

**Assessment of Student's Learning Committee (4D)**  
**Meeting Date and time: November 18, 2005 at 4:00 p.m.**  
**Secretary: K. Sarouphim**

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### **Minutes of the Meeting**

The committee members decided on the following:

- to become familiar with the process of accreditation, especially as it pertains to the work of this committee.
- to design a questionnaire that will be distributed to all faculty at LAU. The questionnaire will be about how faculty assess the learning of their students, the faculty appraisal of the modes and means used for assessment, and their input on how to improve their assessment of students' learning.
- Each member will work on designing items of the said questionnaire and share them with all other members through email. The chair will sift through all the items and will bring to the next meeting a tentative draft. The aim is to design a template that will make data collection possible.
- once completed, the questionnaire will be given to the department chairs who will be responsible for distributing copies to their respective faculty. Both full- and part-timers will be asked to fill out the questionnaire.
- to work closely with the IT department at LAU for analysis of the data once all the questionnaires are filled out and returned.

The committee members will meet on Friday, November 25 to work on the final version of the questionnaire.