

Lebanese American University

To : Members of NEASC-S1, NEASC-S3
From : Nola Bacha, Secretary
Subject : Minutes of the Meeting Held on Monday, January 16, 2006 at 2:00 p.m.
at the Beirut Campus in Conference Room B

Present: Dr. Cedar Mansour (Chair), Dr. Nola Bacha, Mr. Randy Bell, Dr. Elie Badre, 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, January 12, 2006 were approved as circulated.

2. Status Update

The work done so far in identifying indicators and exhibits by the members of NEASC-S1 and NEASC-S3 was reported on and discussed. The drafting of this first stage of the self study will be looked into by the Steering Committee in order to come up with a uniform format. Comments made and questions raised by the team members concerning the accreditation process and work involved were discussed, and Mr. Randy Bell, accreditation facilitator, gave feedback noting that the team was on track.

3. Description/Standards

Mr. Randy Bell gave a brief overview of the description phase, the first stage in the self study. He emphasized that this phase would involve a brief write up of a one to two page description with exhibits in appendices for each of the reports by the nine committees. In order to facilitate cross-referencing, it was recommended that each exhibit be given a number beginning with 1. Basically, the final description of the self study should address the following five areas.

- History with respect to the standards within the context of the institution
- Organizational structure of the university
- Reference to the pertinent documents of the institution
- Relevant Data
- Current practice

Mr. Bell commented that the Accreditation Team is interested in seeing that the university operates not in an arbitrary way but through formal policies and structure which are best reflected in the description phase in a 'simple' straightforward style. However, he emphasized that the focus of the self study is in the assessment stage where the teams need to transparently reflect actual practice, weaknesses and strengths.

4. Next Meeting

The next meeting was scheduled for Thursday, January 26, 2006 at 5:00 p.m. by video conference.

The meeting was adjourned at 3:50 p.m.

