

Lebanese American University

November 8, 2005
Approved as amended

Memo to : Members of the Accreditation Subcommittee STD#6
From : Mars Semaan,
Subject : Minutes of the meeting of the Accreditation Subcommittee for Standard 6, held via video conferencing November 8, 2005.

Present: A. Lahoud, S. Garabedian, G. Abi Fares, M. Nabhani, E. Badr, V. Papazian, M. Semaan, E. Jaffal, B. Prescott-Decie

The meeting Agenda was to introduce the subcommittee members, assign preliminary tasks and set times for regular meetings.

1 – Distribution of tasks:

Sub-Standards 6.1-3 Admissions: Mr Lahoud and One student from
Sub-Standards 6.4-6 Retention and graduation: Dr. Prescott-Decie and Mrs Nabhani
Sub-Standards 6.7-8 and 6.10-12 Student Services: Mrs Abi fares and Mr Samia
Sub-Standards 6.9 and 6.13-17 Student Services: Mr. Garabedian and one student from Beirut
Sub-Standard 6.18 Effectiveness: Mr Papazian and Dr. Semaan

2 – Dates of meetings: The committee decided to schedule the meeting via video-conferencing from 13:00 to 14:30 every other Thursday.

3 – Information Sharing: Dr Badr informed the committee that there are three deadlines to meet:

The first for the completion of the Description by mid February 2006 (what and how we currently do things at LAU)

The second is for the completion of the appraisal by mid may 2006 (complete assessment of the effectiveness of the way we practice things)

The third is for the Projections by the mid of august 2006 (what are the plans for the development of weak areas)