

Approved December 22, 2005

Lebanese American University

To : Members of NEASC-S1, NEASC-S3  
From : Nola Bacha, Secretary  
Subject : Minutes of Meeting Held on Tuesday, November 29, 2005 at 4:30 p.m. at the Byblos Campus in the Science Building, Room 606.

Present: Dr. Cedar Mansour (Chair), Dr. Nola Bacha, Dr. Elie Badre, Dr. Elie Haddad, Dr. Raed Mohsen

Excused Absence: Mr. Jamil Iskandar, Dr. Michel Majdalani

The following agenda was adopted:

**1. Approval of Previous Minutes**

The minutes of November 12, 2005 were approved as amended.

**2. Proposed Scheme for Data Gathering**

- Dr. Cedar Mansour reviewed the task ahead of the committee. There was discussion that the mission statement might need to be reworded to better reflect the aim of the institution. The members were informed that recommendations to this effect could be made during the projection stage of the self study.
- Dr. Elie Badre distributed and discussed a handout summarizing in chart format the work of the Steering Committee in its meeting where a data collection scheme was detailed that would unify the work of all the accreditation teams. The purpose of this proposed scheme for data gathering entails the following:
  - **Methodology for the Descriptive Phase:** The procedure involves raising and answering questions on how each sub-standard is being met by identifying and measuring indicators through exhibits (hard evidence) and documenting the evidence. Possible examples were discussed.
  - **File Naming for Exhibits:** The numbering system for the exhibits such as questionnaires relating to a substandard should be labeled Exhibit x.x. (sub-standard number) followed by a, b, c.
  - **Description and Template for LAU's Self Study Report:** The self study report should follow a certain template in chapter titles, headings, sub-headings and follows certain common print style with each part of the self-study having a certain % of the total report: description 20%, appraisal 60%, and projection 20%. Sample format and labeling of figures and tables are to be followed.

### **3. Plan of Action and Timetable**

Given the above data collection scheme, the following plan of action was decided:

Each of the teams below are to identify indicators for each of the sub-standards and how best to establish these indicators.

- Standard 1: Mission and Purposes:  
Dr. Nola Bacha and Dr. Elie Haddad
  
- Standard 3: Organization and Governance:  
Dr. Michel Majdalani, Dr. Cedar Mansour, Dr. Raed Mohsen,

### **4. Date of Next Meeting:**

It was agreed that the next meeting will be held on Thursday, December 15, 2005 at 4:00 p.m. on Beirut Campus.

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