

**University Student Faculty Committee 2018-2019
Meeting 8**

Date: Tuesday, April 16, 2019

Time: 6:15 pm.

Location: West Hall room 310.

Attendance:

Name	Position	Attendance
President Fadlo Khuri	President, Chairperson	Absent
Dean Talal Nezameddin	Dean of Student Affairs	Present
Dr. Charbel Tarraf	Associate Dean of Student Affairs	Absent
Ms. Hiba Hamade	Coordinator of Student Activities	Absent
Dr. Mohamad Abiad	FAFS faculty representative	Absent
Dr. Carmen Geha	FAS faculty representative	Absent
Dr. Rima Habib	FHS faculty representative	Absent
Dr. Achraf Makki	FM faculty representative	Absent
Dr. Rania Mardini	OSB faculty representative	Present
Dr. Issam Srour	SFEA faculty representative	Absent
Bentelhoda Rahme	FAFS student representative	Present
Ghina Ghayyad	FAFS student representative	Present
Hassan Chamseddine	FAS student representative	Present
Hussein Shemali	FAS student representative	Present
Michel Bejjani	FAS student representative	Present
Saleem Halablab	FAS student representative	Present
Satia El Alam	FAS student representative	Present
Gina Zeid	FHS student representative	Absent
Hala Haddad	FHS student representative	Present
Hussein Khachfe	FM student representative	Present
Tarek Youssef	FM student representative	Present
Ali Zayour	OSB student Representative	Present
Jouny Al Roumhein	OSB student Representative	Present
Zeina Mikati	OSB student Representative	Present

Ali Zeiniddine	SFEA student representative	Present
Chadi Falha	SFEA student representative	Present
Joey Nseir	SFEA student representative	Absent
Omar Al Halabi	SFEA student representative	Present
Sacha Dibe	SFEA student representative	Present

Voting members present: 18

Quorum achieved.

Agenda:

1. Approval of meeting minutes #7.
2. Plan Ahead Proposal by Ali Zeineddine.
3. AUB Safer Campus 2025 Proposal by Ali Zayour & Hussein Khachfe.
4. Online submission of funding requests Proposal by Hassan Chamseddine.
5. ICE Hold Proposal by Omar El Halabi.
6. Printing Quota Proposal by Hala El Haddad.
7. Nestle Toll House Replacement Proposal by Saleem Halablab.
8. Other Business.

Meeting called to order at 6:24PM.

1. Approval of meeting minutes.

Meeting minutes were approved unanimously.

2. Plan Ahead Proposal by Ali Zeineddine

Capacity has been one of the most annoying obstacles an AUB student has faced throughout his academic journey. Some students have been forced to take courses that they didn't want/need to fulfill their graduation requirements, because there's been limited places in the course offerings.

Ali tried a small similar initiative in August '18 (before Fall add and drop period) 3rd year CCE students (around 170 students) where he sent them a survey that inquired about the courses they still lacked yet needed. The results revealed that a large number of students were missing 1 major course at least (suggested in their respective tracks from the MSFEA administration). He shared those findings with the associate Dean Dr Ayman Kaissi. The administration responded to the alarming results by opening a new section in one of the major courses highlighted in the survey within a few weeks, therefore solving a big chunk of the students' problem. In collaboration with the associate Dean and the MSFEA SRCs Ali Hani and Mark Kazan, and with the assistance of other MSFEA

representatives and students from the advising center, a decision to expand the scope of this idea where Ali distributed a survey (centered around major and required courses) to the whole faculty across its undergraduate majors and tracks. The survey, which was optional for the students to take, received around 1600 responses (almost 80% of the students). The results were interpolated to account for the remaining students, whom had not filled the survey. These results were somewhat accurate in describing the students' demands during the following registration process after comparing the numbers obtained via the survey on one hand, and the course offerings on banner in addition to the data obtained from the MSFEA advising center post registration.

