

Lebanese American University

Information Technology Department

Date: February 20, 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 17, 2006, at 11:00 am
Present: Mr. Joe Shebaya, Dr. Maroun Daccache, Mr. Emile Hanna, Mr. Roy Majdalani, Mr. Wadih Zaatar, Dr. Elie Badr

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

With regards to the debate that occurred during the last meeting (February 10, 2006) concerning the level of details needed from the Business Office for the Facilities Management project, Mr. Majdalani suggested to the team that it is enough to list all Facilities Management projects with the total project cost for the description part of the self-study. Dr. Badr agreed that for the description part, we don't need the details; however, if we find it necessary for the appraisal part, we may ask the Business Office to provide us with them. Everyone agreed with this suggestion.

Dr. Badr reminded the Standard Eight Accreditation Committee members that the NEASC report should focus on the academic process and that the role of the committee members is to evaluate the academic satisfaction. Mr. Majdalani suggested to meet with Finance to check how they are categorizing the projects in order to know how we can use these data during the appraisal part.

Dr. Badr added that the University will hire an editor who will consolidate the whole document into one without removing any information.

Concerning the scope of Academic IT, Mr. Majdalani stated that the goal of this committee is to describe the current structure. It was agreed that Mr. Zaatar will send a questionnaire to the HR Office requesting the organization chart of the Academic labs at LAU.

It was agreed that Mr. Syriani will combine the Facilities Management document with that of the IT, and send the combined one to the committee members by Friday February 24, 2006, for review. This document will be finalized during the next meeting, which will take place on Tuesday February 28, 2006, from 10:00 am until 12:00 pm pending the confirmation of Dr. Daccache.

The meeting adjourned at 12:00 pm.