



Minutes of Meetings and State of Decision

Self Study Reporting Support

16-19 April 2013

The self study support sessions were conducted according the planned programme as follows:

- Tuesday, 16 April 2013, 10h00-12h30: Meeting in the “Université Sainte Famille” (USF) with participation of Manar University in Tripoli (MUT), University of Balamand (UOB) and USF. From MUT were present: Saadallah Halimi and Omar Mawlawi. From University of Balamand were present: Jihad Attieh, Daniel Ayuch, Farah Farah, Mona Ghazi, Omar Itani, Maha Khachab, Chafic Mokbel, and Hanna Nakat. From USF were present: S. Germaine Abboud, Josianne Abi Khattar, Naji Naccache, Maha Nehme. Andy Gibbs and Grant Horsburgh were present as European experts. The meeting included a presentation of each institution and the efforts conducted to perform the self study and what is achieved so far. An in depth discussion has been engaged with the European partners after the presentations.
- Tuesday, 16 April 2013, 15h30 – 17h00: Meeting in the American University of Culture and Education (AUCE). Were present from AUCE: Hussein Charara, Racha El-Dirani, Pierre Gedeon, (and two other colleagues)... Andy Gibbs, Grant Horsburgh were present as European experts. The meeting included a presentation of the institution and the efforts conducted to perform the self study and what is achieved so far. An in depth discussion has been engaged with the European partners after the presentations.
- Wednesday, 17 April 2013, 9h00-12h00: Joint Tempus-HERE, Lebanese University and TLQAA national training on Internal Quality Assurance with more than 50 participants from at least 12 Lebanese institutions. After the opening by the President of the Lebanese University Prof. Adnan El Sayyed Hussein two keynote speeches were delivered by: Andy Gibbs and Bruno Curvale. A presentation of the self study process as suggested by TLQAA has been briefly introduced by Ahmad Smaili from Beirut Arab University.
- Wednesday, 17 April 2013, 14h00-17h00:
 - o Meeting at the Beirut Arab University (BAU): Were present from BAU: Sobhi Abou Chahine and Ahmad Smaili. Bruno Curvale was the European expert. A short presentation of the BAU and the quality assurance system has been provided. The self study reporting as engaged in BAU has been dicussed.
 - o Meeting at the Lebanese American University (LAU): Were present from LAU: Habr, Nashaat Mansour and Diane Nauffal. Andy Gibbs and Chafic

Mokbel were present as European and Lebanese experts. During the meeting the TLQAA standards and the self study reporting as engaged in LAU were discussed.

- Thursday, 18 April 2013, 9h00-12h30: Meeting at the Lebanese University. Were present from the Lebanese University: Nada Chbat, Pascale, Zeinab Saad, Mohamad Sukkariyah. Bruno Curvale was the European expert and Chafic Mokbel and Adnan Al Amine (from the Lebanese Association for the Educational Studies) participated as Lebanese experts. Separate meetings with each faculty have been first done with Bruno Curvale where the advancement of self study has been discussed. A general meeting was conducted afterwards and the compilation of the different faculties reports has been programmed.
- Friday, 19 April 2013:
 - o 9h00-10h30: Meeting of the steering committee at the directorate general of higher education with DG Ahmad Jammal, Nada Chbat, Bruno Curvale and Chafic Mokbel. The pilot evaluation and the last phase of the project were discussed. Some decisions have been taken and are reported afterwards based on the different meetings conducted throughout the week.
 - o 11h00-13h00: Meeting at the Modern University for Business and Science (MUBS). Were present from MUBS: Bassem Kaissi, Hussein, ... Bruno Curvale as the European expert and Chafic Mokbel were present. The meeting started by two presentations on the MUBS and the quality assurance within the institution. Afterwards the advancement in the self-study reporting has been discussed.
- Friday, 19 April 2013, 19h30-20h30: meeting with George Abdelnour from Notre Dame University (was having the visit of NEASC for accreditation the same week). A discussion of self study reporting with Bruno Curvale and Chafic Mokbel was conducted.

Based on the different meetings conducted the following comments and decisions have been done:

- a. Very serious and productive self study reporting processes are being engaged in the different institutions (above mentioned);
 - b. All institutions have measured the benefits of the self study process itself in terms of auto reflection and precise research of the institution and its capacities;
 - c. The self study is in an advanced phase in the different institutions and some institutions demanded an extension of the deadline with the purpose of having more complete reports;
 - d. Most of the institutions showed some concerns regarding the confidentiality.
1. The deadline for self reporting has been extended to May 17, 2013 (knowing that May 1-6 is a holiday period in Lebanon);
 2. A draft for the guide of site visit is to be produced before May 17, 2013.
 3. Self study reports will remain confidential and the experts will sign a confidentiality agreement in this sense.

4. The evaluation report will also remain confidential.
5. A report with the best practices and pitfalls to avoid will be published.
6. The following milestones have been set:
 - a. 17 May 2013: self study reports provided to Chafic Mokbel;
 - b. 31 May 2013: selection of the universities that will undergo a site visit;
 - c. 31 May 2013: forming the panels and communicating the experts names to the institutions;
 - d. 30 June-5 July 2013: sites visit with a first day reserved for panel meeting, and last day reserved for planning the evaluation report;
 - e. 31 July 2013: First evaluation reports provided to the institutions;
 - f. 1st week of September 2013: Finalization of the evaluation reports after including institutions comments. Those reports will remain confidential.
 - g. 30 September 2013: Publication of anonymous good practices and pitfalls discovered.
 - h. 10-11 October 2013: Final TLQAA conference.

On the demand of Dr. Jammal, Bruno Curvale and Chafic Mokbel will participate in the scientific and organizing committees of the ANQAHE yearly conference that will be held in USEK-Lebanon.