Accreditation Committee (Standard 2) Meeting

MINUTES   11-15-2005   14:00-15:00   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, Elie Badr
ABSENT	None

Agenda topics

10 MINUTES   REVIEW AND APPROVAL OF MINUTES   ABDALLAH AL-KHAL

DISCUSSION	The minutes of the November 11, 2005 meeting were reviewed.
CONCLUSIONS	The minutes of the November 11, 2005 meeting were approved.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Next meeting scheduled for 18-11-2005 at 2:00 in Beirut, **Nicol 306**	Abdallah Al-Khal	18-11-2005

50 MINUTES   SURVEY   ABDALLAH AL-KHAL

DISCUSSION	The committee discussed what areas should be included and excluded (for example, institutional research) in the survey, and what other individuals should be surveyed.
	The committee discussed whether the paper survey would be used or only the electronic version. Dr. Touma suggested that the survey be done on-line like he does in the executive MBA program and like the SWOT survey was done.
	Abdallah Al-Khal stated that we had a separate mail box for receiving survey results and that a password should be selected.
CONCLUSIONS	The committee kept the areas to be surveyed the same. Several more names were added to the list of people to be contacted.
	The committee decided to use only the electronic survey as an MS Word attachment. Respondents would download the survey, complete it within MS Word, and email it back to the committee as an MS Word attachment. Dr. McGill would check with Melissa Stockman in the IT department if this would be the best approach.
	A password for the Standard 2 mailbox was selected by Abdallah Al-Khal and would be emailed to each committee member.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add names of additional people to Survey Work Plan	John McGill	18-11-2005
Revise survey cover letter	John McGill	18-11-2005
Meet with Melissa Stockman to discuss doing an on-line survey.	John McGill	18-11-2005