

Lebanese American University

Approved as amended

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 in SCI 606, Byblos campus, on Friday May 19, 2006 at 12:00

Present: G. Abi Fares, M. Nabhani, E. Badr, M. Semaan, E. Samia, A. Lahoud and R. Mouawad

Agenda: to continue and finish re-examining the preliminary gap analysis for the remaining substandards 6.12 → 6.18 of Accreditation Standard #6.

Minutes of the meeting of Friday April 28 were approved.

Focus group interviews

E. Samia, G. Abi Fares and M. Nabhani discussed with the group the results of their student interviews and E. Samia suggested another focus group interview for more data on students' views of LAU's student services. The interviewers will exchange campuses this time.

Finishing focus group interviews on both campuses	By Monday May 29
Sending reports to all members	Wednesday May 31

Substandard 6.12

Substandard 6.12.1a (leadership) & 6.12.1b (governance)

Student leadership was previously placed by the group at number 1, but M. Semaan suggested moving it to number 2. Student governance was previously placed at number 2 and M. Semaan suggested moving it to number 3. The rationale was that although LAU has student clubs and student representatives on councils but we are still working on a student council and will finish the details in July 2006. The group agreed.

Substandard 6.13

Substandard 6.13.1a (programs) & 6.13.1b (facilities)

Athletics programs and their integrity remain at number 1 because LAU sends its own students on teams competitions and does not resort to professional players. Facilities and grounds were previously placed at number 3 because Byblos campus leases courts for basketball, volleyball, and mini football for LAU teams; and Beirut campus has one basketball court, exchanges facilities for soccer, and rents grounds for other sports. Priority for use is also for students enrolled in PE classes.

E. Badr commented that a university with a student body of around 6000 should cater for all students and should have grounds for leisure use; so facilities in this substandard should be moved to between 4 & 5. He suggested adding data to support our decision such as contracts with schools where LAU rents facilities for its athletes.

Substandard 6.13.2 and Substandard 6.13.3

LAU is responsible for controlling and financing its athletics programs, and expectations are the same for athletes as other students. Both remain at number 1.

Standards 6.14.1a and 6.14.1b

LAU employs people with formal training, so 6.14.1a remains at 2; but 6.14.b (continuous training) was moved from 3 to 4. M. Semaan has a budget for training that is not always used, he says.

E. Badr commented that this substandard describes people dealing with student services such as counselors and advisors.

M. Semaan: the counselor in Beirut has formal training, the one who will be on Byblos campus has the proper background as well, and administrative officers on both campuses are adequate.

E. Badr explained how evaluating effectiveness will be based on data from now on for everybody. The Council of Deans decided that Deans will be evaluated by their faculty and Chairs and Council of Deans every year starting this year for self improvement, and the VPAA will be evaluated by the Council of Deans as well. Questionnaires may be sent to students to evaluate all services to improve and not to fire people except in drastic cases.

M. Semaan and his office had created an evaluation scheme that sets goals to be achieved by their various staff who are provided training to do so. This resulted in improvement where needed.

Standards 6.14.2a,b,c

6.14.2a (facilities) was moved from number 3 to 4 because in general they are inadequate due to lack of green areas, and office and classroom space.

6.14.2b (technology) was moved from number 2 to 3 because LAU replaces computers every 4 years whereas there is a need to change them every 2 or 3 years especially in Engineering and design labs.

6.14.2c (funding for facilities) remains at number 3.

Substandard 6.15.1

Code of conduct and ethics remains at number 3.

Substandard 6.15.2a

Remains at number 3. Policies on students' rights and grievances are not clearly stated and publicized, and some petitions are delayed because they are too many and are sent to different bodies, some of whom do not meet regularly such as school councils.

Substandard 6.15.2b

Remains at number 2.

Substandard 6.16.1

Remains at number 5 because there are no policies concerning information on students' records and retention.

Substandard 6.16.2

Remains at number 1 because there is privacy and confidentiality of students' records, and there are policies.

Substandard 6.17

Remains at number 3: LAU has no stated goals for co-curricular activities; it has practices only. There is no systematic way for assessing anything.

Substandard 6.18

Remains at number 3.

Next meeting: Friday June 2 at 12:00 on Beirut campus.

The meeting adjourned at 12:15

6.12.1a student leadership (Move to 2)	6.12.1b student governance: (Move to 3)			
6.13.1a athletics program 6.13.2 6.13.3		6.13.1b athletics grounds and facilities (Move between 4 & 5)		
	6.14.1a formal training 6.14.2b technology (Move to 3)	6.14.1b continuous training (Move to 4) 6.14.2a facilities (Move to 4) 6.14.2c funding		
	6.15.2b	6.15.1 6.15.2a		
6.16.2				6.16.1 no policies
		6.17		
		6.18		