. Randy Bell will visit Lebanon during the week of January 16, 2006.
 - b. A preliminary schedule for the visit was prepared by E. Badr and distributed during the meeting.
 - c. All committee members are asked to attend the meetings with R. Bell and to arrange for make-up classes.
 - d. E. Badr distributed a list of items to bring to the meeting with R. Bell. Comments should be sent by Tuesday, December 20, 2005.
5. **Web Surveys and IT Staffing:** Committees that are planning to use web-based surveys should contact R. Bou Diab. All information stored may be accessed later.
6. **Ownership and Dissemination of information:** It was announced that President Jabbra has appointed an Oversight Committee for the Strategic Plan headed by Dr. John McGill. E. Badr and J. McGill agreed on coordinated reporting procedure between the Oversight Committee and the Accreditation Committees.
7. **Faculty Survey of Student Engagement (FSSE):** This year, FSSE will be conducted internally, and some of the questions that do not apply to LAU will be changed or eliminated. To ensure wider participation in the National Survey of Student Engagement (NSSE), measures shall be taken to enforce the activation of LAU student e-mail accounts prior to Spring registration. It was agreed that a message to all students (on the Banner system) should stress the importance of

filling the NSSE questionnaire. Incentives (such as prizes for participants) shall also be agreed upon. M. Semaan is to clear these issues with Dr. Layla Nimah.

8. Reports of Chairs:

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

9. Miscellaneous:

- a. President J. Jabbra extended his thanks to all SC members for their dedication.
- b. Course releases for SC members will be discussed in the next scheduled meeting.
- c. Lists of indicators for the various committees are to be shared.
- d. It was agreed that *questionnaires* will be considered as primary data, while *documentation* as secondary data.
- e. The eligibility visit shall take place in January. The potential candidate is the President of The University of Southern Maine.