

Assessment of Student's Learning Committee (4D)
Meeting Date and time: May 4, 2006 at 4:30 p.m.
Place: Irwin, Conference Room B
Secretary: K. Sarouphim

Minutes of the Meeting

Present: Pierrette Zouein, Samer Habre, Sherine Nabhani, Ketty Sarouphim (Chair).

Absent: Anwar Bou Mosleh, Iman Osta (excused).

The following items were discussed during the meeting:

1. Course files: K. Sarouphim has worked on a list of course files to be kept at the Exhibit Room. A list of all the courses that were offered in Spring 2005 was generated by the registrars of both the Beirut and Byblos campuses and sent to K. Sarouphim. With the help of a graduate assistant, K. Sarouphim selected randomly the courses for which course files were requested. A list of these courses was generated and sent to the Deans of the School of Arts & Sciences and Business in Beirut. A similar list will be generated for the Byblos campus and will be sent to the Deans of the respective schools as well. The Deans were asked to send the course files to Ms. Mona Rouayheb, the Administrative Assistant of Dr. A. Sfeir (Beirut Campus), who, in turn, will be in charge of transferring them to the Exhibit Room.

2. Appraisal phase: The report on the appraisal phase written by all the members of Standard 4D was discussed. Comments were made on what needs to be added or deleted from the report. K. Sarouphim will edit the report accordingly and will resend it to the committee members. The edited report will be discussed in a further meeting

The meeting was adjourned at 6:15 p.m.