

The Launching of the Pro-Green Diploma was held on Wednesday, January 7, 2015, at the American University of Beirut, B1 Auditorium, College Hall.

### 2:30 - 4:00 pm

- Set Program Calendar and Assess Training and IT Needs
- Review Budgetary Issues - Pro-Green Now

### 4:00 - 5:00 pm

- Launching Ceremony of the Online Diploma

The meetings were held on Thursday, January 8-9, 2015, at the American University of Beirut, B1 Auditorium, College Hall.

<b>AGENDA</b>	
Time	Session
8:15 am – 8:45 am	Registration and coffee
8:45 am – 9:00 am	<ul style="list-style-type: none"> <li>• <b>Welcoming Remarks</b></li> <li>- Dr. Makram Suidan, Dean of the Faculty of Engineering and Architecture, American University of Beirut</li> <li>- Dr. Ehab Abdel-Rahman, American University of Cairo</li> </ul>
9:00 am - 10:00 am	<ul style="list-style-type: none"> <li>• Presentation of Second Year Summary &amp; Update on Project Activities - Dr. Nesreen Ghaddar</li> <li>• Update on Consortium Agreement and implementation plan by AUB, AUC and LAU coordinators on               <ul style="list-style-type: none"> <li>- Governance</li> <li>- Coordination of Registration</li> <li>- Financial Terms</li> </ul> </li> </ul>
10:00 am – 11:00 am	<ul style="list-style-type: none"> <li>• Walk through Admissions and Registration Applications by IT-AUB</li> </ul>
<b>11:00 - 11:15 am</b>	<b>Coffee break</b>
11:15 am – 12:15 pm	<ul style="list-style-type: none"> <li>• Program Academic Calendar &amp; Spring Offerings</li> <li>• Moodle on the Cloud and online Course Readiness (Wissam Nahas)</li> <li>• Sample Pilot Course Presentation (Rana Haddad, AUB)</li> </ul>
12:15 pm – 1:00 pm	<ul style="list-style-type: none"> <li>• Marketing Materials and Dissemination (UNIMED)</li> <li>• Project Website and Marketing Materials (AUB)</li> </ul>
<b>1:00 – 2:30 pm</b>	<b>Lunch</b>
2:30 – 4:00 pm	Parallel Focused Group Meetings for Online Courses Quality Assurance
4:00 -4:30 pm	<ul style="list-style-type: none"> <li>• Project Administration</li> <li>• Financial Reports</li> </ul>
4:30 – 5:30 pm	Review of Project Activities – Meeting Targets
<b>8:00 PM</b>	<b>Gala Dinner – Phoenicia Hotel; Beirut</b>

<b>Parallel Associated Meetings &amp; Training Agenda for e-learning</b>	
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9:00 am – 11:00 am	IT Training for upload and handling of Admissions and Student Information System
11:00 am – 12:30 pm	Student Registration
	Billing and financial process

<b>Parallel Associated e-learning Support &amp; Training Meeting (January 8, 2015)</b>	
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9:00 am – 11:00 am	E-learning training and resources
11:00 am – 1:00 pm	Individual Q & A sessions
<b>1:00 – 2:30 pm</b>	<b>Lunch</b>

Tempus Audit Review Agenda on January 9, 2015:

<b>Tempus Office Review Agenda</b>	
9:00 – 10:00 am	Review of Project Activities
10:00 – 11:00 am	Meeting with faculty partners involved in the project and discussion of online courses
11:15 – 12:00 noon	Meeting with Dean Suidan
12:10 – 12:30 pm	Lab Tour
12:40 – 1:15 pm	Demonstration of the online platform for registration, admissions, and Moodle
<b>1:20 – 2:30 pm</b>	<b>Lunch</b>
2:45 – 3:15 pm	Meeting with the Provost
3:20 – 4:30 pm	Quality Control (University of Alicante)
	Meeting with the Coordinator