

Accreditation Financial Resources Subcommittee Meeting of November 25th, 2005

MINUTES

FINAL

MEETING CALLED BY	Mr. Emile Lamah – Assistant Vice President for Finance
TYPE OF MEETING	Accreditation/Financial Services Subcommittee
FACILITATOR	Mr. Emile Lamah – Assistant Vice President for Finance
SECRETARY	Mr. Ghassan Jahshan (GJ) – Internal Audit Manager
LOCATION AND TIME	The meeting took place at Room 606 – Science Building – Byblos Campus, on Thursday November 25 th , 2005 at 2:00 P.M
ATTENDEES	Mr. Emile Lamah; Mr. Charles Abou Rjeily, Dr. Josian Sreih; Dr. Jean Chatila; Mr. Ghassan Jahshan; Dr. Elie Badr Absent: Dr. Michel Chalhoub

Agenda topics

APPROVAL OF AGENDA

DISCUSSION		
	The Agenda was approved as amended: addition of one item "Committee Membership"	
ACTION ITEMS	PERSON RESPONSIBLE	
None		

APPROVAL OF MINUTES OF MEETING OF NOVEMBER 10, 2005

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

REPORTS FROM MEMBERS OF THE COMMITTEE

DISCUSSION		
	Members of the committee reported verbally on the status of the tasks previously assigned to them.	
ACTION ITEMS	PERSON RESPONSIBLE	
None		

FINANCIAL AID QUESTIONNAIRE

DISCUSSION		
	The questionnaire prepared by Dr. Chatila that address substandard 9.5 relating to Financial Aid was discussed and approved as amended.	

ACTION ITEMS	PERSON RESPONSIBLE
Prepare a proper format for questionnaire and send it to Financial Aid Office.	MR. JAHSHAN MR. LAMAH

FUND RAISING QUESTIONNAIRE

DISCUSSION	
The questionnaire prepared by Mr. Lamah that addresses substandard 9.12 relating to Fund Raising was discussed and approved as amended.	
ACTION ITEMS	PERSON RESPONSIBLE
Prepare a proper format for questionnaire and send it to Development Office.	MR. JAHSHAN MR. LAMAH

BUDGET PROCESS DOCUMENT

DISCUSSION	
The document was discussed in brief. Further discussions will be held in the next meeting.	
ACTION ITEMS	PERSON RESPONSIBLE
Read the budget process and prepare for discussions	ALL COMMITTEE MEMEBRS

NEXT STEPS

DISCUSSION	
Mr. Abou Rjeily and Mr. Jahshan to submit the first draft of the write-up assigned to them on Wednesday November 30, 2005 to be discussed in the next meeting. Dr. Badr explained that the whole self study should not exceed 100 pages. Standard number 9 should be between 5 to 9 pages which contain the description, appraisal and projection subsections. Hence write-up should be brief and concise. All pertinent information and documentation will be treated as exhibits.	
ACTION ITEMS	PERSON RESPONSIBLE
Send the first draft of the write-up by Wednesday November 30, 2005	MR. ABOU RJEILY MR. JAHSHAN

OTHER BUSINESS – COMMITTEE MEMBERSHIP

DISCUSSION	
Mr. Lamah raised the question of committee members not attending the meetings. It was agreed that after Christmas, all inactive members be either replaced, if need be or dropped out, in coordination with the Accreditation Steering Committee.	
ACTION ITEMS	PERSON RESPONSIBLE
None	

Meeting was adjourned at 4:40 p.m.