

Lebanese American University

To : Members of NEASC-S1, NEASC-S3
From : Nola Bacha, Secretary
Subject: Minutes of the Meeting Held on Thursday, April 20, 2006 at 4:00 p.m.
at the Beirut Campus in Conference Room B and Byblos Campus in
Science Room 606 by Video Conferencing.

Present: Dr. Cedar Mansour (Chair), Dr. Nola Bacha, Dr. Elie Badr, 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, March 2, 2006 were approved as amended.

2. Self Study - Appraisal Section

Dr. Elie Badr discussed a Frame of Work for the Appraisal Section as a guide for the second part of the Self Study to be completed by the end of June 2006. Basically, this involves evaluating how well LAU measures up to NEASC sub standards by identifying the institutions' strengths and shortcomings. Towards this, the guide advises that the teams consider several different angles and that the discussion of the appraisal section can revolve (but not limited to) around the following.

- Putting into place form around the topic (e.g. policies, procedures, documentation, publications, etc.)
- Realizing (applying) the forms it has put into place (i.e. does LAU actually do what it says it does?)
- Managing and Overseeing (supervision and organization) of the structures, processes and data around this topic (management quality, control, review, etc.)
- Using effectively the outcome(s) around the topic

Dr. Elie Badr also discussed two other documents to help the committees in the appraisal section. The document on Areas of Overlap in NEASC Standards helps in indicating any existing overlaps across sub standards, comparing/sharing information and data on the subject matter, and integrating the Self Study report by cross referencing chapters. The document on Self Study Cues helps teams in raising needed questions in conducting inventories, interviews, and surveys for the purpose of assessment and institutional effectiveness efforts. A draft of one of the sub standards will be distributed as a sample. Appraisal drafts for sub standards 1 and 3 are to be sent to the members by the next scheduled meeting.

3. Date of Next Meeting

The next meeting was scheduled for Thursday, May 4, 2006 at 4:00 p.m. by video conferencing.

The meeting was adjourned at 4:40 p.m.

