CEHHS Lecturer Advisory Council Minutes

Wednesday September 13, 2017

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) | **X** | Julie Rich (SoE) |
| **X** | Christina Norita (Dean’s Office) | **X** | Tony Ordas (KINE) |
|  | OPEN SEAT (HD) | **X** | Denise Garcia (Associate Dean) |
| **X** | Lisa Bandong (PH) |  |  |

Meeting opened at: 1:02pm; **All members present.**

Quorum was present \_\_X\_\_ not present \_\_\_\_\_

Approval of agenda: \_\_\_X\_\_ Yes \_\_\_\_\_ No **Lisa moved to approve; Deb 2nd; motion carried**

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

**NEW** BUSINESS

1. Welcome to AY 2017-2018
2. Review LAC Mission – still relevant? Changes/revisions needed?

* **Don’t know how to best support lecturers. Surveyed them, and thought we knew. Concerns: space; new building available in Summer 2019. CEHHS programs will occupy most of this new building. Expect that full time lecturers should have office space.**
* **Denise: Cubicles and lockers are available in KEL Library, past the 2nd floor Faculty Center. This was announced at last Senate meeting by Kamel. There is not a private space to meet with students. Library resources UH 329 is still available for private meetings. Consider key card access, keys assigned to ACs, or no lock. Consider having a white board indicating if the room is in use. LAC to send out email and Committee members to forward to their respective departments/program lecturers.**
* **Add information to the CEHHS website under Lecturer Resources.**

1. Updating LAC Handbooks – will each LAC member review/update/revise?
2. **Christina will provide Word versions of all lecturer handbooks from each area of CEHHS.**
3. **Jeannine will send out to the other LAC committee members to be updated.**
4. Tony Ordas has a listserv developed and ready to go for lecturers to post/share information.
5. **Brief report from Tony about the listserv. Use listserv for any and all communications; i.e. things to share, questions, - communications should support a positive community attitude. Sent permissions to all LAC members via email. Sent out emails for members to accept /subscribe. Anyone can unsubscribe at any time. Tony will send out to all lecturers.**
6. **Christina to provide Tony / Jeannine with the full list of lecturers.**
7. **LAC committee to communicate updates to all CEHHS lecturers, introducing the listserv to be coming. After LAC Committee email goes out, Tony will send out the listserv.**
8. LAC is a formal committee within CEHHS but does not have its own set of Bylaws. This semester we will work as a group to develop LAC Bylaws. Discussion about by-laws.
9. **Reviewed CEHHS Bylaws. LAC to develop their own bylaws. Consider elements of FDPC language. Goal to have the new bylaws written and ready to present at the next all college meeting.**
10. **Christina sent the specific language used on CHABSS LAC website.**
11. **Lisa sent working (Word) document to get the committee started**
12. Setting other priorities for LAC for AY 2017-2018 – Suggestions welcome
13. **Commit to work on revising lecturer handbooks,**
14. **Developing bylaws for review/approval**
15. **Utilize listserv to establish broader support for all CEHHS lecturers**

Next Meeting: Wednesday, October 18th, Noon- 1 PM MARK 421