

# 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 Monday November 28, 2005 @4:00 PM, Lounge, Riyad Nassar Library, Beirut Campus.

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 minutes of Nov. 18, 2005 after being amended.

Mrs. Aida Naaman gave a brief overview of the issues which were discussed during the Steering Committee meeting, held @ Le Royal Hotel on November 26, 2005.

Then the members discussed in details the questionnaire matter. Mrs. Naaman stated that our committee should prepare a questionnaire for appraisal and not for description as information for the latter is already available. As a result 2 types of questionnaires will be set; one related to IT and another related to the Libraries. In both cases, 2 surveys will be generated, one geared towards students only and another for faculty and staff. Dr. Hourri suggested adding an option entitled NA (not applicable) to resolve the issue of staff. In this regard, all members agreed to add the sentence "whenever applicable" for the faculty/staff questionnaire.

To conclude, it was decided the following:

1. Dr. Abdallah will finalize the student questionnaire
2. Mrs. Naaman will finalize the faculty/staff questionnaire
3. Ms. Stockman and Ms Habre will revise the IT student questionnaire
4. Drafts to be e-mailed to members before next meeting which will be held on Dec. 9, 2005 @4:00 pm, same location.

Meeting adjourned @5:30 pm.