If the MSFEA Departments reacted to those findings by accommodating to the expected demand, the frequency of facing a capacity problem would have been reduced. Given that the "survey" proved that this capacity issue could be tackled, and that the course offering could be estimated in a more accurate way, the Plan Ahead Initiative aims to help the AUB administration and community reduce the avoidable struggles that they've been facing. In order to tackle this initiative from different perspectives, I met with the Office of the Chief Information Officer, Mr. Antoine Assaf, and Mr. Rabih Haidar from the IT Department. They discussed points related to feasibility and timeline, and the IT representatives were completely supportive, as this initiative reduces the registration-induced frustration on students and administration. Similarly, Dr. Hala Abou Aaraj was very supportive of the idea and agreed to implement a preliminary survey that would serve the same purposes until this initiative is ready for implementation.

Key idea:

System that analyzes the estimated demand for courses - via banner - ahead of the registration period, in order to smoothen the registration process.

Purpose:

- Ease the process of registration
- Give AUB an early heads-up about the courses they need to accommodate in terms of professors (in case of shortage of staff)
- Diminish burden and pressure on AUB staff (IT and registrar) to accommodate for the students' needs post registration
- Reduce registration-induced frustration/ stress on students
- Enable AUB administration to recognize the courses students really wish to take and courses that were being taken out of necessity (as stated in Background)

Plan ahead suggests opening mock registration on AUBSIS with open capacity for all courses that are supposed to be given in this semester without specifying the time of the course or the instructor giving it. (E.g: For Fall registration, date would be beginning of Spring semester. For Spring registration, date would be beginning of Fall semester). If approved, the expected date for implementation will be prior to next spring registration. This process will be mandatory for all students in AUB, and in order to incentivize students to complete their plan ahead, failure to complete this process within the allocated time will result in holds on a student's Final Grades for one week. The data collected throughout this process will be distributed on respective departments in order to replace the usual course offering with a more flexible one, in terms of

capacity and scheduling. The same limitations applied on actual registration will be applied on this process such as, Class and major restrictions, maximum number of registered courses.

Discussion:

- A student member asked that if for example some students register for a course during mock registration but don't get the course during the actual registration, what happens?
- Ali stated that the aim of the mock registration is to know the approximate number of students that want to take the course in order to know how many sections to open from it to avoid capacity issues.
- A student member pointed out what Ali stated about having a hold on the grades if you don't fill this survey that there will be hold then students will fill out anything just in order to not have a hold on their grades.
- A student member stated that we should brainstorm about how to give our input to motivate students because it's very beneficial so if it's not grade hold then what is it?
- Ali suggested to have a task force to work on this project.
- Chairperson stated there should be follow up in order to assure mechanism instead of having punishment like grade holding.
- A student member stated that the USFCs should have access to the mock see numbers not names.
- A student member stated that there should be a statement that clarifies that this is a mock registration in order to make sure students don't think that when they register it then they will get the course 100%.
- Ali stated that there should be a balance between having a hold and motivating students because this is going to be done for the students' benefit.

Motion:

Motion to support the proposal in order for this proposal to go to min 4 for follow up
Motion passed unanimously.

3. AUB Safer Campus 2025 Proposal by Ali Zayour and Hussein Khachfe.

AUB has always proven to be a safe haven for its students through the multitude of the opportunities it provides. Health concern policy comes in line with these opportunities provided and in line with the USFC mission as a whole. It is therefore imperative for us as student representatives to help AUB students reach their highest potential in this regard. Such action can be done via making sure all our students are First Aid/AED certified and ensure Lebanon has around 1500 new health responders yearly

This proposal is about making first aid training obligatory on all new students with the training be done within the first-year present at AUB. Implementation should be done and session begin within the next 2 years then by 2025 all AUB graduates would be First Aid certified and ready for possible health concerns that may come up.

Around 1,900 students enter AUB yearly (Freshman, Sophomores, Graduates etc..)

- In order to implement this program
- Coordination between the AUB Safer Campus Club, Student Affairs office (SAO) and AUB registrar to make the first aid training compulsory
- Scheduled sessions are based on a per faculty basis to avoid any possible issues.
- Each session can encompass up to 13 students and we can have as many sessions as possible on a single date and time (provided locations are available).
- Trainers are from the Lebanese Red Cross (for now)

After contacting the Lebanese Red Cross a deal was made with them that if the first aid program is set and becomes obligatory to all students in AUB then there will be a discount.

