

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 February 20, 2006 at 5:00 pm.
Present: V. Papazian, S. Garabedian, G. Abi Fares, E. Badr, M. Semaan, M. Othman and M. Nabhani

Dr. Semaan noted that Dr. Lahoud has been sick for the past week and had to be hospitalized.

Finalizing the description

Mr. Garabedian had looked at various neasc reports and found that they take no more than 12 pages for the previous 11 substandards, while there are 18 substandards now. Dr. Badr advised that we stick to the 12 pages limit because some substandards require shorter paragraphs than others. However, no cutting down on size should happen now. This will take place after all the report is written. Dr. Semaan suggested that one person writes the final descriptive part to save time.

Exhibit forms

Individual groups have to fill the forms then Mr. Papazian and Dr. Semaan will compile them in one. Some exhibits can have two references but this will be finalized at the end. Now the groups should list and state the location of the exhibits only.

Student representation

Dr. Badr noted that student attendance on some accreditation subcommittees is not acceptable.

Next step

All members need to think about questionnaires and the assessment phase. Dr. Semaan and Mr. Papazian will work on the assessment part after their meeting on March 4. Dr. Badr stated that the next Steering Committee meeting will focus on appraisal and on preparing the frame of work to orient the various teams. The appraisal part will take more face to face deliberations and needs collective work.

New meeting time

All members should send their new teaching schedules to Dr. Semaan in order to find a suitable meeting time for all. The groups will conduct meetings not by video conferencing for work on appraisal. This takes three times the effort that the group spent on the descriptive paragraphs.

Dr. Semaan might call for a meeting via video conferencing any day of the week of March 6

The meeting adjourned at 5:45