

Accreditation Committee (Standard 2) Survey

INSTRUCTIONS: Lebanese American University is seeking accreditation with NEASC. As part of that effort, we are seeking information about how you do planning. Please complete the following survey questionnaire by typing in the space provided. **E-mail this form by December 20, 2005 to NEASC SURVEY2@LAU.EDU.LB.** You may be contacted for an in-person, in-depth interview for additional information. Thank you for your cooperation in helping LAU achieve accreditation.

YOUR NAME	
TITLE	
DEPARTMENT	
TELEPHONE	
TODAY'S DATE	

Description

1	What plans are produced in your area of responsibility, and how frequently (monthly, annually, 5-years, as needed etc.)?

2	Describe the process you use to develop the plans listed in item 1.

3	Who is involved in planning in your area of responsibility?

4	With which other departments at LAU do you interact for planning purposes?

5	Does your planning process include budgeting? If so, describe the budgeting process.

6	How do you communicate your plans? To whom?

7	How do you monitor execution of your plans?

8	What rules, policies, procedures, laws etc. guide the development, implementation, monitoring, and controlling of your plans?

9	What special equipment, tools, software, hardware etc. are required to develop, implement, monitor, or control your plans?

Appraisal

10	Please evaluate the planning process in your area of responsibility.

Projection

11	What improvements would you like to make to the planning process in your area of responsibility?

12	Other comments

Thank you for your time in completing this survey.