

# Lebanese American University

Information Technology Department

Date: December 8, 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 December 6, 2005, at 11:00 am  
Present: Mr. Joe Shebaya, Dr. Maroun Daccache, Mr. Emile Hanna, Mr. Roy Majdalani, Mr. Wadih Zaatar, Dr. Elie Badr

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

Mr. Majdalani started by briefing the committee on the steering committee meeting that was held on Saturday November 26 and clarified the following points that were raised during the last standard eight accreditation committee meeting:

- 1- The Strategic plan can be used to develop the projection section of the self-study including the facilities management plan that consists of the steps needed to write a University Master plan
- 2- The Standard Eight Committee doesn't need to follow or meet any international standard for the facilities. However, it is crucial to evaluate and report whether the university technological and physical resources are compliant with the mandatory Lebanese and other applicable laws or not. In general, the main goal is to appraise the resources to make sure that they are commensurate with LAU's mission, and goals
- 3- The Description can be build based on a combination of information available (evidence) and targeted questionnaires

It was agreed on the attached outline to be used as a guideline while writing the Standard Eight report. The Standard Eight document was also mapped to this outline (find attached). In addition, a lab questionnaire that was developed based on input from the various committee members was reviewed and approved (attached).

It was agreed that the lab supervisors' questionnaire will be sent to the following lab supervisors in order to do a pilot testing: Mrs. Swasan Jabi, Mrs. Nicole Wehbe and Mr. Tarek Dana.

Mr. Shebaya said that some labs are missing such as ceramic, hospitality management, silkprint and others. It was agreed that Mr. Zaatar will call the Deans to get the name of all the labs' supervisors.

It was agreed that the next meeting will take place on Tuesday December 20, 2005 from 11:00 am until 1:00 pm, including lunch.

The meeting was adjourned at 12:15 pm.