

Financial Services Accreditation Subcommittee Meeting of April 28, 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. Charles Abou Rjeily
LOCATION AND TIME	Science Buliding, Room 606 – Byblos Campus, Friday April 28, 2006 at 2:30 P.M
ATTENDEES	Mr. Charles Abou Rjeily, Dr. Elie Badr, Dr. Jean Chatila, Mr. Emile Lamah, Dr. Josian Sreih Mr. Ghassan Jahshan apologized since he is attending a seminar.

Agenda topics

MINUTES OF FEBRUARY 24, 2006

DISCUSSION	
	Approval of Minutes of 24-2-2006 as amended.

BRIEFING ON FOLLOW UP MECHANISM OF DESCRIPTIVE PART

DISCUSSION	
	<ul style="list-style-type: none"> - It was agreed that the committee will hold a weekly meeting every Friday alternating between Beirut and Byblos campuses. - Dr. Badr briefed the subcommittee as to the mechanism for the preparation of the appraisal part by introducing two guideline documents. - The interrelationship between appraisal and projection phases was discussed. - The subcommittee discussed the methodology for the write-up. It was agreed to cover it by heading and not by sub-standards. - The effectiveness issue is to be discussed during the next meeting. - For the next meeting, the secretary shall provide for committee members: <ul style="list-style-type: none"> o Descriptive Report o Matrix o Gap Analysis report o The Sub-standards.
ACTION ITEMS	PERSON RESPONSIBLE
1- Send the above documents along with minutes of meeting of February 24, 06 to subcommittee members.	MR. JAHSHAN

Meeting was adjourned at 4:45 P.M