

# Lebanese American University

Information Technology Department

Date: November 30, 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 24, 2005, at 11:00 am  
Present: Mr. Joe Shebaya, Dr. Maroun Daccache, Mr. Emile Hanna, Mr. Roy Majdalani, Mr. Wadih Zaatar

---

The meeting started with reviewing and approving the minutes of the previous meeting.

Mr. Majdalani mentioned that the description task should be completed by February 2006. He added that based on the research he conducted, other universities are dividing the description part into two: Information Technology and Facilities. They have included high level description; hence, IT should include a general overview of the computer labs (hardware and software). It was agreed that Mr. Zaatar will prepare a questionnaire and send it to the NEASC Standard Eight Committee by Monday November 28, 2005, to review it. Mr. Zaatar also indicated that he will make it detailed so that it can be used as a reference (appendix) to the final document.

On the other hand, Facilities resources should be described on what is currently available. Mr. Shebaya added that the information available with the Facilities needs to be updated.

Mr. Majdalani stated that the accreditation self-study has common areas with the strategic plan such as the projection section and others. The committee members agreed.

Mr. Hanna said that the description done by other universities is general, high level, and did not include details. He suggested that we can attach to our document a report from the Business Office containing LAU's assets distribution, and include a brief description of the equipment similar to the one by Yale University, where only the value and quantity of equipment were indicated. It was agreed that Mr. Hanna will prepare the needed questionnaire and send it to the committee by Monday November 28, 2005, for review. Mr. Syriani recommended Wednesday November 30, 2005, as a deadline to get back to the committee.

Dr. Daccache suggested to prepare an outline of the description task and start filling it. It was agreed that Mr. Majdalani will prepare an outline related to IT

while Mr. Hanna and Mr. Shebaya will prepare an outline related to Facilities. These outlines will be sent to the committee members by the middle of next week.

Mr. Shebaya said that he has a detailed database of the space and area (last updated in 2004), but he will need to update it with details such as A/C availability, person using the area, etc... He also indicated that he has a consolidated report that also needs update (prepared in 2003). He said that he will start updating these documents on Monday November 28, 2005, and he will send them to the team once completed.

Mr. Zaatar inquired about the projection task. Mr. Majdalani said that as per the Strategic Planning, the IT projection is very clear whereas for the Facilities projection, LAU needs to define a master plan in two years, and start implementing it after that. Mr. Majdalani added that it is not the responsibility of the committee to write a Facilities master plan, and that the university strategic implementation plan includes it as an action item to be developed by the Facilities Management Department. He will raise the issue on how to make the facilities projection to Dr. Sfeir during the steering committee meeting.

Dr. Daccache said that once we have the description, we can have the complete vision, so it is better to go step by step and start now with the description. He added that we should have an international standard. Mr. Majdalani said that other universities depend on their internal feedback and have no international standards to follow.

Mr. Majdalani said that what we are doing is meticulous compared to what other universities did. Dr. Daccache asked about the standards followed by LAU. Mr. Shebaya said that Beirut campus is not safety standardized. Mr. Hanna stated that the outline should have a point concerning legal & regulatory compliance. He added that LAU brought a consultant who conducted a code compliance review. He also mentioned that Facilities Management is trying to implement these standards in all new renovations.

Dr. Daccache raised a question whether we need to bring a quality control consultant to come and check the gaps in the Facilities at LAU or do we depend on our internal questionnaires. Mr. Majdalani said that we need to follow the Facilities Management Department plan and not to write the plan on their behalf. Mr. Majdalani added that the accreditation is a self study that needs to be reported to NEASC.

Mr. Hanna said that we should be aware that all problems reported during the surveys should be mentioned in the projection as problems that need to be solved in the future.

Mr. Majdalani concluded that he will raise the following two questions to the Steering Committee:

- 1- Concerning the master plan issue (as stated before)

2- If surveys should be sent to all divisions or to each department.  
Dr. Daccache proposed to ask also the Steering Committee whether we have to follow an international standard in different areas or we will depend on internal surveys. Mr. Hanna said that it is not the committee's role to impose a standard; however, it is the job of the Facilities Management Department to adopt adequate standards as needed. Mr. Majdalani confirmed that he will raise this question to the Steering Committee.

It was agreed that the next meeting will take place on Tuesday December 6, 2005 at 11:00 am.

The meeting was adjourned at 12:30 pm.