

**Minutes
Meeting of Sub-committee on
NEASC Standards 10 & 11**

Time: 11 a.m. until 2 p.m.

**Venue: Video conference, 6th floor Irwin, Beirut
6th floor Science Building, Byblos**

Attending: Ghosn, Badr, Finlay, Katchan, Younis, Abu-Fadil

The meeting began with a general review of the sub-standards for Standard 10 on disclosure. The members discussed the documents that still needed to be collected and prepared the following initial list of “vulnerabilities” (areas of apparent weaknesses or lapses in meeting NEASC criteria that would require executive action).

- ◆ **10.1: Lack of a firm time-line for updating the annual Academic Catalogue**
- ◆ **10.1: Inadequate resources for the publications office to discharge its duties**
- ◆ **10.1: Lack of a clear line of responsibility in terms of updating the university website**
- ◆ **10.2: Lack of a policy to allow public access to audited financial statements**
- ◆ **10.2: Lack of documentation on admission inquiries and website hits**
- ◆ **10.5: Outdated university “purpose” statement still appears on the website**
- ◆ **10.6: Lack of posted information on part-time faculty and inconsistencies in listings for full-time faculty**
- ◆ **10.7: Lack of clarity in the 2004-2005 academic catalog regarding services and facilities that differ between the Beirut and Byblos campuses**
- ◆ **10.8: Lack of information on courses that have not been offered during the last two years.**
- ◆ **10.9: Lack of information on the website concerning how students with disabilities are to be accommodated and the standards upon which their initial admission are based.**
- ◆ **10.10: Lack of posted information on pass/fail rates for licensure exams**
- ◆ **10.11: Lack of posted information on projected student “indebtedness”**
- ◆ **10.12: Possibly inaccurate information on the website regarding the affiliation of the proposed medical center in Byblos**

The committee then proceeded to develop a list of tentative recommendations for the UEC to consider.

Following lunch a similar analysis was conducted for the sub-standards for Standard 11 (integrity). Again the discussion centered upon documentation that was still lacking and the following list of “vulnerabilities” which have been detected at the present time.

- ◆ **11.1: The policies on fraud and ethics shown on the website have not been updated to include the most recent board decisions**
- ◆ **11.2: Policies regarding plagiarism have not been posted to the website**
- ◆ **11.2: A lack of clarity on the website regarding the annual faculty review process**
- ◆ **11.3: Our wireless internet initiative is not mentioned on the website**
- ◆ **11.3: Lack of a clear policy on protection of intellectual property**
- ◆ **11.3: Lack of a clear review process to detect grading inconsistencies**
- ◆ **11.4: Lack of an “official” faculty grievance policy**
- ◆ **11.6: Lack of an policy on the use of human subjects for research purposes**
- ◆ **11.7: Lack of a policy protecting students who participate in internships**

The committee then arrived a set of tentative recommendations for executive action to be included in the narrative report.

Following this discussion, the committee was presented with a revised list of activities and duty assignments for the upcoming month and it was decided that Dr. Finlay would begin the process of drafting a narrative response to Standards 10 and 11 to be available for review by the committee as a whole on January 12, 2006. Meeting adjourned.