

**Lebanese American University**

December 14, 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 December 8, 2005 at 1 p.m. in Beirut.

**Present:** Dr. Nashat Mansour (co-chair), Dr. Samer Saab, Dr. Elias Raad, Dr. Costantine Daher (Secretary) and Dr. Paul Tabar

**Agenda:** Discussion of Standard Four, Graduate Program section.

Minutes of the meeting held December 5, 2005 were approved.

Members of the committee discussed the concerns raised by Dr Huda Abdo about the template proposed by Dr. N. Mansour during the last meeting. It was agreed that substandard 4.20 – 4.28 will be followed in the writing, but the template proposed by Dr. N. Mansour helps in checking if major points in the substandard 4.20 – 4.28 are really tackled during the writing of the document. In addition, the template proposed provides hints for indicators, evidence and sources of material to be included in the final document.

Members of the committee also discussed the content in the substandard 4.20 – 4.28 and compared it with first draft of MBA and EMBA presented by Dr. E. Raad. The committee agreed to set dates and deadline for the different tasks to be completed:

- Submission of first draft of description: Deadline is Dec 15, 2005.
- Submission of questionnaire to Alumni: Deadline is Dec 15, 2005.
- Collection of and numbering of evidence: Start first week of January, 2006
- Collection of and numbering of evidence: Ends by end of January, 2006
- Submission of second draft of description: Deadline is Mid of January, 2006

The committee went over a questionnaire presented by Dr. E. Raad that targets students after they graduate from LAU. After some modifications, the committee agreed that such a questionnaire can serve our purpose, but still there should be some modification and finalization of the questionnaire. Modification should be related to the nature of the program, since what applies to a Business student may not necessarily apply to a Computer or Biology student. Thus, it was recommended that members of the committee representing the different graduate programs prepare separate questionnaires according to the nature of program offered.

The meeting adjourned at 3 p.m.