

# 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 December 12, 2005 @3:00 PM, Lounge, Riyad Nassar Library, Beirut Campus -- Amended

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

Absent : Ahmad Hourì (excused), Carole Sabbagha

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This meeting was dedicated to discuss and finalize the draft of the questionnaire directed to faculty and staff, which was prepared by Mrs. Naaman.

Ms Habre will try to design the said questionnaire using a web tool entitled Questionpro.

Next meeting will be held on Monday Dec. 16, 2005 @3:00 pm., same location.

Meeting was adjourned @4:30 pm.