

The NDU Gazette

A publication covering decisions taken at the BOD and UC meetings

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Issue Number Six, October 2007

Decisions Taken at BOD in October 2007

BOD Meeting: 3 October 2007

1. Dates for Promotion Files

The Board of Deans agreed on the following:

November 15th would be kept as the date by which all promotion files were due to the office of the Chairpersons.

February 15th is the deadline for the files to be received for study by the Board of Deans. May 30th is also set as the date that the final decision on promotion would be announced.

(See **Appendix I** for full text entitled: Timeline for Evaluating Promotion Files.)

BOD Meeting: 10 October 2007

2. Official Name of Nursing Degree

The official name of the Nursing Degree at NDU is: **B.S. in Nursing**

3. University Research Board

The University Research Board will include:

- a. The participation of the Faculty of Nursing.
- b. One member of each faculty be added to the original URB membership list.

(See **Appendix II** for full text entitled: NDU Research Board)

BOD Meeting: 17 October 2007

4. Inter Library Loan Policy

The Notre Dame University Libraries Interlibrary Loan/ Document Delivery Service Policy was approved. The policy will be reviewed after the first year of implementation.

(See **Appendix III** for full text entitled: Notre Dame University Libraries Interlibrary Loan/Document Delivery Service Policy)

5. Outcomes Assessment Committee

It was agreed that the Outcomes Assessment Committee would operate on the department level. Student exit interviews would be held; exit questionnaires would be distributed and their results analyzed so as to improve program curricula.

BOD Meeting: 24 October 2007

6. Seminars for Faculty Members

Based on a suggestion made during the Chairpersons' Workshop to hold seminars on faculty development themes,

The BOD agreed to proceed with the activity and to organize Seminar I entitled, "Efficient Lectures"

7. Minors

Clarification was given on the subject of completion of a minor. Mention of the minor will be made on the student's transcript and not on the diploma. The student may also request a letter of attestation.

8. General Education Requirements

a. It was agreed that the complete list of GER courses would not appear on the contract sheet; the list would appear in the university catalog and the Student Handbook. The contract sheet would include a phrase, “as cited in catalog.” The major categories of GER courses would be cited on the contract sheet.

b. A motion to name a committee to oversee the transition from the previous system of GERs to the new system was approved.

c. The GER Committee for 2007-2008 is comprised of the following members:

Dr. Youssef El-Hage, Chair

Dr. Chahine Ghais

Mr. Habib Melki

Appendix I

Timeline for evaluating promotion files Academic year 2007-2008

Submitted by Dr. Youssef El Hajj

For the present academic year 2007-2008, the timeline for evaluating the promotion files is set at the following dates:

- Deadline for submission of applications for promotion to the concerned Department Chairperson: **November 15, 2007.**
- Deadline for submission of the Department Personnel Committee (DPC) to the Faculty Personnel Committee (FPC): **December 21, 2007 (last day of instruction in December).**
- Deadline for submission of the final recommendations by the FPC to the Dean: **January 25, 2008 (last day of instruction for the Fall semester).**
- Deadline for submission of the Dean's final recommendations to the University Faculty Personnel Committee (UFPC) through the Vice-President for Academic Affairs (VPAA): **February 15, 2008.**
- Deadline for submission of the final recommendation by the UFPC to the VPAA: **March 1, 2008.**
- Deadline for submission of files and final recommendations by the VPAA to the President: **March 10, 2008.**

Appendix II

NDU Research Board

Rationale

NDU started moving from a teaching institution for higher education to a research university with the plan of combining serviceable knowledge with advanced knowledge as a major academic step to seek truth and to serve the community. The research centers at NDU are still very young, and in order to better support and organize their work, the University has established a Research Board for this purpose.

