

Lebanese American University

Information Technology Department

Date: May 23, 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 22, 2006, at 10:30 am
Present: Mr. Joe Shebaya, Dr. Maroun Daccache, Mr. Emile Hanna, Mr. Roy Majdalani, Dr. Elie Badr

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

Dr. Daccache suggested to divide the committee into groups. This will facilitate the appraisal work and the committee will be able to define the questionnaire that needs to be sent.

Based on Dr. Daccache suggestion, it was agreed to select the following four groups:

- Group 1 will handle the technological resources (Mr. Syriani, Mr. Majdalani and Dr. Daccache). A meeting was scheduled after finishing the Standard Eight Accreditation Committee meeting to review the IT part of the appraisal form
- Group 2 will handle the Physical Resources (Mr. Hanna, Mr. Shebaya and Dr. Daccache). A meeting was scheduled on Thursday May 25, 2006, at 11:00 am, to review the Facilities part of the appraisal form
- Group 3 will handle the academic labs (Dr. Daccache and couple of lab supervisors). It was agreed that Dr. Daccache will coordinate with Mr. Zaatar to select a couple of academic lab supervisors and schedule a meeting to review the lab part of the appraisal form
- Group 4 will handle the Dorms (Mr. Syriani, Mr. Majdalani and the Deans of Students Affairs). It was agreed that Mr. Majdalani will coordinate with the persons concerned to schedule a meeting to appraise the dorms design, maintenance and management

The meeting was adjourned at 11:30 pm.