Discussion:

- A faculty member asked how many sessions would it take in order to be certified?
- Hussein said that in order to be certified you need to attend only 1 session which takes 4 hours.
- A student member asked if the red cross will give us a discount for sure.
- Hussein said that the Red Cross will give us a discount when it is obligatory in order to make sure a large number of students will participate.
- A student member asked how can it be made “obligatory”?
- Hussein stated that for example, the program is a requirement in order to be a junior, that’s why we need the registrar’s interference.
- Chairperson stated that he is against imposing things on students. Some students come from strict schools that are almost military that’s why when they come to AUB they become more liberal that’s why we’re against being imposing it upon them. He also suggested to change the idea of it being mandatory.
- Chairperson pointed out that we should take into consideration that some students are pressured with time and have special cases so if they couldn’t do it due to personal reasons then they would suffer from consequences.
- VP Ali Zayour mentioned that from the academia’s perspective, we make students take CVSP courses example when they’re not CVSP majors.
- Chairperson stated that yes, but if you choose a major in FAS for example then you know that these are requirements that help you with your major.
- A student member asked, what’s the difference between the title nine and this proposal? since all students were imposed to title nine.
- Chairperson said that the title nine has a good cause but is approached in a wrong way.

- A student member asked, if this proposal passes, what's the next step?
- Hussein said that the next step is communicating with the student affairs then coordinating with each faculty individually to see how they want to schedule the sessions then after setting all the sessions, the last step is talking to the registrar.
- A student member suggested to make a presentation in the orientation about the program, its certification and benefits in order to make students want to do it.
- A student member stated that we should reinforce not punish.
- Chairperson believes that having a reinforcement method is the best approach.

Motion:

Motion to accept the proposal by having reinforcement method.

Motion passed unanimously.

4. Online submission of funding requests Proposal by Hassan Chamseddine

The process of Funding Requests to the USFC can be simplified and improved. Several existing flaws can be managed;

- Some Funding Requests are submitted with incomplete documents.
- Some Funding Requests are submitted solely to the VP, some solely to the Treasurer, and some solely to the **SAO**. (*Funding Request should be submitted to usfc@aub.edu.lb which are then forwarded to the Treasurer*)
- Tracking Funding Requests (in the current system) for the end-of-year financial report is complicated.

Proposal:

Submission of Funding Requests as an online application (similar to the online Financial Aid Application).

Benefits:

- Reception of complete Funding Requests only.
- Reception of Funding Requests by the VP, Treasurer, and **SAO** in a more organized way.
- Simple tracking of requests by each of the USFC and **SAO**.

This proposal will be implemented by the IT.

Discussion:

- A student member stated that this is a bit redundant because it is the same concept. Just like how students know that they should send it to the USFC email but they still send it to the Treasurer, the VP, and Ms. Hiba Hamade's private emails then they would do the same even if there is a specific website for submission.
- VP states that it is not the same thing because many people send the request to either him or Ms. Hamade or the Treasurer so having a specific online submission that sends the proposal to all the members that should have access to it will make sure everyone receives it and receives it at the same time.

- Treasurer Hassan Chamseddine stated that the two main benefits is that it will help track the data according to the dates and that it won't accept funding proposals with missing data which helps a lot instead of having the Treasurer contact each person who submits individually and telling them all the details and fixing it all over again.
- Treasurer Hassan Chamseddine stated that if anyone has any input he should share it since its collaborative work.

Motion:

Motion to explore webpage submission for online requests for USFC.

Motion passed unanimously

5. ICE Hold Proposal by Omar El Halabi

Towards the end of every semester, students are required to fill their Instructor Course Evaluation (ICE). Most students fill these evaluations after receiving reminder emails. However, a small percentage of students does not fill it for various reasons. That small percentage gets penalized with a 3 week hold on their grades.

Proposal:

This proposal is to change the method of operation and implement a system where a student gets a hold on his grades up until he fills the survey for a period of up to three days after the finals period. Students that do not fill the ICE after this period elapses will then receive a three weeks grade hold. Implementing this system gives a chance to the students who have a valid excuse to still fill out the survey and thus see their grades. For instance, during the past Fall semester, all students were required to fill the survey by December 5 while the finals period started on December 10. Finals period ended on December 20. People who did not fill the ICE before December 5 got a hold. Applying the new system to the previous Fall semester would give the following timeline: a 3-week hold would have been given only to people who would not have filled the survey by December 23. Other students would have been given temporary grade holds after December 5 lasting until they fill the survey.

