

# LEBANESE AMERICAN UNIVERSITY

## LIBRARIES

### MEMORANDUM

To : Members of the Library Accreditation Committee

From : Aida Naaman, Director, LRC

Subject : Minutes of the Library Accreditation Committee meeting held on Tuesday February 20, 2006 @2:00 PM, Lounge, Riyad Nassar Library, Beirut Campus

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

Absent : Cendrella Habre (excused)

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The Library and Information Resources Accreditation Committee met on Tuesday Feb. 20 at 2:00 pm in the Library Lounge.

All members were present except Ms. Cendrella Habre for she had to attend a library workshop.

1. The minutes of the last meeting were approved.
2. The following issues were discussed and decisions were taken as follows:
  - Survey questionnaires will be sent online to faculty and staff on Monday Feb. 27, 2006. The questionnaire will be sent to both Beirut and Byblos campuses.
  - Faculty and staff will be asked to submit the questionnaire responses by Monday March 6, 2006.
  - Part-time faculty should also be approached.
  - The IT questionnaire will have to wait in order to integrate questions concerning Standard 8.
  - The week between Feb. 27 and March 3, 2006 should be used to distribute questionnaires to students in classrooms.
  - Mrs. Naaman should write an e-mail to the deans so that their faculty will facilitate this process.

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

Meeting was adjourned @3:00 pm.