

**American University of Beirut**  
**Final Minutes of the University Senate**  
**Meeting of Wednesday, April 28, 2021**

**Present:** M. Abiad, A. Abu-Alfa, F. Afiouni, E. Al-Chaer, A. Al-Hroub, T. Amin, H. Auji, I. Baalbaki, T. Bazi, G. Burris, S. Bou Jaoude, A. Chalak, L. Choueiri, A. Daou, H. Darwish, Z. Dawy, N. Dumit, N. El-Cheikh, H. El Rassy, M. Farah, L. Farhoud, A. Harutyunyan, S. Isber, H. Jaafar, K. Kabalan, F. Khuri, S. Mallat, N. Melhem, R. Mohtar, L. Musfy, M. Nachar, R. Nakkash, M. Nasrallah, T. Nezameddin, G. Saad, N. Saliba, A. Shihadeh, A. Sibai, Y. Sidani, R. Sultan, F. Talih, B. Tucker, G. Zaatari, S. Zein-el-dine

**Absent:** R. Chedid \*

(\* = regrets notified before meeting)

The meeting was called to order at 2:00 p.m. The meeting was held virtually using “Zoom”.

**1) Approval of March 26, 2021 Senate meeting minutes**

The minutes of March 26, 2021 were unanimously approved as presented.

**2) Update on university financial planning**

President Khuri presented an update of the university financial planning for AY 2021-2022. He started by giving a recap on the support packages that were given to the different university constituents this year. He then presented the goals and objectives of the future financial planning. The President stated that the planned investment packages will be funded by a base budget of \$100M over a duration of 3 years. The package aims at supporting, retaining, and investing in faculty and staff and will be distributed in a systematic and inclusive approach. The budgeted package will target: professorial rank faculty members, lecturers/instructors, management staff, research assistants/associates, medical residents, and G1-12 staff.

The university is also planning to raise matching incentives/opportunities for the \$100M package over the 3 year duration. These incentives include:

- Endowments: 10 endowed chairs are currently awarded; 15 more positions are planned for the future.
- AUB Online Partnerships and Consulting: virtual campuses, partner campuses, and twin campuses
- Catalyst Funds
- Faculty R&D Grants
- Institutional Grants & Gifts
- “Board Designated” Professorships

Senators asked about the implementation details of the investment packages. President Khuri confirmed that the fresh USD packages will range between 15 and 25% of each individual’s salary. He added that that the BoT will definitely agree on the 15% portion but the aim is cover 25% for everyone next year. As for the timeline for receiving the support packages, President Khuri stated:

- Financial planning meetings will be held during the first couple of weeks of May 2021. The meetings will include the SCFA and SSC chairs.
- The proposed budget will be discussed in the Senate on May 28, 2021.
- The budget will be presented to the BoT for approval in the June 2021 meeting.
- After board approval of the base package, an announcement will be made with the details. It is expected that the announcement will be made between June 7 and 11, 2021.

**3) Electing two faculty members to serve on TPAC**

Professors Salma Talhouk from FAFS and Monique Chaaya from FHS were elected to serve on TPAC.

#### **4) Election of a senate representative to deliver a statement at the June 2021 BOT meeting**

Professor Farid Talih from FM was elected to deliver a statement on behalf of the Senate at the June 2021 BoT meeting.

#### **5) GE governance and mechanism for changes**

Professor B. Bashour presented the General Education Governance Structure. She stated that the General Education program is run by a Director, an Executive Officer, and the GE Board.

- The director is a faculty member of professorial rank who is appointed by the FAS Dean in consultation with the provost and reports to the FAS Dean. Bashour explained the role and responsibilities of the director of the GE program.
- The GE board is constituted by representatives of all faculties and all GE areas, and who are appointed by their deans for three-year terms. The board also includes the Director of CVSP, the Director of the Writing Center and a representative from the Center for Teaching and Learning.
- The Executive Officer aids and accompanies the director in all duties and coordinates the daily operations of the GE program.

