

Lebanese American University

March 14, 2006
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 Friday March 10 at 12:15.
Present: A. Lahoud, S. Garabedian, G. Abi Fares, M. Nabhani, E. Badr, V. Papazian, M. Semaan, E. Samia, M. Othman, L. Massara, and R. Mouawad

The minutes of the previous meeting were approved, and no changes were made to the agenda, which is to discuss the descriptive paragraphs of the subgroups.

Dr Semaan reminded all that the deadline for completing and submitting the description V0 for Standard #6 is mid March. Dr. Badr had sent a sample description and noted that the paragraphs of the subteams look disjointed whereas they should have been coherent. Dr. Semaan is currently combining the write-ups of the Byblos campus subteams and Mr. Papazian is combining those of the Beirut campus subteams. The style will be fixed later to have a global description of Standard #6, but the process is dynamic and the write up will be continually modified.

Mr. Papazian suggested that all should look at the submitted paragraphs and give comments that will be incorporated in the document.

Dr. Semaan commented that some of the paragraphs do not picture the details of the current situation of student services at LAU, so a clearer story is needed. He gave a few suggestions. Also, the write up for substandards 6.4, 6.5, and 6.6 is totally different in spirit than 6.1; the former being more technical. Dr. Badr commented that perhaps one person should write the summary of the 4 documents from both campuses.

Dr. Semaan proposed that he and Dr. Samia be given the responsibility of coming up with an all including write up, written in one style, and after discussion, the subcommittee agreed that this was the best approach.

Dr. Semaan stated that a combined document should be ready by Wednesday the 15th. It will be sent to all to provide feedback within 12 hours, so as to incorporate all comments and send it to the Steering Committee on Thursday the 16th. Dr Badr will send to all the description that he received for Standard #7 as a good example.

Three members from neasc will visit LAU on April 3 & 4 but will not meet with the committees.

Future work: All need to think about questions related to the substandards to address areas that the subteams do not understand. Dr. Badr commented that the proper questions will come out as the groups are discussing the appraisal report.

Next meeting: Friday March 24 at 12:00 in Conference Room B.

The meeting adjourned at 1:35