

# 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 December 16, 2005 @3:00 PM, Lounge, Riyad Nassar Library, Beirut Campus -- Amended

Present : Fawz Abdallah, Elie Badr (guest), Cendrella Habre, Aida Naaman, Marwan Rowayheb, Melissa Stockman.

Absent : Ahmad Houri (excused), Carole Sabbagha

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The meeting began by amending and approving previous minutes.

The following 3 main issues were discussed during the meeting:

1. The Library questionnaire dedicated to Faculty and Staff was finalized after minor changes which were emailed by Dr. Houri.
2. The IT questionnaire dedicated to Students was thoroughly examined and amended. A final version to be submitted by Ms Stockman and Ms Habre in the next meeting.
3. Members of the committee discussed with Dr. Badr the strategy of distributing the questionnaires. Basically it was decided to send the Faculty and Staff questionnaires by email (using a survey web tool) and to hand out those of students during classes (morning, afternoon and late afternoon classes), in addition to distributing some in both cafeterias and libraries.

Next meeting will be held on Friday Dec. 23, 2005 @2:00 pm., same location.

Meeting was adjourned @5:30 pm.