

Assessment of Student's Learning Committee (4D)

Meeting Date and time: February 15, 2006 at 3:00 p.m. in Nicol, Room 222.

Secretary: K. Sarouphim

Minutes of the Meeting

Present: Iman Osta, Samer Habre, Anwar Bou Mosleh, Sherine Nabhani (through video conferencing), Ketty Sarouphim (Chair).

Absent: Pierrette Zouein

The following items were discussed during the meeting:

1. Data Collection: K. Sarouphim briefed the members on the status of data collection for the self-study report. At this point in time, data from the following sources are available: Deans' interviews, interview with the VPAA, the directors of the Guidance Office in both Beirut and Byblos campuses, and interview with the Associate Director of Alumni Affairs.

2. Faculty and Coordinators' Questionnaires: Both questionnaires are still not available on the web for respondents to complete due to a delay from the IT department, given the load of work that IT staff are finishing for all other accreditation and Strategic Planning committees.

3. Self-Study Report: K. Sarouphim will write the report based on the available data and will email it, early next week to the committee members, who in turn will send their comments back by email. K. Sarouphim will incorporate their comments into the report before sending it to H, Abdo and S. Habre, the co-Chairs of Standard 4. All the transcribed interviews will be included in the report as Appendixes.

4. Exhibits: K. Sarouphim asked the members to send her all documentation materials (i.e., catalog page numbers, UEC decisions, web links, etc.) to include as exhibits.

The meeting was adjourned at 4:00 p.m.