

## Lebanese American University

Approved

**Memo to** : Members of the Accreditation Subcommittee STD#6  
**From** : Mona Nabhani  
**Subject** : Minutes of the meeting of the Accreditation Subcommittee for Standard 6, held via video conferencing in Irwin Conference Room B on January 30, 2006 at 5:00  
**Present:** A. Lahoud, S. Garabedian, G. Abi Fares, M. Nabhani, E. Badr, V. Papazian, M. Semaan, and E. Samia

### **Writing descriptive report**

Dr. Semaan reminded all that the end of February 2006 is the deadline for writing the descriptive report, so in one week, by February 10, all the subgroups should send by email the descriptive paragraphs of their substandards to either Dr. Semaan or Mr. Papazian who will finalize the whole document.

Refer to Dr. Semaan's email on January 30 for writing guidelines.

Dr. Badr will email sample descriptive paragraphs. He reminded all that only one paragraph per substandard is needed and that descriptions are simple stories whereas appraisal needs more analysis and detail. Descriptions include dry criteria without analysis. A sample paragraph was read as a non-example.

### **Points to include**

Each paragraph should include the history of the substandard, data, ongoing work, and any cultural differences between campuses regarding these. It should state where the data are found and refer to the page number and paragraph in the Academic Catalogue where the data are found.

### **Collecting exhibits**

Mr. Papazian distributed sample procedure for collecting exhibits by the subgroups. A master form will then be created by the Chairs and will be posted on the Web to be used by all.

The lists of collected documents should be sent to the Chairs in a couple of days. Then within the next 10 days, the actual documents should be sent to Dr. Semaan or Mr. Papazian in order to check duplicates and combine all in one list.

Questionnaires will be administered after the writing of the description because these are needed mainly for the assessment part and for getting whatever information we could not locate.

Mr. Papazian asked all to come up with questions and expressed concern for time pressure.

Dr. Badr gave an example of a question that is needed in standard one to find out whether students and faculty understand the mission of LAU.

**Appraisal stage**

Dr. Badr commented that during appraisal, if data are found missing, we can go back and look for it. It is a continuous process. For example, responses from questionnaires can be added to the descriptive document.

**Further comments**

Documents will also come from questionnaires and interviews because they are considered hard data. Subgroups can even conduct phone interviews and document the interview questions and responses in a structured form.

**Important dates**

The next meeting is scheduled for Monday February 20 at 5:00

Friday February 10: deadline for receiving the write-ups from the subgroups

The meeting adjourned at 6:00