

# LEBANESE AMERICAN UNIVERSITY

## LIBRARIES

### MEMORANDUM

To : Members of the Library Accreditation Committee

From : Cendrella Habre  
Systems Librarian

Subject : Minutes of the Library Accreditation Committee meeting held on Friday  
January 27, 2006 @3:00 PM, Lounge, Riyad Nassar Library, Beirut  
Campus -- Amended

Present : Fawz Abdallah, Cendrella Habre, Ahmad Hourri, Aida Naaman, Marwan  
Rowayheb, Melissa Stockman.

Absent : Carole Sabbagha

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The meeting began by approving the January 16, 2006 minutes.

The following discussions took place during the meeting:

1. Mrs. Naaman asked each member to give his/her input regarding our meeting with Mr. Randy Bell on January 19, 2006.
2. Mrs. Naaman conveyed to the members all the changes required on the outline and description part of the self-study report already drafted. These changes were clarified during the Steering Committee meeting she attended on Saturday January 21, 2006.
3. All members agreed that no changes are needed to the questionnaires and that they would be distributed to faculty and staff (via web) and to students (in person) during the last week of February 2006.
4. Even though Ms. Sabbagha (student rep.) was invited to all the meetings, she has attended only one. Therefore, she was removed from the committee.

Next meeting will be held on February 7, 2006 @2:00 pm., same location.

Meeting was adjourned @4:10 pm.