

Financial Services Accreditation Subcommittee Meeting of January 13, 2006

MINUTES

FINAL

MEETING CALLED BY	Mr. Emile Lamah – Acting Vice President for Finance
TYPE OF MEETING	Accreditation/Financial Services Subcommittee
CHAIR	Mr. Emile Lamah – Assistant Vice President for Finance
SECRETARY	Mr. Ghassan Jahshan (GJ) – Internal Audit Manager
LOCATION AND TIME	The meeting took place at Vice President for Finance office – Byblos Campus, on Friday January 13, 2006 at 2:40 P.M
ATTENDEES	Mr. Charles Abou Rjeily; Dr. Jean Chatila; Mr. Ghassan Jahshan; Mr. Emile Lamah; Dr. Josian Sreih

Agenda topics

APPROVAL OF AGENDA

DISCUSSION		
	Agenda was approved as is.	
ACTION ITEMS	PERSON RESPONSIBLE	
None		

APPROVAL OF MINUTES OF MEETING OF JANUARY 5, 2005

DISCUSSION		
	Minutes were approved as amended.	
ACTION ITEMS	PERSON RESPONSIBLE	
None		

BUSINESS ARISING FROM MINUTES:

DISCUSSION AND ACTION ITEMS	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1- Reminder for Advancement office questionnaire to be sent Monday. 2- Questions for financial aid office will be sent Monday. Also ask FA – Byblos to provide gender analysis for the last three years. 3- We have sent today an e-mail to Dr. Badr asking him to provide the study he has relating to faculty remuneration and tuition fees. 	<ol style="list-style-type: none"> 1- Mr. Emile Lamah 2- Mr. Emile Lamah

4- Dr. Sreih to provide for Mr. Jahshan with her notes on the substandards, Indicators and Exhibits document.	3- Dr. Sreih
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FINANCIAL AID QUESTIONNAIRES – DISCUSSION OF RESPONSES

DISCUSSION	
	<p>The replies of the questionnaires sent to the Financial Aid Offices were analyzed and the following notes were made:</p> <ol style="list-style-type: none"> 1- Beirut statistical analyses are to be reported, same analysis to be requested from Byblos campus. Indicators will be identified. 2- Conclusion that need to be added to the self study: We are addressing student needs and requirements through giving more FA to Byblos students 3- Also state in the self study that part of the evaluation process is the audit reports (internal and E&Y reports). 4- Incorporate parts of the replies in the self study that tackle the substandards as indicators, then the statistics, financial aid policy document are as exhibits.
ACTION ITEMS	PERSON RESPONSIBLE
Incorporate the above points in the body of the report and exhibits.	MR. ABOU RJEILY AND MR. JAHSHAN

RANDY BELL VISIT / MEETING

DISCUSSION	
	<ol style="list-style-type: none"> 1- Work plan (scope of work) of Mr. Randy Bell is going to be distributed by the Chair to committee members. 2- Prepare the documents listed in Dr. Badr's letter. 3- The minutes of meeting and Draft Report of the self study should be added to the list mentioned above.
ACTION ITEMS	PERSON RESPONSIBLE
Prepare the documents stated above	MR. JAHSHAN

Meeting was adjourned at 4:00 P.M