CEHHS Lecturer Advisory Council Minutes

Wednesday February 21, 2018 (Approved)

Noon – 1 pm

MARK 421

**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 supervision experience.”**

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| X | Jeannine Guarino- Chair (SW) | X | Deborah Bennett (SoN) |
| X | Kristen Nahrstedt- (SLP) |  | Julie Rich (SoE) |
|  | Russ Neuhart (HD) | X | Tony Ordas (KINE) |
| X | Lisa Bandong (PH) | X | Deborah Kristan (Associate Dean) |
|  |  | X | Melinda Jones (Dean’s Office) |

Meeting opened at: 12:01 PM

Quorum was present: Yes.

Approval of agenda: Yes.

Additional agenda items: Handbook

**Old Business**

1. LAC Bylaws approved by CCC. College will send out a voting ballot out sometime this spring.

Per CC Minutes:

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| *Draft will go out to CEHHS Community PRIOR to all college meeting on May 9. Then it will go to a vote immediately, prior to end of Spring 2018 semester.* |

**New Business**

1. Identify Spring Semester Tasks
   1. Updating Handbooks
      1. Each member will be responsible for their Department/School Handbook edits
      2. Opening Letters should be generic
         1. Letter from the Chair / Committee
         2. Letter from the Dean’s office
      3. Contacts should be generic
         1. Suggestion to place current contact on website
      4. Melinda to place all handbooks in SharePoint provide access to members.
         1. Members will make edits with tracked changes and notify Melinda when complete.
         2. Melinda will format edits/handbooks and then notify Debbie for review.
         3. Deadline for edits prior to next meeting, March 21. When committee convenes, a final review will occur prior to posting online.
2. Listserv
   1. Request to keep standing agenda item
   2. Obtain list from Tama
3. WPAFs
   1. Reminders are sent from Tama
   2. New lecturers Q&A
      1. Via Zoom
      2. Send out invitation on behalf of LAC (Tony via Listserv)
      3. Plan for end of March or beginning of April
4. Voting New LAC Chair and new committee members
   1. Course Release Units (3 for the AY) for the Chair. Will the units be available for the 18/19 AY.
   2. Recruit new committee members.
   3. CEHHS Standing Committees go to ballot in early May. Request for nominations/self-nominations end of April.
   4. Committee meeting on May 16, vote new Chair.
5. LAC Awards or Gathering
   1. To acknowledge outstanding lecturers from each school/department
   2. Funding from Dean’s office for special gathering (then they would join the annual celebration)
   3. Alternative social gathering
   4. Future goal – LAC Awards
6. LAC Budget
   1. Submit request to Dean for funding
      1. Units for Chair
      2. LAC Awards

Adjourn: 12:57 pm

Next Meeting: Wednesday, March 21, 2018. Noon- 1 PM MARK 421.