

## Lebanese American University

March 16, 2006  
Approved as amended

**Memo to:** Members of the Accreditation Committee (Standard Five)  
**Subject:** Minutes of the Accreditation Committee Standard Five held on Thursday, March 16, 2006 at 2:00 P.M. in Irwin Conference Room B.  
**Present:** R. Bahous, E. Badr, Gh. Dibeh, H. Harmanani, C. Issa (Chair), A. Kabbani, and N. Semaan

- C. Issa welcomed E. Badr to the meeting of the Accreditation Committee (Standard 5)
- The minutes of March 2, 2006 were approved.
- N. Semaan commented on one of the questions that appeared in the minutes of March 2, 2006: 'Do you think merit increase is fair?' He stated that such question might be divided into three parts: compensation, benefits, and merits.
- C. Issa requested from the committee members a list of questions to be included in the questionnaire
- The purpose of the questionnaire is to investigate the levels of satisfaction of faculty in conformity with the rules/ standard 5
- The suggestion is to measure up standard by standard to build in a questionnaire.
- The issue of the percentage of full-timers vs. part-timers was discussed at length. The strategic planning is aiming at raising the number of full time faculty to 70%. In 2004 65% of the courses were taught by full-timers. (if teaching load is to be reduced in 2006 – 2007, then most probably the percentage of courses taught by full timers might decrease except if the university is planning to hire more full timers to make up for it). It was decided to table the issue and ask the Deans of the Schools regarding an acceptable percentage. Maybe the University should go over the Disciplines and/or the Programs and not look at the percentage across the board.
- Dr. Badr is to provide the Accreditation Committee (Standard 5) the percentage of full time faculty per program/ degree as of the year 2000 up to Fall 2005; according to E. Badr, the data is based on

historical data (the number of credits taught by full timers divided by 12).

- Qualifications of faculty. The Deans of the Schools should be asked the following question: Do faculty members have a Ph.D. / Terminal Degree in the area (or a closely related field) they are teaching? If not, have they at least done research in the field?
- It was decided to remove the following sentence (the qualifications of the faculty commensurate with LAU' s mission (LAU/ Statement of Purpose) from the description part (page 1 paragraph under table 5.1)
- The committee asked N. Semaan to prepare the list of the full time faculty members who got their BA/ BS from US universities.
- E. Badr requested that all tables/ exhibits presented in the Description part should be referenced (add the source of the document)
- E. Badr is to provide the Committee members with a study comparing LAU with AAUP.
- C. Issa is to look for a similar study comparing gender percentages at LAU with AAUP.
- An item to include in the appraisal part: lack of well-defined policy regarding load of full timers: difficulty of courses, number of students (no more than 6 new preparations / year); think also in terms of teaching support system/ research load.
- N. Semaan is to provide the committee with the number of visiting professors as well as professors who took sabbatical leaves from the year 2000 until present.
- The issue of graduate courses taught by MA holders was pointed out.
- A clear job description for graduate assistants should be prepared. Are these graduate students exposed to proper training before given a class to teach at the University? At the time being graduate assistantship is similar to financial aid; thus, a radical change regarding graduate assistants should take place.
- Recruitment: Before the year 2004, recruitment was done differently. The new recruitment system has been applied as of Spring 2006. A couple of questions were raised regarding the recruitment issue: How many positions were advertised? How many positions were filled in?
- What is the plan or the vision regarding recruitment/ Departments looking for deficiencies in the disciplines

- Faculty handbook is not adequate. At the time being it is a collection of policies. It has to be revised accordingly.
- Tenure: Ask faculty about tenured policy? Do you feel secure at LAU with a one year contract? Three year tenure? If not why. Is it based on previous practice at LAU? Such issue is addressed in Standard 5.6
- The committee requested from N. Semaan data regarding maximum overload taught by full time faculty. The following question was raised: are full timers allowed to teach 32 credits per academic year or per calendar year? (accordingly the sentence at the end of page 2 before the last paragraph should be changed)

The meeting was adjourned at 3:55 P.M.