

Lebanese American University

November 10, 2005

Memo to : Members of Accreditation sub-committee for graduate degree programs
From : Costantine Daher, Secretary
Subject : Minutes of the Accreditation sub-committee for graduate degree programs meeting held November 8, 2005 at 1:30 p.m. in Beirut.

Present: Nashat Mansour (co-chair), Samer Saab, Paul Tabar and Costantine Daher (Secretary)

Execused: Elias Raad

Agenda: Continuation of discussion of the initial phase of the accreditation work to be done by the subcommittee.

The member of the committee went over the Standard 4 sections that deal with the “Graduate Degree Programs” (section 4.20 till section 4.28). It was agreed that:

- 1- Responsibilities should be assigned to manage, coordinate and compile a descriptive statement about graduate programs at LAU. The statement should also include strengths and weaknesses of every graduate program offered. The description intended is expected to take into consideration the nine NEASC standards of graduate degree (Standard 4; 4.20 – 4.28). Colleagues involved in the preparation of the descriptive statement are advised to see samples obtained from different US universities in which the graduate degree programs were described for accreditation by NEASC.
- 2- There must be responsible members for follow up of the writing of the descriptive statement. Such members are also responsible to make sure that all faculties in the discipline concerned are consulted.
- 3- Responsibilities are assigned as follows:

a- Dr. Costantine Daher	M.S. in Molecular Biology
b- Dr. Paul Tabar	M.A. in International Affairs
c- Dr. Paul Tabar	M.A. in Education
d- Dr. Nash’at Mansour	M.S. in Computer Science
e- Dr. Elias Raad	MBA and Executive MBA

Dr. Nash’at Mansour agreed to contact the Comparative Literature colleagues so that they nominate a member to be responsible for the follow up of Masters in Comparative Literature.

The deadline for presenting the input from different graduate programs is expected to be end of November 2005.

It was also agreed that next meetings will take place on Thursdays rather than Tuesdays and at 4 p.m..

The meeting adjourned 3:10 p.m.

