

American University of Beirut
Final Minutes of the University Senate
Meeting of Thursday, May 3, 2018

Present: M. Abiad, H. Abou Araj, E. Al-Chaer, I. Baalbaki B. Bashour, A. Chehab, L. Daouk-Oyry, J. DeJong (for H. Nuwayhid), N. Dumit, N. El-Cheikh, W. El-Hajj, D. Gubara, M. Harajli, C. Harb, S. Harvey, M. Jurdi, G. Kanazi, A. Kayssi, F. Khuri (chairing), H. Kobeissi (by invitation), N. Melhem, W. Nasr, A. Olabi (for R. Mohtar), S. Sadek, M. Sayegh, R. Sharara-Chami, A. Shihadeh, D. Wickens (by Invitation),

Absent: A. Abu Alfa*, T. Ali*, J. Chaaban, A. Chalak*, H. Diab, S. El Fakhani, A. Harutyunyan, E. Hitti, H. Huijer, S. Kanj-Shararah*, R. Karami*, P. McGreevy, R. Mohtar*, H. Muller*, T. Nizameddin, I. Nuwayhid*, E. Shamas, J. Touma, S. Zeineldine

(* = regrets notified before meeting)

The meeting was called to order at 4:05 p.m.

1) Policy on Notification Procedures for Missing Resident Students Ms. Hana Kobeisi (Associate Director of the Office of Financial Aid and Title IV Officer) presented the draft policy (see **appendix I**). Ms. Kobeisi indicated that the policy was motivated, in part, by the need to comply with the provisions of Title IV of the US Higher Education Act. The policy applies only to students residing in AUB housing facilities. The main components of the policy and implementation steps were covered by Ms. Kobeisi with particular emphasis on two major elements: (1) Process of “determining” that a resident student is missing and (2) Notification process-Whom to notify and how.

Following the presentation a motion was made to adopt the policy. The motion was seconded and the floor opened for discussion. Ms. Kobeisi answered questions by senators which related to the specifics of the notification process, international vs. local student residents, and the possible need to extent such a policy to include all AUB students and not only those who reside in AUB facilities. Senators asked about the time frame associated with the various stages of the “determination” and “notification” processes, given the time-sensitive nature of the matter. Ms. Kobeisi indicated that once a missing report is received a number of simultaneous paths of inquiry are initiated by the “Response Team”, with contacts initiated with peers, head residents, professors, etc. A senator raised a question re. the confidentiality of the process and the need to protect the privacy of the student concerned at all stages. Ms. Kobeisi clarified that the standard in such instances is to rely on the discretion of the individuals involved, with the aim of protecting the privacy of the investigation itself, the primary objective being to reach a quick and reliable determination of the circumstances surrounding the case. **A motion was made to adopt the policy on notification procedures for missing resident students. Vote 2018-34. The motion was approved unanimously.**

2) University Budget Presentation-Discussion

CFO Wickens gave a presentation to the Senate about the budget for fiscal year 2019 (July 1 2018- June 30 2019). The presentation covered the two components of the budget:

- a. The Capital Budget which includes major projects (buildings and infrastructure; e.g. Penrose dorms project) and acquisition of significant/major equipment (e.g. new testing equipment for the Core Lab) among other items

- b. The Operating Budget. This part included information regarding income and expenditures and projected changes (increases/decreases) in the various components of this budget. No changes in tuition increase levels or in the yearly salary/increase pool will be envisaged for the coming fiscal year. The number of undergraduate students will only increase by a new cohort supported by full scholarships, which are already committed. Some general/global figures numbers related to salaries and benefits were presented.

A question and answer session followed the presentation in which a number of senators requested clarifications regarding some of the items presented. Some senators noted that the budget presentations of previous years included more information, specifically in relation to the breakdown of figures in several of the expenditure categories (e.g. salaries/benefits for administrators, faculty and staff).

3) Other business

The chair of the Senate Steering Committee, Salah Sadek noted that the meeting set for May 25 may need to be rescheduled. As per precedent, the Lebanese government may declare May 25 an official holiday a few days in advance of the date. R. Khuri proposed, and the Senate agreed, to move the meeting one day earlier, to May 24 at 2:00PM.

The meeting was adjourned at 6:00 pm.

(Minutes recorded by S. Sadek)

Appendix I: Policy on Notification Procedures for Missing Resident Students



Missing-Person-Notification-Policy_BOD