Bashour also explained that the process for major changes in the GE curriculum should be initiated by the GE director. After getting approval from the GE Board, the changes will be taken to the faculty body for consultation. Following this step, the Curriculum Committees of all faculties review the changes and make a recommendation to their Deans. Next, the changes go to the Academic Development Committee for approval. Finally the changes require the approval of the University Senate, and Board of Trustees.

Major changes include: a) adding or removing GE requirements, including changing the overall number of GE credits; b) changing the framework and the designations of GE requirements; and c) changing the mission, goals, program learning outcomes.

**A motion was made to approve the General Education Governance Structure and the mechanism for changes as presented. The motion passed with a vote. Vote 2020-39. (29-0-1).**

#### **6) Teaching portfolio evaluation**

Professor Bou Jaoude gave a presentation on the evaluation process of teaching portfolios. The process is summarized as follows:

1. The faculty member applying for promotion and tenure is required to submit the teaching portfolio.
2. The "Promotion Review Committee (PRC)" is tasked with reviewing the submitted teaching portfolio using an approved evaluation checklist and rubrics.
3. PRC members should be trained on evaluating teaching portfolios. Training of PRC members on using the checklist and rubrics will be organized by CTL.
4. The PRC teaching evaluation report should be based on evidence from a variety of sources presented in the teaching portfolio.
5. The PRC prepares a concise narrative report (maximum two pages- single space) which includes its comprehensive and evidence-based evaluation of the teaching of the candidate. The report should also include an overall judgment regarding the candidates teaching quality and a recommendation using the following labels:
  - Excellent teaching
  - Very Good teaching
  - Good teaching
6. The PRC teaching evaluation report will be included as part of the overall PRC report and will be added to the candidate's promotion/tenure file.

Bou Jaoude presented the tools for collecting evidence when evaluating teaching portfolios. The checklist elements include: Teaching Statement, Evidence of Quality teaching, Evidence of quality

assessment of students, Evidence of Contributions towards Course and Curriculum Development, Evidence of Quality Advising and Mentoring, and Evidence of Leadership/Recognition Related to Teaching. Bou Jaoude also presented 5 evaluation rubrics aligned with the teach domains of excellence as outlined in the "Policy and Procedures for Tenure and Promotion Evaluation".

**A motion was made to approve the teaching portfolio evaluation process as presented. The motion passed with a vote. Vote 2020-40. (35-0-0).**

#### **7) Update on Circular vote for fall graduates**

Vice Provost and Registrar B. Tucker gave an update on the votes received in favor of the late fall graduates. 34 votes were received in favor of the motion to recommend granting four students their degrees.

#### **8) Other business**

Three items were discussed under other Business:

##### Update on the conflict with students regarding tuition fees

President Khuri stated that a total of 95 students settled their tuition fees at a notary public at the 1500LBP/\$ rate. 19 students backed out and settled all their dues at the 3900 LBP/\$ rate while 76 cases remaining pending. Khuri stated that these cases are being settled in the court of law and may remain there for years to come.

##### Graduation Ceremony Plans

There are plans to graduate all students either virtually or in person. Details will be shared by May 15, 2021. The preliminary plan is as follows:

- In person graduation of FHS and HSON students in the Assembly Hall on June 3, 2021. The ceremony will be broadcasted live. No parents will be allowed to attend in person and students and faculty members will respect all social distancing measures.
- In person graduation of FM students in the Assembly Hall on June 4, 2021. The ceremony will be broadcasted live. No parents will be allowed to attend in person and students and faculty members will respect all social distancing measures.
- In person graduation for the remaining faculties on the green field sometimes early September 2021.
- A graduation ceremony for the 2020 graduates is being contemplated in October 2021.

##### COVID Vaccines for graduating students

President Khuri confirmed that AUB is planning to vaccinate all students: incoming, currently enrolled, and graduating students.

The meeting was adjourned at 3:40 pm.

(Minutes recorded by G. Saad, Secretary of the Senate)