

Lebanese American University

Information Technology Department

Date: June 19, 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 June 13, 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).

Dr. Badr started by briefing the committee on the Steering Committee meeting that was held on Saturday May 27, 2006, during which the following was agreed upon:

- The appraisal must follow the same paragraph structure of the self study version 0
- An entities assignment will be filled by the chairs of the NEASC committees showing the appraisal conclusion/vulnerabilities including both positive and negative findings. This assignment will also include the performing body of the negative findings
- An updated project plan showing the different tasks of the NEASC projection phase (as attached)

Mr. Majdalani said that the IT Department has sent one combined survey reflecting both standards 7 and 8 for faculty, staff and students.

Mr. Shebaya and Mr. Hanna added that they have sent a request for both Registrars - Beirut and Byblos - concerning the classrooms design (schedule, capacity, etc...) and that they are currently analyzing the responses they got to properly appraise them.

The appraisal working document that consisting of draft documents from Facilities, IT and Academic Labs was partially discussed due to the time constraints to be continued during the next meeting.

It was agreed that the next meeting will be held on Thursday June 15, 2006 in Byblos, to review the first draft of the standard 8 appraisal.

The meeting was adjourned at 12:00 pm.