

# 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 March 7, 2006 @2:00 PM, Lounge, Riyadh Nassar Library, Beirut Campus

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

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The Library and Information Resources Accreditation Committee met on Tuesday March 7, 2006 @2:00 pm in the Library Lounge.

1. The minutes of the last meeting were approved.
2. The following issues were discussed and decisions were taken as follows:
  - Mrs. Naaman gave a brief overview of her meeting on Saturday March 4, 2006 of the Steering Committee. She reported that the members of the said committee were very satisfied with our questionnaire's layout and questions. Then she explained the frame of work of the appraisal phase of the self-study report.
  - Ms Habre reported on the status of the questionnaires. As of Monday March 6, 2006 (deadline to submit surveys) about 150 surveys were completed by Faculty and Staff and more than 400 were completed by students. While the analysis process of the F&S survey is done automatically online via QuestionPro, Ms Stockman will ask her students assistants to key-in the responses of the students' questionnaires in QuestionPro for automatic analysis also. She requested 2 weeks to do so.
  - Ms Habre distributed the final version (so-called version 0) of the description formatted according to Dr. Badr's email with regards to font size and layout (2 columns).
  - Mrs. Naaman reminded the members of the VPAA email message regarding the NEASC visit during April 2006.
  - Finally Ms Habre promised the members that she will email them the URLs of the reports of some American Institutions for review and copies of the analysis reports of the F&S questionnaires.

Next meeting will be held on Tuesday March 21, 2006 @1:30 pm., same location.

Meeting was adjourned @3:00 pm.