

Lebanese American University

Information Technology Department

Date: May 9, 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 May 5, 2006, at 10:00 am
Present: Mr. Joe Shebaya, 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).

Mr. Majdalani distributed a “frame of work” document as filled by both groups:

- Mr. Roy Majdalani and Mr. Joe Syriani
- Mr. Joe Shebaya and Mr. Emile Hanna

It was agreed to review the sections that do not intersect with Dr. Daccache, who was not present.

Dr. Badr said that if the committee members do not have enough data to make a decision, then it is recommended to conduct focus groups meetings or send out questionnaires.

Mr. Zaatar asked whether the committee members can add exhibits in the appraisal part, Dr. Badr confirmed that adding exhibits can continue throughout the whole project.

Mr. Zaatar raised the issue that Academic Labs practice different policies. Dr. Badr recommended to indicate this issue as a finding.

Dr. Badr confirmed that the committee members can use the report produced by the Deans of Councils related to smart classrooms.

It was agreed that the next meeting will take place on Monday May 22, 2006. The time and location are to be agreed on.

The meeting was adjourned at 12:00 pm.