

Lebanese American University

To : Members of NEASC-S1, NEASC-S3  
From : Nola Bacha, Secretary  
Subject : Minutes of the Meeting Held on Thursday, January 26, 2006 at 5:30 p.m.  
at the Beirut Campus in Conference Room B and Byblos Campus in Science  
606 by teleconference.

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

Excused: Dr. Michel Majdalani

The following agenda was adopted:

**1. Approval of Previous Minutes**

The minutes of Monday, January 16, 2006 were approved as circulated.

**2. Self Study Description Outline**

Dr. Elie Badre elaborated on the Self Study Description outline that the Steering Committee adopted in its meeting of January 21, 2006 which all teams would follow and which would give a clear picture of where the institution has reached. A discussion followed in which points raised were clarified and explained. The outline covers six parts.

- History of LAU around the sub standards
- Organizational structure around the sub standards
- Documentation, Policies, Procedures around the sub standards
- Numerical data around the sub standards
- Work in process around the sub standards
- Any cultural differences that exist around the topic/sub standards

Each sub-standard committee, (S1 and S3), was requested to prepare a one to one and half page draft description related to the sub-standard and send it to all members before the next scheduled meeting. Dr. Cedar Mansour will send the referencing of the relevant exhibits of both sub-standard committees (S1 and S3) to the Steering Committee to be documented.

**3. Date of Next Meeting**

The next meeting was scheduled for Monday, February 13, 2006 at 4:00 p.m. in Beirut to discuss the draft descriptions.

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