

**American University of Beirut
Minutes of the University Senate
Meeting of Friday, December 20, 2013**

Present: M. Alameddine, A. Al-Kutoubi, T. Amin, I. Bashour, E. Baydoun, J. Chaaban, S. Chahine, A. Dallal, Z. Dawy, J. DeJong, P. Dorman (chairing), I. Elhaji, J. Ghafari, S. Harb, H. Huijjer, N. Hwalla, D. Jaalouk, A. Jaffa (representing M. Sayegh), D. Jamali, A. Kayssi, V. Khamis, H. Khoury, G. Matar, P. McGreevy, F. Moukalled (representing Dean Swidan), T. Nizameddin, S. Nouredine, I. Nuwayhid, M. Salameh, E. Shammass, J. Usta, D. Wickens, S. Zeineldine, A. Zenger

Absent: S. Arnaout, G. DeBin*, R. Brow*, N. Dajani, A. Dietrich, N. Farajalla*, S. Jabbour*, P. May, M. Sayegh,* I. Saoud*, M. Suidan*

(* = regrets notified before meeting or on leave)

The meeting was called to order at 2 pm.

1. Approval of minutes

Minutes of the November 29, 2013 meeting were approved as amended.

2. Update on faculty contract revisions

Aghiad Al-Kutoubi as chair of the SCFA reported on a positive meeting of the SCFA with COO DeBin and legal counsel Sleiman. SCFA members raised some concerns and it was agreed there would be another meeting in the new year. In response to question, President Dorman responded that there are no guidelines being given by AUB to the legal counsel.

3. Revised draft privacy policy

Provost Dallal informed the meeting about revisions to the policy following comments made in the Senate. He noted that the spirit of the policy is to inform any individuals under investigation in advance but that in some situations this would not be possible. In response to a question about whether any laws had been broken with the data privacy incident during the spring of 2013, the President responded that there had been no illegal action and no data had been leaked outside AUB; however, the absence of a data privacy policy made it difficult at the time. He also noted that he had received the report of the faculty working group set up and had a few questions for the committee. A. Kayssi stated that the working group would address the comments and hoped the report would be released as soon as possible. Extensive discussion followed on the privacy policy and a request was made for COO DeBin to prepare a time-plan for the revision of related policies to be presented to the Senate. **A motion was made and seconded to make the following revisions in the policy:** a) Under the section Operational integrity, to replace the word "legitimate" on page one by "compelling and exceptional"; b) to omit the words on page one "when necessary to defend the interest of the University from allegations of misconduct"; c) Under the section on Access authorization on page 2, replace the words "without consent" with "with or without consent"; d) Under the section on Definition on page 2, to remove all of point 3 with reference to personally owned devices.

Vote 2014-13: Motion approved (unanimous)

President Dorman stated that the amendments will be sent to the Audit Committee which formally approves all policies and then the BoT.

4. Revised University Calendar for 2014 - 2015

M. Salameh reported that the calendar had been revised at the request of the Senate to reduce the number of days between the end of exams and Commencement. This could be achieved by scheduling final year courses earlier and printing all degrees as early as possible and shredding those of students who do not meet graduation requirements. Last-minute changes will be added as an erratum to the Commencement program. Provost Dallal noted that the changes will require faculties' cooperation. **A motion was made to approve the calendar.**

Vote 2014 - 14: Motion approved (unanimous)

5. Strategic Plan for the University

President Dorman presented the Strategic Plan for the University that he had presented to the BoT. A request was made to make the presentation available on the website. In discussion that followed questions were raised about the endowment and whether there were efforts to reduce operating expenses. President Dorman noted the need for contingency budgets to cover for unanticipated expenses mandated by the Lebanese government.

6. Travel Policy Revision

(originally item #7 on the agenda)

D. Wickens summarized the discussions and current status of the travel policy. He noted that the critical problem is the lack of documentation about expenses related to travel that was needed in order to demonstrate good stewardship of university funds. He noted that one option was to follow US policy and per diem rates, but noted that AUB policy has always been more generous in that it allows payment over the amounts of per diems if needed. At issue has been the level at which documentation is needed; however, because the \$10 ceiling was not well received, a decision was made for the level to be set at \$25 as a compromise. President Dorman stated that the policy does not need approval of the Senate but is for information. D. Wickens stated in reply to a comment about delays that if there was any delay in reimbursement faculty members should inform him.

With the meeting having lost quorum, the two items under Proposals for the Academic Development Committee were not discussed. There was no time to discuss the remaining items under "Other business."

One SSC member noted for the record that in the preparation of the agenda for this meeting, the President had put several items under "other business" that were originally stand-alone agenda items. D. Jamali concurred that such changes should only be made under exceptional and compelling circumstances.

The meeting was adjourned at 4:10 pm.

Minutes recorded by J. DeJong, Secretary of the Senate