

Lebanese American University

Information Technology Department

Date: March 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 March 14, 2006, at 10:00 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).

The committee members reviewed the second draft of the self study description part. It was agreed that all the comments raised during this meeting will be updated and emailed to the committee members. This document will be approved in the next meeting.

Dr. Badr stated that the appraisal deadline may be postponed for one month from the original deadline, i.e. until the mid of June 2006.

Mr. Majdalani distributed a “frame of work” document that will be used as a guideline during the appraisal part of the self study. This document was approved in the last Accreditation Steering Committee meeting and will be followed across the 11 standard accreditation committees. It was agreed that Mr. Syriani will update the above document to include the standard titles with the Standard 8 subsections.

It was agreed that each members of the Standard 8 committee will fill the answers of the “frame of work” document and this document will be reviewed and discussed in the next meeting in order to start thinking of the questionnaires.

It was agreed that the next meeting will take place on Tuesday March 28, 2006, from 10:00 am until 12:00 pm.

The meeting was adjourned at 12:00 pm.