

Assessment of Student's Learning Committee (4D)
Meeting Date and time: January 30, 2006 at 3:00 p.m.
Secretary: K. Sarouphim

Minutes of the Meeting

Present: Iman Osta, Samer Habre, Pierette Zouein, Anwar Bou Mosleh, Sherine Nabhani, Ketty Sarouphim (Chair).

The following items were discussed during the meeting:

- 1. Faculty Questionnaire:** The Faculty Questionnaire has been completed and sent to Mr. Raif Bou Diab. K. Sarouphim met with Bou Diab and discussed the questionnaire format, as it will appear on the web.
- 2. Coordinators' Questionnaire:** The Coordinators' Questionnaire has also been completed and will be sent to Mr. Bou Diab tomorrow. K. Sarouphim will meet with him to discuss the questionnaire format, as it will appear on the web.
- 3. Deans Interviews:** the committee members decided to conduct interviews with the School Deans. The interview questions were formulated during the meeting and it was decided that K. Sarouphim will e-mail the members a copy of the questions and divide the task among the committee members (who will interview the Dean of what school).
- 4. Directors of Guidance Office Interviews:** S. Nabhani will formulate tentative questions for the interviews to be conducted with the Directors of the Guidance Office on both campuses.
- 5. Procedures for Approving New Courses:** A. Bou Mosleh will provide the committee members with the Curriculum Council's rules and regulations of approving/rejecting new courses.

The meeting was adjourned at 5:50 p.m.