

LEBANESE AMERICAN UNIVERSITY

LIBRARIES

MEMORANDUM

To : Members of the Library Accreditation Committee

From : Cendrella Habre

Subject : Minutes of the Library Accreditation Committee meeting held on Friday November 18, 2005 @2:00 PM, Lounge, Riyad Nassar Library, Beirut Campus. -- Amended

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

Absent : Carole Sabbagha

The meeting began by approving the minutes of Nov. 11, 2005 after one amendment made by Dr. Rowayheb.

All members present went over the indicators required for the surveys of each sub-standard.

In this regard, each member was assigned sub-standards to work on during the previous meeting:

Sub-standard 7.5:

- Dr. Hourri presented a list of the indicators needed for standard 7.5. He suggested dividing the indicators into two main groups: namely training and support. Within each of these two categories a list of indicators were listed addressing the facts, while a set of questions was presented to address the feedback of students, faculty and staff on the appropriateness of training and support for effective use of the resources mentioned in this standard. Mrs. Naaman indicated that she will reformulate the questions to fit within the Library questionnaire.

Sub-standards 7.1 to 7.11:

Mrs. Naaman explained that several items listed in her documents will be included into the description, part of the self-study report, such as policies, LRT syllabus, budget, staff, and statistics.

As for the survey, she explained in details that the following issues should be addressed:

- Orientation program for new students
- Online training sessions which are held twice per semester

- Information Literacy program which will be carried out by the Electronic Resources Librarian (new staff to join Beirut Library as of January 1, 2006). Yet all the members agreed that it is too soon to include this issue in the survey.
- Availability and accessibility of resources
- Satisfaction of end-users

With regards to ratio items included in Mrs. Naaman's document, Ms Cendrella Habre stated that this should not be included in the description as they are not part of the accreditation process.

Ms Stockman recommended adding gender and age to the questionnaire.

Both Mrs. Naaman and Dr. Abdallah will work together on the description part, related to library services and functions, to be ready by June/July 2006.

Sub-standards 7.8 & 7.10:

In his document, Dr. Rowayeb has raised in details the questions of the surveys. He promised that he will e-mail the committee (by Monday Nov. 21, 2005) all previous surveys which were executed by both Library councils of Beirut and Byblos.

2 questions were also recommended for addition:

- If syllabus include a reading list of material available in the libraries (by Ms Habre)
- If LRT should stay a one credit or upgraded to more than one credit course (by Dr. Rowayeb)

Ms Melissa Stockman raised the question of what difference does it make if our students use the library premises or not, now that they can access the library resources through wireless or remote access. All members agreed that the use of printed material is still a necessity, in addition to promoting reading.

Sub-standards 7.4 & 7.6:

After going through the indicators, Dr. Abdallah questioned the importance of preparing the questionnaire/survey at an early stage. Mrs. Naaman said that the survey is necessary for assessing our services and work, as well as to determine and collect the data required for the data warehouse of LAU.

Furthermore, he pointed out an important question regarding including the University staff in the library questionnaire as it could affect negatively on the results. Dr. Hourri suggested that maybe we should link the survey to staff grades. Ms Habre proposed to get feedback from the Pappas Group.

Dr. Abdallah also mentioned that the methodology of the survey should be taken into consideration.

On the other hand, Ms Habre was concerned about the huge number of surveys which have to be filled out by the LAU community. She suggested that maybe we should reward those who take the survey by giving out gifts, such as USBs, CDs, etc.

Sub-standards 7.1 to 7.11 (Information Technology):

In their document, Ms Stockman and Ms Habre illustrated the current situation of IT throughout the institution. Accordingly separate surveys will be prepared for students, faculty and staff.

Other issues:

- Different practices between Beirut and Byblos Library concerning the Audio-Visual Department.

- All surveys will end up with Ms Stockman for posting on the web. She is currently examining different survey and analysis tools available in the market, mainly the free ones.

To summarize, the following was decided:

- Both Beirut and Byblos previous surveys should be compared and unified.
- By December 1, 2005 all surveys should be ready

Next meeting will be announced later.

Meeting was adjourned @4:30 pm.