

To : Members of NEASC-S1, NEASC-S3
From : Nola Bacha, Secretary
Subject : Minutes of the Meeting Held on Wednesday, February 15, 2006 at 4:00 p.m. at the Beirut Campus in Conference Room B

Present: Dr. Cedar Mansour (Chair), Dr. Nola Bacha, Dr. Elie Badre, Dr. Elie Haddad, Mr. Jamil Iskandar, Dr. Michel Majdalani, Dr. Raed Mohsen

The following agenda was adopted:

1. Approval of Previous Minutes

The minutes of Thursday, January 26, 2006 were approved as circulated.

2. Exhibits

It was recommended that each exhibit mentioned in the Self Study by the various committees be numbered and placed on the NEASC web site in a master form to facilitate reference. Dr. Elie Badre will see to the compilation of this master form beginning with Standards 1 and 3 to which most standards will refer.

It was also recommended that the Mission, Vision, Values, and Goals of the institution not be placed in the text of the Self Study but in an Appendix as Exhibit A since they are important documents having a moral standing.

A list of the exhibits collected so far for Standard 3 was distributed.

3. Drafts of Descriptions

Dr. Elie Badre gave detailed feedback on the Description Draft of Standard 1, Mission and Purposes. The main comments focused on a need to give the history relating to the Standard and not in general to the institution as a whole, to make sure that any reference made to the Mission statement is clearly representative, to include the vision, values and goals of the institution, to consider including information on students, faculty and other if relevant to the Standard, to give attention to all the sub-standards, to mention only information that can be substantiated, and to keep the descriptive part objective avoiding judgmental or opinionated terminology.

Dr. Cedar Mansour discussed the Description Draft of Standard 3, Organization and Governance, clarifying certain sections specifically the Composition of the Board. Detailed feedback will be given in the next meeting.

4. Action Items

Members of Standards 1 and 3 Committees will re-draft the Descriptions for the next scheduled meeting. Feedback on the composition of the Board will be provided by Mr. Jamil Iskandar.

5. Date of Next Meeting

The next meeting was scheduled for Tuesday, February 28, 2006 at 4:00 p.m. by video-conferencing.

The meeting was adjourned at 6:00 p.m.

