

# Lebanese American University

Information Technology Department

Date: March 28, 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 28, 2006, at 10:00 am  
Present: Mr. Joe Shebaya, Dr. Maroun Daccache, 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).

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 reviewed and updated during the meeting. The committee members filled the first page of the document that will be used as an example to fill the rest of it. The responsibility of filling this document was divided among the different members of the committee (as attached).

Dr. Badr suggested that the committee could get information for the appraisal through focus groups instead of sending questionnaires.

It was agreed that the next meeting will take place on Tuesday April 25, 2006. Time and location will be defined later on.

The meeting was adjourned at 12:00 pm.