Lebanese American University
Information Technology Department

Date: November 14, 2005

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 November 10, 2005, at 11:00 am
Present: Dr. Maroun Daccache, Mr. Emile Hanna, Mr. Roy Majdalani, Mr. Wadih Zaatar, Dr. Elie Badr

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The meeting started with everyone introducing themselves. Mr. Majdalani, chair of the NEASC Standard Eight Accreditation Committee, welcomed the Committee members and informed them about the goals of the Committee.

Dr. Elie Badr was invited to attend the first Standard Eight Committee meeting. He welcomed the Committee members and briefed them on the timelines of the project as follows:
- February 2006 is the deadline for completing the description task
- August 2006 is the deadline for completing the appraisal and projection tasks

Mr. Majdalani mentioned that we may not need to send a questionnaire for the IT-related points since it was already completed in the Strategic Planning (SP) project. He added that we can also use the SP report to guide us in the projection task. He went through the following initiatives that were revealed in the SP report:
- Initiative 1.5: *"Develop smart classrooms by implementing a master plan that delivers the appropriate level of classroom technology to each program."* Mr. Majdalani said that as per the SP report, 20 smart classrooms will be implemented during the academic year 2006-2007 and 41 during the academic year 2007-2008
- Initiative 1.6: *"Promote the use of information technology in learning by raising awareness, providing training, coaching, recognizing faculty who embed technology in learning, and providing state-of-the-art computational facilities and resources."* Dr. Badr mentioned that schools should be consulted for the projection of this initiative
- Initiative 5.1: *"Obtain a university-wide mandate for process change and reengineering across all academic, administrative, student and community functions. Given this mandate, the University will identify, on an annual basis, those university processes that have the potential for reengineering, improvement or elimination."* Mr. Majdalani mentioned that consultants will be hired to work with the university constituents (Student Affairs,

Alumni, Finance and Human Resources, etc) should to enhance and reengineer their processes

Dr. Badr stated that LAU got a proposal from the Papas Consulting (Randy Bell) to come and guide LAU on coordinating the work. He said that their work will be mainly data collection since LAU does not have an Institutional Research office yet. Dr. Badr added that the IT Department will be needed a lot in this project.

As for the Facilities-related points, all the members of the Committee agreed that we need to send questionnaires. However, Mr. Majdalani proposed to read the SWOT analysis that was prepared during the SP phases. After that and during the next Accreditation Committee (Standard Eight) meeting, we will be able to determine whether we need to prepare questionnaires or not.

Mr. Majdalani stated that the IT Department will work closely with the Standard 7 Committee since it addresses a lot of IT in it.
This will be also done through Ms. Melissa Stockman who is a member of Standard Seven. Dr. Badr agreed to that.

Mr. Hanna provided the Committee with the attached document that extends the Standard Eight points. This document was revised by the members of the Committee. The remarks are highlighted in blue.

Mr. Majdalani mentioned that all Faculty has access to dial-in to the University in order to access the University Intranet. He added that Mr. Joe Syriani will act as a secretary for the Standard Eight Committee and he will be responsible for taking minutes.

Mr. Majdalani said that the IT SP is accurate, very detailed, and was created and approved by all university constituents. Hence, the Committee members can use it.

It was agreed that the next meeting will take place on Thursday November 24, 2005 at 11:00 am. It was also agreed that by the next meeting, the Committee members should have read the SP SWOT and conducted some research on the Internet on what other universities did for the NEASC Standard Eight.

The meeting was adjourned at 12:30 pm.