

Lebanese American University

May 1, 2006

Memo to: Members of Accreditation sub-committee for undergraduate degree programs
From: Huda Abdo
Subject: Minutes of the Accreditation sub-committee for undergraduate degree programs meeting held April 19, 2006 at 4:00 p.m. in Beirut, Irwin Conference Room A.

Present: Huda Abdo (co-chair), Dima Dabbous-Sensenig, Samer Habre (co-chair), Mazen Tabbara, Rima Turk, Jannine Zacca.

Excused: Soula Boustany, Rock Mehanna

1. Appraisal Discussion

- a) The Appraisal draft of standards 4.1-4.12 prepared by Dr. S. Habre was reviewed and discussed. The draft serves as good example of the application appraisal template prepared by Dr. E. Badr.
- b) Dr. R. Turk discussed some issues involved in the Appraisal of undergraduate degree programs (standards 4.13-4.14). Some inconsistent Contract Sheets were discussed. Mrs. J. Zacca will be providing information related to the Appraisal of Freshman Arts and Sciences.
- c) Dr. D. Dabbous was welcomed to the committee of 4a by the co-chairs. Drs. Tabbara and Dabbous-Sensenig will be working together on the Appraisal of General University Requirements. Dr. M. Tabbara was on GUR Committee last year and Dr. Dabbous-Sensenig is chairing current ad hoc faculty committee.
- d) Dr. H. Abdo briefed the committee on some inconsistencies related to the number of credits in many of the majors. One major required 21 credits while other within the same school required 45 credits.

2. Appraisal Drafts

It was agreed that a first draft of the Appraisal will be submitted on **May 22** and that drafts will be reviewed and discussed prior to our meeting of **24 May** at 4:00pm.

The meeting was adjourned at 6:30 p.m.