

Lebanese American University

February 2, 2006

Memo to : Members of Accreditation sub-committee for the Academic Program (4.1- 4.19)
From : Samer Habre/H. Abdo
Subject : Minutes of the Accreditation sub-committee for the Academic Program meeting held on January 27, 2006 at 1:00 p.m. in the Faculty Lounge of the Beirut Campus.

Present: Huda Abdo (c-chair), Soula Boustani, Samer Habre (co-chair), Rock Mehanna, Mazen Tabbara, Rima Ariss Turk, Jeanine Zacca

1. Revising Drafts:

- a. Dr. R. Mehanna, Dr. R. Turk, and Mrs. Zacca presented their revised draft for standards 4.13-4.14 (The Undergraduate Degree Programs). Suggestions were made regarding the grid attached to the draft.
- b. Dr. M. Tabbara presented his draft for standards 4.15-4.18 (General Education). The Committee suggested that clear instructions precede the Tables (of the draft) explaining the procedure for filling them up.
- c. Dr. H. Abdo and Dr. S. Boustani presented their draft on The Major or Concentration (4.19).

2. Questionnaires:

Questionnaires to Chairs and Deans, prepared by Dr. Abdo and Dr. Habre, were shared. Members of the sub-committee agreed that the grid prepared by Drs. Mehanna and Turk, as well as the Tables suggested by Dr. Tabbara be added to the questionnaires.

3. General:

It was agreed that in writing the final draft for the descriptive part, information and data gathered be summarized, and that details be displayed as exhibits.

4. Revisions and Distribution of Immediate Tasks:

In light of the description criteria (6 criteria) for self-study provided by Randy Bell, it was seen necessary to revise first drafts accordingly. Furthermore, the following immediate tasks were assigned:

- a. Dr. R. Mehanna, Dr. R. Turk, and Mrs. J. Zacca to provide brief history and pertinent statistics for 4.13 and 4.14
- b. Dr. M. Tabbara and Dr. S. Boustany to draft general education section in accordance with the 6 criteria. A specific mention of the recent committees addressing GUR is seen as relevant. (Thanks to Dr. S. Boustany for her willingness to assist in GUR!)
- c. Dr. H. Abdo and Dr. S. Boustany to address majors (4.19) with enrollment figures to reflect trend(s) in different majors. H. Abdo is to provide enrollment numbers by major from registrar's office.

The meeting adjourned 4:30 p.m.