Objectives

The NDU Research Board (URB) works to:

1. Improve and develop the research environment at the University.
2. Formulate policies and guidelines for the allocation of funds for Research and Faculty Development.
3. Consider policies to be followed in seeking grants support from external agencies, and it acts in an advisory capacity to the President in the implementation of policies pertaining to allocation of grants for Research and Faculty Development.
4. Collect and review all research projects and papers presented from NDU faculty members to local and international research centers, and conferences, and to suggest future research development steps.
5. Plan for the University research agenda for the coming academic year.

Membership

Membership of the URB consists of the Directors of LCRS, LERC, WEERC, CARE, and one representative of each of the following faculties: **Humanities, Business Administration and Economics, Political Science and Diplomacy, Natural & Applied Sciences, Engineering, Architecture, Art and Design, and Nursing.** The URB members are appointed by the President, upon the recommendation of the VPSRD and after consultation with the concerned Deans, for one academic year. The Vice President for Research and Development will chair this Board. The membership term may be renewed by the President.

Members of URB (2007-2008):

Chair: Dr. Assaad Eid, VPSRD

Members: Dr. Kamal Abou Chedid (CARE)

Dr. Fadi Comair (WEERC)

Ms. Guita Hourani (LERC)

Dr. Abdo Kahi (LCRS)

Dr. Michel Nehmeh (DEPP)

Mrs. Leslie Hage (Director, NDU Libraries)

Sister Benoit Abou-Mhaya (FN)

Dr. Hassan Hamadi (FBAE)

Dr. Jacques Harb (FE)

Dr. Naji Oueijan (FH)

Dr. George Labaky (FPSPAD)

Dr. Ramez Maalouf (FNAS)

Miss Diane Mikhael (FAAD)

Appendix III

Interlibrary Loan/Document Delivery Service Policy

The purpose of this document is to provide guidelines related to the Interlibrary Loan (ILL)/ Document Delivery Services (DDS) facilities provided by the NDU Libraries.

What is ILL/DDS?

ILL/DDS is a service that allows NDU Libraries users to obtain materials such as books, journal articles, theses and dissertations, conference papers and other publications, which are not available at the NDU Libraries. It cannot be used to request materials for work for private employers, for personal non-university research, or for recreational reading.

Prospective users

ILL/DDS is a service offered by the NDU Libraries to faculty, graduate students and researchers who are engaged in research and who hold a valid NDU ID. Borrowers with holds on their library accounts (whether for overdue items or outstanding fees) are ineligible until their records are cleared. The NDU Libraries reserve the right to evaluate any ILL/DDS request and to reject it if necessary.

Maximum ILL/DDS Requests (per academic year)

Academic Administrators: 10 items free of charge, additional items will be provided at cost

Full Time Faculty: 10 items free of charge, additional items will be provided at cost

Graduate Students: 5 items free of charge, additional items will be provided at cost

DDS services only will be provided at cost for part-time faculty members, staff members, undergraduate students and NDU Alumni. Please request an updated schedule of ILL/DDS charges from the Circulation Desk for a summary of the applicable fees.

ILL/DDS services are not available to any other NDU Libraries users.

Item(s) which cannot be obtained through ILL/DDS will not be counted toward the maximum number of requests allowed per academic year.

Research Centers ILL/DDS Requests

ILL/DDS services will be provided to researchers associated with the University Research Centers; however the cost of the requests will be deducted from the annual materials budget of the requesting research center. All ILL/DDS requests must be approved by the Director of the concerned research center before they will be processed.

Service availability

ILL/DDS forms are available from the Circulation Desk and should be filled out and returned there.

Requestor responsibilities

Before submitting an ILL/DDS request, the requestor should check to ensure that NDU Libraries do not hold the item(s) in the following:

1. WebView - NDU Libraries Online Public Access Catalog
2. NDU Libraries Electronic Resources

NDU Libraries users who request three or more items in one academic year through ILL/DDS that are available through the NDU Libraries resources mentioned above may be banned from using the ILL/DDS service for the remainder of the academic year.

Eligible materials

The ILL/DDS borrows library materials that are not available in the collection of the NDU Libraries. These include: books, journal articles, government documents and reports, theses, doctoral dissertations, etc.

