# Lebanese American University
## Information Technology Department

Date: February 15, 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 February 10, 2006, at 11:00 am
Present:    Mr. Joe Shebaya, Dr. Maroun Daccache, Mr. Emile Hanna, Mr. Roy
Majdalani, Mr. Wadih Zaatar, Dr. Elie Badr

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The meeting started with reviewing and approving the minutes of the previous meeting (approved as is).

Dr. Badr mentioned that Mr. Bell has submitted a report to LAU that the accreditation steering committee members will review. He added that for NEASC self-study description purposes, it is enough to include Facilities Management and IT data that is not older than 5 years.

Mr. Majdalani distributed the following outline that he suggests members should consider while writing the description part of the self-study:
- History of LAU around the sub standards
- Organizational structure around the sub standards
- Documentation, policies, procedures around the sub standards
- Numerical data around the sub standards
- Work in progress around the sub standards
- Any cultural differences that exist around the topic/sub standards

In addition, Mr. Majdalani distributed to the committee members the following forms that were agreed upon during the last accreditation steering committee meeting:
- A status form that will be updated by the chair of each accreditation sub-committee
- An exhibit form that will be sent by the chair of each accreditation sub-committee to the VPAA office. The latter will assemble all these forms into one form. Once this form is updated, an automatic email is sent to the chairs and the two secretaries of the VPAA office, who are the only users who can update the master form.

Mr. Shebaya mentioned that there are some discrepancies between the Business Office data and that of the Facilities Management. The reason behind these

discrepancies is that the Business Office does not categorize the projects the same way it is categorized by the Facilities Management Department.

The committee agreed to use the Business Office data as the source for the Facilities Management projects data since the Oracle Financials System includes this data and it is the official legal system used by the University.

The Committee debated the level of detail needed concerning the description of the Facilities Management projects. Mr. Shebaya suggested to ask for the following data if available:

       a- Consultancy fees (if any)
       b- Total project cost
       c- Furniture cost (if any)

He also suggested asking for a data categorized on a yearly basis for the last 5 years.

It was agreed that this data might be beyond the needs of the substandard eight and that Mr. Majdalani will contact Mr. Emile Lamah requesting a detailed project cost in USD for the last five years and inquiring about the availability of the details.

Dr. Daccache suggested to issue a finding concerning the discrepancies (the way data is categorized in Finance) in our findings while writing the appraisal part.

It was agreed that the next meeting will take place on Friday February 17, 2006, from 10:30 am until 12:00 pm.

The meeting adjourned at 1:00 pm.