Discussion:

- Chairperson stated that the students will fill the ICE based on their grade which won't be their actual point of view of the course/teacher.
- A student member mentioned that the grades wouldn't have come out yet.

Motion:

Motion to accept the proposal of having a temporary hold for the ICE till after 3 days of the finals.

Motion passed unanimously.

Treasurer Hassan Chamseddine and Hussein Khachfe dismissed at 7:28PM

Number of voting members: 16

6. Printing Quota Proposal by Hala El Haddad.

On campus, students are often required to print documents. Students from different faculties are allowed different printing quotas in specific computer labs based on their respective faculties. For example, if a student who has a 27,000L.L monthly printing quota is unable to access their computer lab printers and needs to print urgently, they will need to either resort to printing at a store or printing in another AUB building where they will have to pay another 20,000L.L for quota. This is wasteful of the provided 27,000L.L, and is inconvenient for the student.

Costs are around \$100 per month per faculty.

Proposal:

There are three ways the printing quota issue can be improved:

- Firstly, a student's printing quota should be accessible on any computer on campus, regardless of the faculty.
- Second, to avoid wasting quota from previous months, there should be a roll-over system where remaining quota from previous months is added to the new quota at the beginning of the next month.
- Finally, to encourage recycling, the reverse-printing model, implemented in FAFS, should be implemented all over campus. Reverse-printing involves students returning used paper and acquiring additional printing quota equal to the amount of paper recycled

Discussion:

- A student member asked what is the \$100 costs for?
- Hala answered that the \$100 per month is the costs of the coupon rewards for the points that they've accumulated.

Motion:

Motion to accept the proposal of having a printing quota

Motion passed unanimously.

7. Nestle Toll House Replacement Proposal by Saleem Halablab, Ghina Ghayyad, and FAS SRC Mohammad Labban.

Nestle Toll House has been present at AUB lower campus for a long time now. In fact, this is the only cafeteria present in the FAS Sciences (Biology, Chemistry, and Physics) and FAFS region. FAFS and Sciences students have been facing a continuous problem concerning having lunch or any meal during university hours while being at lower campus due to the lack of microwaves, high prices at Nestle Toll House, and the lack of variety of foods offered.

After finding out that Nestle Toll House's contract is to be terminated at the end of the May, the SRCs and USFCs of FAS and FAFS felt that it is their duty as representatives of the student body to deliver the students' demands to the administration.

The reason to raise this concern is that most FAFS, Biology, Chemistry, and Physics students are obliged to come early to AUB and stay late due to long labs and back to back classes in the FAFS-Sciences region.

All regions in the AUB campus have cafeterias that offer good meals. For sake of example and comparison, we will take each of the following: Ada Dodge Cafeteria, OSB Cafeteria, and IOEC Cafeteria.

Ada Dodge Cafeteria:

- Presence of "Manakeesh" oven which is used for breakfast and lunch (Pizzas)
- Presence of daily breakfast special plates i.e eggs, omlettes etc.
- Presence of fresh breakfast sandwiches and Sajj on the spot
- Presence of prepared sandwiches by AUB cafeteria in the fridges
- Presence of salads
- Presence of AUB Plat Du Jour
- Presence of a pasta station
- Presence of a sandwiches stand
- Presence of desserts and daily cakes
- Presence of fruits and drinks
- Presence of coffee and hot drinks

If one has:

Breakfast of Cheese Mankoushe (2,500 L.L) and drink (1,000 L.L) which adds up to 3,500 L.L

Lunch of Sandwich (5,500 L.L) and Drink (1,000 L.L) which adds up to 6,500 L.L

Dessert (3,000 L.L)

One could spend the whole day for 13,000 L.L

OSB Cafeteria:

- Presence of Sajj kiosk
- Presence of cold sandwiches
- Presence of AUB Plat Du Jour
- Presence of desserts and daily cakes
- Presence of Salads
- Presence of fruits and drinks
- Presence of coffee and hot drinks

If one has:

Breakfast of Cheese Mankoushe (2,500 L.L) and drink (1,000 L.L) which adds up to 3,500 L.L

