

# Lebanese American University

Information Technology Department

Date: January 18, 2006

Memo to : Mr. Joe Shebaya, Dr. Maroun Daccache, Mr. Emile Hanna, Mr. Roy Majdalani, Mr. Wadih Zaatar  
From : Joe Syriani  
Subject : Minutes of the Standard Eight Accreditation Committee meeting held on January 17, 2006, at 10:30 am  
Present: Mr. Joe Shebaya, Dr. Maroun Daccache, Mr. Emile Hanna, Mr. Roy Majdalani, Mr. Wadih Zaatar

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The meeting started with reviewing and approving the minutes of the previous meeting (find attached).

Mr. Majdalani informed the Standard Eight Accreditation Committee that Mr. Randy Bell will meet with the steering committee members on Saturday January 20, 2006, to brief them on the results of his meetings held at LAU with the different sub-committees. He also reminded the Standard Eight Accreditation Committee that February is the deadline to complete the description part of the self-study.

In order to be prepared for the meeting of the Standard Eight Accreditation Committee with Mr. Randy Bell on Friday January 20, 2006, it was agreed that a meeting will be held next Thursday January 19, 2006, at 4:00 pm. Prior to this meeting, it was agreed on the following action steps:

- Mr. Syriani will update the outline as agreed upon during the meeting of January 17, 2006, and e-mail it to the rest of the committee members to review it
- On January 18, 2006, Mr. Syriani will create a detailed project plan (using MS Projects) that contains the different tasks needed to complete the Standard Eight self-study document with their respective status. This document will be emailed to the rest of the committee members to review it and finalize it during the next meeting
- Mr. Majdalani will write an introduction that shows the approach that the committee has been following in order to complete the self-study
- Mr. Zaatar will compile all responses received from the different Academic labs
- Mr. Majdalani will extract the SP action items related to IT
- Mr. Shebaya and Mr. Hanna will finalize the format of the evidence table that will be presented as supporting documents

The meeting adjourned at 1:00 pm.