Books that have been declared missing by the Circulation Department after a search has been done may be requested through ILL/DDS; books being reviewed for damage and replacement may also be requested upon evaluation.

Ineligible materials

Rare materials, materials designated as 'reference' by other libraries, audiovisual materials, special collection materials, photographs, slides and microforms, music scores, electronic resources, including CD-ROMs and electronic books.

Submitting requests

ILL/DDS request forms may be obtained at the NDU Libraries users local Circulation Desk.

Telephone or email requests will not be accepted.

Before submitting requests the following procedure should be applied:

1. Each item requested requires a separate form.
2. An email and/or daytime phone number **MUST** be included in every ILL/DDS request form.

Requests will usually be processed within one (1) working day of receipt, excluding delivery time.

More than two requests from an individual may need several days to be processed.

The Libraries will attempt to fill all orders, but delivery cannot be guaranteed since materials are occasionally in use or missing. Requestors will be notified of delays.

Time required

The average time required to obtain materials from lending libraries is one to three weeks depending upon the availability of the item(s) requested.

Duration of loans, renewals and recalls

Due dates for items borrowed through interlibrary loan, as well as the renewal terms, are established by the lending library. The due date for each item is indicated on the date due slip in the item. The borrower is solely responsible for respecting loan periods and he/she will be charged for any loss, damage or overdue items.

Library users may request a one-time renewal of any Interlibrary Loan material, provided the request is made at least three working days before the due date indicated on the date due slip in the item. Library users will be notified on or before the original due date if the renewal request has been approved by the lending library. Renewal requests cannot be made for overdue items.

All Interlibrary Loan material is subject to recall by the lending institution without prior notice. Recalled items must be returned to the Circulation Desk that they were borrowed from within **one working day** after the library user is notified, otherwise overdue charges will be assessed.

Notification, pick-up and return

The Circulation Department will notify the user when the requested item(s) has arrived. Item(s) can be picked up from the Circulation Desk. DDS materials become the property of the library user, whereas ILL materials must be checked out with a valid NDU ID.

A copyright declaration form from the lending library must be signed before the item is handed over.

Loaned item(s) must be returned to the Circulation Desk that they were borrowed from by the indicated due date.

Overdue Notices and Charges

Library users are responsible for returning borrowed Interlibrary Loan materials on or before the indicated due date.

Overdue items will be charged a **minimum** fine of 3,000 LL per item per day by the NDU Libraries; any additional charges imposed by the lending library must also be paid by the library user.

Interlibrary Loan items that are more than 2 weeks overdue will be presumed lost and charged for accordingly.

Students must pay all outstanding library fees before the University will issue transcripts, diplomas, or allow class registration for the next semester. University employees may have the library fees deducted from their paycheck and/or have their final paycheck stopped until all fees are paid.

Clearances will not be provided to library users until all outstanding charges are paid.

Lost, Stolen or Damaged Items

Repair or replacement fees are established by lending libraries according to their rules and regulations. ILL/DDS service will be denied to NDU borrowers violating these rules. The service may be restored after resolving the problem that causes the denial of service.

If materials are lost, stolen or damaged, the individual to whom the item is checked out will be held responsible and charged for all expenses incurred by the NDU Libraries to repair or replace the lost, stolen or damaged items.

Students must pay all outstanding library fees before the University will issue transcripts, diplomas, or allow class registration for the next semester. University employees may have the library fees deducted from their paycheck or have their final paycheck stopped until all fees are paid.

Clearances will not be provided to library users until all outstanding charges are paid.

Restrictions on use

NDU Libraries and the borrower are bound by any restrictions on use imposed by the lending library.

Recently published books

Recently published books are often difficult to borrow on interlibrary loan because they are in demand at the libraries owning them. Request for purchase of such materials for the NDU Libraries collections can be made through the Acquisitions Department.

Copyright information

The Document Delivery Service (DDS) is compliant with the copyright law of Lebanon (Resolution no. 75, published April 3, 1999) and all applicable international copyright laws.