

Approved as amended November 29, 2005

Lebanese American University

To : Members of Neascstandard1 and Neascstandard3
From : Nola Bacha, Secretary
Subject : Minutes of Meeting Held on Saturday, November 12, 2005 at 10:00 a.m. at the Beirut Campus, in Conference Room A.

Present: Dr. Cedar Mansour (Chair), Dr. Nola Bacha, Dr. Elie Badre, Mr. Jamil Iskandar (Board Member), Dr. Michel Majdalani, Dr. Raed Mohsen

Excused Absence: Dr. Elie Haddad

The following agenda was adopted:

1. Appointment of Secretary

Dr. Nola Bacha was elected secretary of the committee.

2. Introduction

Dr. Cedar Mansour distributed relevant handouts on a self study guide, evaluation for candidacy and details of LAU's mission and purposes (standard 1) and organization and governance (standard 3). She then informed the members of how the accreditation process began when the Lebanese American University approved the step with the New England Association of Schools and Colleges (NEASC). The steps in the process so far entailed the following:

- Last year, Dr. Barbara Brittingham, Acting Director of NEASC, addressed the Board last May and visited the University in December 2004.
- Spring 2005, LAU submitted an eligibility report to NEASC with a final amended one in September 2005.
- Presently, all university constituencies are partaking in the accreditation process through various self study committees of which the purpose is to examine according to eleven standards what exists and how improvement is intended with relevant documentation. A Steering Committee has been set up to oversee the whole process and to merge and streamline the reports into one final document.

3. Plan of Action and Timetable

The purpose of this committee is to examine Standard 1: Mission and Purposes and Standard 3: Organization and Governance. The work on these two standards will be divided as follows:

- Standard 1: Mission and Purposes:
Dr. Cedar Mansour and Dr. Nola Bacha
- Standard 3: Organization and Governance:
Dr. Elie Haddad, Dr. Michel Majdalani, Dr. Raed Mohsen
- Overlooking and assessing the input:
Mr. Jamil Iskander

In working on these standards, university policies under review can be reported as a response to a strategic plan based on a vision for five years.

All eleven standards, that will eventually form one document, are each comprised of three sections:

- a. Description:* The first section is to describe what we have and to collect exhibits to hand to the NEASC by February 2006.
- b. Appraisal:* The second section is mainly to assess coherence with the strategic planning, that began last year, synthesize and summarize findings by August 2006.
- c. Projection:* The third section entails prioritizing issues/problems and including input from the strategic planning.

After the projection step, the first draft of the self study will be submitted by September 2006 followed by review, editing, appraisal and NEASC's final assessment by June 2007 (Timeline attached).

4. Date of Next Meeting

It was agreed that the next meeting will be held on Tuesday, November 29, at 4:00 p.m. on Beirut Campus.

The meeting was adjourned at 11:50 a.m.