

Assessment of Student's Learning Committee (4D)
Meeting Date and time: April 20, 2006 at 4:00 p.m.
Place: Irwin, Conference Room C
Secretary: K. Sarouphim

Minutes of the Meeting

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

Absent: Pierrette Zouein.

The following items were discussed during the meeting:

1. Reports on the results of the Faculty and Chairs questionnaires: The members approved the two reports written by K. Sarouphim on the results of the questionnaires sent to faculty and chairs. One comment was made by A. Bou Mosleh on the Chairs questionnaire concerning the following sentence in the section on Program Review and Evaluation: "program review is effected mostly by departmental curriculum committees and during faculty meetings then the modifications are sent to the curriculum council for approval." It was decided to change it to: "When program review is effected, it is carried out by departmental curriculum committees when existing (e.g., business school), and during faculty meetings then the modifications are sent to the curriculum council for approval."

2. Course files: One course file will be chosen randomly from each program and will be kept at the exhibit room. K. Sarouphim will select randomly one course from each program, according to the course offerings of spring 2005, and will notify the respective chair to send the course file of that selected course to the exhibit room. Coordination will be made with Ms. Mona Rouwayheb concerning the times and dates the exhibit room will be open for drop-off of the course files.

3. Appraisal phase: One sample of an appraisal report written by S. Habre for Standard 4a was read and discussed. The members expressed their concern about the uncertainty of how to proceed next for the appraisal phase. Following a discussion on the matter, it was decided that each member will write a report (about one page long) on the substandard he or she is responsible for, according to the list below, then K. Sarouphim will compile all the reports and call for a meeting. The deadline for submitting the report is on Thursday, April 27, 2006.

Substandard	Person in Charge
4.44	K. Sarouphim
4.45	A. Bou Mosleh
4.46	S. Habre
4.47	I. Osta
4.48	S. Nabhani
4.49	P. Zouein
4.50	K. Sarouphim

The meeting was adjourned at 5:30 p.m.