

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 Tuesday February 7, 2006 @2:00 PM, Lounge, Riyad Nassar Library, Beirut Campus

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

Guest: Dr. Elie Badr

The meeting began by amending and approving previous minutes.

The main topic of this meeting was the description part (2nd draft) of the Self-study report.

Dr. Badr suggested the following:

1. Headings should be changed: for example, replace Organizational Structure by Structure and Personnel, and Numerical Data by Resources, etc.
2. IT Resources: preferable to add IT information within the headings accordingly, rather than have them under a separate paragraph.
3. AV Center and Mimeographing Office: After several comments, the members decided to keep the paragraph as is, yet include numerical data and relevant exhibits, e.g., number of photocopiers, LCD projectors, etc.
4. Cultural Implications: Remove the first sentence and replace it with the description from the 1st draft.
5. Due to space limitations, several important indicators were omitted from the 2nd draft. Therefore, comparing the 1st draft with the 2nd is a must. Ms. Habre promised to do this homework.

Other necessary changes and additions to the description were also pointed out by Dr. Houri and Dr. Abdallah. Ms. Habre noted them all.

Finally Dr. Badr confirmed to Dr. Rowayheb that NEASC will be accrediting LAU as ONE university and not each campus independently.

Next meeting will be held on February 21, 2006 @2:00 pm., same location.

Meeting was adjourned @3:00 pm.