

Accreditation Committee (Standard 2) Meeting

MINUTES

11-11-2005

10:00-11:30

IRWIN A

MEETING CALLED BY	Abdallah Al-Khal
TYPE OF MEETING	Discussion
FACILITATOR	Abdallah Al-Khal
SECRETARY	John McGill
PRESENT	Abdallah Al-Khal, May Hamdan, Walid Touma, John McGill, Youssef Abi Abdallah
ABSENT	None

Agenda topics

10 MINUTES

REVIEW AND APPROVAL OF MINUTES

ABDALLAH AL-KHAL

DISCUSSION	The minutes of the November 7,-2005 meeting were reviewed.	
CONCLUSIONS	The minutes of the November 7,-2005 meeting were approved.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Next meeting scheduled for 15-11-2005 at 2:00 in Beirut	Abdallah Al-Khal	15-11-2005

40 MINUTES

METHODOLOGY

ABDALLAH AL-KHAL

DISCUSSION	The committee broadly discussed how information should be collected, specifically, whether senior management should be <i>required</i> to make available their personnel for interviews or merely <i>requested</i> .	
	The committee discussed whether in-person interviews only, surveys only, or some combination should be used.	
CONCLUSIONS	The committee would maintain the support of senior management by requesting the names of useful subordinates to be interviewed rather than demanding them.	
	A combination of survey questionnaires and in -person interviews would be used to obtain data about planning. First, a questionnaire would be sent to all individuals responsible for planning. Second, in-person interviews would be conducted with those individuals from whom more information is required. This may be due to the complexity of the planning situation or due to a failure to respond. A further benefit of a survey is that team members would be more knowledgeable of the planning process in a particular area if an in-person interview is required for additional information.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Develop a draft survey questionnaire	John McGill	15-11-2005
Review draft survey questionnaire	Team	15-11-2005

40 MINUTES

AREAS AND INDIVIDUALS TO BE SURVEYED

JOHN MCGILL

DISCUSSION	The committee developed a list of areas and individuals to be contacted about their planning efforts.	
CONCLUSIONS	The list of people to be contacted was not completed and the assignment of Standard 2 team members to each area was not done. This will be completed at the next (15-11-2005) meeting.	
	Dr. McGill created a spreadsheet in MS Excel that may be used to plan and track data collection.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Finish the list of who should be interviewed (Survey Work Plan)	Team	15-11-2005