



School of Architecture & Design

Architecture Program Advisory Committee Bylaws

Approved by President J. Jabbra on 12 March 2014

ARTICLE I: NAME

The name of this entity is the "Architecture Program Advisory Committee" at the Lebanese American University, hereafter referred to as APAC.

ARTICLE II: FUNCTION

The APAC shall act as an advisory committee specific to the Architecture Program, offering advice and providing support to the development and continuous improvement of this professional program, in line with international professional standards.

The APAC shall function as a sub-committee of the larger School Advisory Committee. Some of its members may be selected from the larger School Advisory Committee, especially if their field of expertise falls within the scope of the APAC.

The APAC role is advisory, and may not at any moment interfere with administrative and/or academic decisions that relate to the management of the program.

The objectives of the APAC shall be:

1. To provide strategic oversight for the program as well as practical feedback for meeting the program's educational objectives
2. To offer advice on improving the architecture curriculum to respond to the changing needs of the profession
3. To assess the preparation of graduates for the job market, and to enhance their national and regional standing
4. To promote the program in public and professional circles
5. To assist students' placement in careers and internship programs

Article III: MEMBERSHIP

Section 1: Constituents

The APAC shall consist of:

1. External Members [4]: Two members from the profession shall be nominated by the faculty of the Department of Architecture & Interior Design; one member shall be nominated by the Department Chair, and one member by the School Dean.
2. Internal members [3]: Department Chair in addition to one senior faculty member nominated by the School Dean, and one faculty member elected by the Department faculty. The School Dean is an ex-officio member of the committee, and may occasionally participate in the meetings.

Section 2: Terms of Appointment

Members of the APAC should serve a full three-year term. In the event that any member is no longer able to serve, the respective party that nominated him/her shall nominate a new member to replace him/her.

Rotations should take place bi-annually so that every 3-year term, at least 1/3 of the members would be replaced by new ones. The Department Chair shall insure that proper staffing of the APAC is observed according to these rules.

Article IV: COMMITTEE OFFICERS

The APAC shall have two main officers: the Committee Chair and Secretary.

The Committee Chair shall be elected among the external members, and the Committee Secretary shall be elected among the internal members by a majority vote at the first committee meeting. The Chair and the Secretary shall hold office for a two-year term. A new chair and a new secretary should be elected the following term following the same election process.

The meeting agenda shall be set in consultation between the Committee Chair, the Department Chair and the Committee Secretary. The Committee Secretary shall finalize the agenda and circulate it to all members ahead of the meeting time.

Section 1: Chair of the Committee

The Committee Chair shall preside at all meetings. The Chair shall be in charge of conducting the meetings according to the agenda, and of carrying out the mission of the APAC.

Section 2: Secretary of the Committee

The Secretary shall coordinate with the Committee Chair to organize the meetings and to prepare the agenda, and shall make all the necessary arrangements for the meetings on campus. The Secretary shall record the minutes of the meetings, and circulate them as draft, in addition to the agenda, by email at least one week prior to the following meeting date.

ARTICLE V: MEETINGS & QUORUM

The APAC shall hold at least 3 meetings during the academic year. Additional meetings may be held on a need basis, in order to coordinate and advise on important events. The Committee Secretary shall coordinate with all members and with the Department Chair to set a convenient meeting date.

The Department Chair shall present at the end of the academic year [June] meeting, an annual report on enrollment figures, development and changes, graduates data, and other matters relevant to the mission of the committee. These reports should be circulated by email to the members at least two weeks prior to the annual meeting.

On issues that require a vote, every member shall have one vote. The meeting quorum shall consist of the simple majority of council members.

ARTICLE VI: AMENDMENTS TO BYLAWS

Recommendations to amend these Bylaws may be submitted by at least two of the voting members of the Council.

Amendments to the mandate and operation of the APAC may be proposed at any time, if approved by a majority vote of its members, and approved by the University President.