Lunch of Sandwich (5,500 L.L) and Drink (1,000 L.L) which adds up to 6,500 L.L

Dessert (3,000 L.L)

One could spend the whole day for 13,000 L.L

IOEC Cafeteria:

- Presence of “Manakeesh” oven which is used for breakfast and lunch (Pizzas)
- Presence of daily breakfast special plates i.e eggs, omlettes etc.
- Presence of fresh breakfast sandwiches
- Presence of salads
- Presence of Contractor Plat Du Jour
- Presence of a pasta station
- Presence of a sandwiches stand
- Presence of desserts and daily cakes
- Presence of fruits and drinks
- Presence of coffee and hot drinks

If one has:

Breakfast of Cheese Mankoushe (2,500 L.L) and drink (1,000 L.L) which adds up to 3,000 L.L

Lunch of Sandwich (4,000 L.L) and Drink (1,000 L.L) which adds up to 5,000 L.L

Dessert (3,000 L.L)

One could spend the whole day for 11,000 L.L

We also thank the administration for allowing a new coffee place in that region to increase variety and student options.

Note that IOEC and OSB cafeterias are very close to each other, so if one is lacking something, the other can cater for the students’ needs.

Nestle Toll House (Current FAS/FAFS cafeteria):

- Presence of prepared sandwiches by Nestle Toll House cafeteria in the fridges
- Presence of salads
- Presence of desserts and daily cakes
- Presence of fruits and drinks
- Presence of coffee and hot drinks

If one has:

Breakfast of Labne Sandwich (6,500 L.L) and drink (1,000 L.L) which adds up to 7,500 L.L

Lunch of cold sandwich (7,500 L.L) and Drink (1,000 L.L) which adds up to 8,500 L.L

Dessert (4,000 L.L)

One could spend the whole day for 20,000 L.L

Nestle Toll House would be a great place as a coffee shop and for desserts. It has unique cakes and drinks. However, this is not what the region it is placed in needs. The region needs a cafeteria that can cater for students’ needs of breakfast and lunch in a better way.

Proposal:

The aim of this proposal is to highlight the need of an alternative better than Nestle Toll House that can cater for the students’ needs.

Our recommendations for the place to replace Nestle Toll House to include:

Popular breakfast options (Saj for example)

Variety in lunch options (Plat Du Jour and Fresh Sandwiches)

More affordable prices (The ability to spend the day for a range of 10,000 LL to 15,000 LL)

Healthy options (Salads, Fruits, Fresh Juices, etc.) are highly welcome.

Desserts would be an extra.

In short, the student body has been demanding a place where they can have breakfast and lunch for affordable prices and reasonable variety, and now is our best chance to get it. Most students do not want a café-based place which cares mostly about drinks and desserts with a side of breakfast and lunch. Students are calling for a cafeteria which caters for their needs of basic meals, with side options like desserts and drinks.

Discussion:

- Chairperson pointed out the difference in the price range that it is actually a very big difference the idea is very good and he 100% agrees with it but not sure that it can be technically implemented.
- A faculty member stated that she understands the variety in costs and it's a very big issue that we should be following but having different varieties around campus is better than having the same menu like Dwell for example.
- Saleem stated that having Dwell is a very nice idea to have a chitchat and coffee between classes but having Dwell alone isn't enough especially for students who have 4 hour labs then class exactly after it.

Motion:

Motion to replace Nestle Toll house with a suitable/affordable alternative with varieties.

Motion passed unanimously.

8. Other business

- Treasurer Hassan Chamseddine announced that the financial aid deadline extended till April 30.
- Student members thanked OSB's faculty member Dr. Rania Mardini for her input and effort to attend almost all the meetings and stated that the rest of the faculty members don't attend the meetings. This is an issue because they have the same responsibilities we, USFCs do and that we need their professional opinion and their experience when making certain decisions.
- Chairperson stated that its the USFCs job to follow up on that issue. The Bylaws committee can write an email to the dean of the faculties concerning this matter because it may affect the elections for next year's faculty members. Faculty members that nominate themselves for this position should be interested in it, if they don't have any time then they shouldn't nominate themselves.

Minutes recorded by Secretary Zeina Mikati.

Meeting adjourned at 8:15 PM.