CEHHS Lecturer Advisory Council Minutes

Wednesday January 16, 2019

Noon – 1 pm

UH 449

**The LAC Mission: “To identify and provide needed resources and supports to lecturers. The Lecturer Advisory Council aims to encourage and enhance communication among lecturers and departmental, college, and university staff and faculty members to ensure a positive and productive teaching and/or supervisory experience.”**

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| --- | --- | --- | --- |
|  | Jeannine Guarino (SW) |  | Vacant (SoN) |
| X | Kristen Nahrstedt (SLP) |  | Leslie Mauerman (SoE) |
|  | Russ Neuhart (HD) | X  | Tony Ordas (KINE) |
| X | Lisa Bandong (PH) Chair |  | Debbie Kristan (Associate Dean) |
|  | Guests: N/A | X | Malachi Harper (Dean’s Office) |

Meeting opened at:

Quorum was present \_\_\_\_\_YES \_X\_No

Approval of agenda: \_\_\_\_\_ Yes \_\_X\_\_ No Quorum

Additional agenda items: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Old Business**

1. Mixer Updates
	1. Dates
		1. After Spring Convocation: January 17 Faculty/Staff Awards 11am & All Faculty Assembly 4-5:30pm
			1. Low RSVP – only at 4 people
				1. RSVPs are low, but likely more will attend. Tony offered to remind his lecturers to attend. Kristen highlighted the dichotomous nature of lecturers to request additional acknowledgment, but remain disinclined to participate.
				2. At the time of the meeting, there are 8 RSVPs.
			2. Lisa Needs LAC support during the mixer
				1. Due to a conflict with PH’s spring meeting, Lisa will have to leave to present, but will return for the conclusion.
		2. Spring 2019 (following one year appoint WPAF timeline) – 3/6/19
	2. Location: Pizza Nova
	3. Budget: Dean has authorized $200-250 total for food/appetizers these mixers. Thank you!
		1. Excitement expressed for the additional funding and anticipation for the event.
2. ListServ
	1. Guidelines Creation
	2. Opt-in option on Lecturer Resource Webpage
		1. Requested Malachi to inquire about this option being on the <https://www.csusm.edu/cehhs/facultyandstaff/governance/lac.html> webpage.
			1. At the time of this note, Malachi submitted a request to WebPage services regarding the mechanics of completing this and any applicable policies.
3. 3yr Contract Recognition
	1. Will occur at All College meeting for this year’s recipients and at the College Fall Convocation starting next year.
		1. The committee was excited to see this implemented.
4. Dean Ayala’s Visit
	1. Summary became the first “Did you know…” on inaugural newsletter in Dec.
	2. How to respond to his requests?
		1. Feedback/resolutions for adequate space to work and meet with students
			1. Kristen noted that the space policy is ambiguous and clarification regarding it could be useful.
			2. Lisa recommended submitting a survey to the lecturers regarding concerns about space management. This survey may lead to a clearer understanding of lecturer needs and concerns that could be translated to a concrete report to the Dean on a per department basis.
			3. Kristen pointed out that making requests of the CEHHS Dean may be futile due to the befuddling bifurcation of EL and Stateside responsibilities, but agreed a clear statement of need to at least one relevant head of the college would be, as agreed by Tony, ‘a good start’.
		2. Lecturer requests to Dean

**Permanent Business**

1. Super LAC
	1. Spring Meeting doodle: <https://doodle.com/poll/8kxx3uadtsntgqhb>
2. Standard Operating Procedures
3. “Did you know..?” Segment ideas
4. Newsletter
	1. Asked Malachi to send a request regarding the status of lecturer PD funds available within the Dean’s budget.
		1. As of the time of this meeting, Malachi forwarded the request to Michael Bell, interim budget analyst for the college.
	2. Discussion of Chancellor’s Doctoral Incentive Program and its overall viability and worthy recommendation to the lecturer body.
	3. Additional topics for consideration include upcoming grant application options and interdisciplinary education opportunities.

**New Business**

1. Nursing Replacement
	1. Lisa volunteered to reach out to lecturers in SoN that she has connections with to see if they would volunteer to serve on the committee.
2. New Lecturer Evaluation College – dated 8/23/18
	1. Posted to appropriate site on CEHHS policy page, also edited mission statement typo.
3. Other \_\_\_\_\_\_\_\_\_\_\_\_\_

**Spring 2019 meetings:**

**Meetings are on Wednesdays from 12-1p in UH 449**

* February 20, 2019
* March 20, 2019
* April 17, 2019
* May 15, 2019