

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 23, 2005 @2:00 PM, Lounge, Riyad Nassar Library, Beirut Campus.

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

Absent : Carole Sabbagha

The meeting began by amending and approving previous minutes.

The following issues were discussed during the meeting:

1. Mrs. Naaman read to the members the items required and that should be prepared for our meeting with the Pappas Group on Thursday January 19, 2006 from 3:00 pm – 6:00 pm., place TBA. (see attachments).
2. The IT questionnaire dedicated to Students was finalized after few amendments. Both Ms Stockman and Ms Habre will prepare a similar questionnaire for Faculty and Staff.
3. Few questions in the said questionnaire were corrected upon Dr. Hourri's input.
4. Mrs. Naaman stated that she will prepare a draft of the indicators and the related classification scheme, to be discussed during our next meeting. In addition she will start working on the description part of the self-study report.
5. Dr. Abdallah informed the members that he is going on vacation and will not be able to attend the next meeting.

Next meeting will be held on Tuesday January 3, 2006 @4:15 pm., same location.

Meeting was adjourned @3:30 pm.