

# Financial Services Accreditation Subcommittee Meeting of January 5, 2006

MINUTES

FINAL

<b>MEETING CALLED BY</b>	Mr. Emile Lamah – Acting Vice President for Finance
<b>TYPE OF MEETING</b>	Accreditation/Financial Services Subcommittee – Standard 9
<b>CHAIR</b>	Mr. Emile Lamah – Acting Vice President for Finance
<b>SECRETARY</b>	Mr. Ghassan Jahshan (GJ) – Internal Audit Manager
<b>LOCATION AND TIME</b>	The meeting took place at Room 606 – Science Building – Byblos Campus, on Friday January 5, 2006 at 1:30 P.M
<b>ATTENDEES</b>	Mr. Charles Abou Rjeily; Dr. Jean Chatila; Mr. Ghassan Jahshan; Mr. Emile Lamah; Dr. Josian Sreih;

## Agenda topics

### APPROVAL OF AGENDA

<b>DISCUSSION</b>		
	Agenda was approved as is.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	
None		

### APPROVAL OF MINUTES OF MEETING OF DECEMBER 8, 2005

<b>DISCUSSION</b>		
	Minutes were approved as amended.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	
None		

### BUSINESS ARISING FROM MINUTES:

<b>DISCUSSION</b>	
	<ol style="list-style-type: none"> <li>1- Questions to fund Raising, CSD and Women's Institute, Centers regarding the identification for new sources of revenue and review by the administration and board to ensure the integrity of the institution and the quality of the academic programs are maintained and enhanced. The chair will send the questionnaire.</li> <li>2- Mr. Randy Bell's Visit is scheduled on Friday January 20, 2006 from 1:00 to 5:00 in Byblos.</li> <li>3- Reminders were sent to the Financial Aid staff and Advancement Office. The Financial Aid staffs have sent their replies. Another reminder for the fund raising questionnaires was sent today.</li> <li>4- Ask Dr. Badr to provide us with the study on faculty remuneration.</li> </ol>

ACTION ITEMS	PERSON RESPONSIBLE
Ask Dr. Badr to provide us with the study on faculty remuneration	Mr. Lamah
Send Questions to Development, CSD and Women's Institute	
Send Reminder to Development	

#### REVIEW OF SUBSTANDARDS AND INDICATORS

DISCUSSION	
The substandards were discussed and indicators were reviewed and agreed upon.	
ACTION ITEMS	PERSON RESPONSIBLE
None	

#### DEFINING EXHIBITS FOR INDICATORS

DISCUSSION	
Committee members defined the exhibits for each indicator	
ACTION ITEMS	PERSON RESPONSIBLE

#### FINANCIAL AID QUESTIONNAIRES – DISCUSSION OF RESPONSES

DISCUSSION	
To be postponed to next meeting	
ACTION ITEMS	PERSON RESPONSIBLE

#### NEXT STEPS

DISCUSSION	
We will review the financial aid questionnaires. Finalize the table of substandards, indicators and exhibits. Send it to the other NEASC subcommittees. For the meeting after the next one, a new descriptive report should be drafted. Details of Mr. Randy Bell will be prepared and discussed. Invite Dr. Badr to the next meeting.	
ACTION ITEMS	PERSON RESPONSIBLE
Prepare the draft table of the substandards, indicators and exhibits	MR. JAHSHAN
Send the table of substandards, indicators and exhibits to the other NEASC subcommittees	MR. LAMAH

Meeting was adjourned at 4:00 P.M