CEHHS Lecturer Advisory Council Minutes

Wednesday September 15, 2021

3:30 pm – 4:30 pm

 Zoom: <https://csusm.zoom.us/j/83370733164>

**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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| --- | --- | --- | --- |
| x | Jeannine Guarino (SHSHS-SW, 6/22) | x | Sarah Jayyousi (*At-*Large 6/22) |
|  | Kristen Nahrstedt (At-Large, 6/22) Chair |  | Suzi Van Steenbergen (SOE-6/23) |
|  | Tony Ordas (SHSHS - KINE, 6/23) |   | Deborah Kristan (Associate Dean) |
| x | Lisa Bandong (SoN-PH, 6/22)  | x | Jessenia Lua (Dean’s Office) |
| x | Brenda Miller (SON-6/23) |  |  |

Meeting opened at: 3:38pm

Quorum: 3:40pm

Approval of Agenda:

* Motion: Lisa B
* Seconded: Jeannine G

Approval of Meeting Minutes

* Motion: Lisa B
* Seconded: Jeannine G

**New Business**

* LAC will be every 3rd Thursday of the month at 3:30pm for fall 21 semester
* Reevaluate for the spring semester
1. Welcome to our new members.
* Officially welcome Brenda Miller, Suzi Van, and Jessenia L
1. New goals for the AY (ideas)
	* What has it been like for lecturers during COVID.
	* Do a survey about if there are any needs. Retrospective on how lecturers have been.
	* Hopefully not been marginalized.
	* Are their resources available to them? Any lessons learned moving forward?
	* Lisa B Newsletter with Kristen N.
	* Brenda Miller submission for PD request – no answer. Who does it go to for approval?
	* Open communication about PD funds rolling over
	* Rounding – check in with lecturers. Option of survey instead, reaching out on a personal level
	* Reach out to Tama for lecturer list of the semester with phone numbers
	* Continue to reach out to lecturers by phone or email, TBD…
	* Jeannine’s suggestion to do both the survey and email
	* Survey can possibly go in the survey
	* Do we want to consider divide up work into committees? Seems like we have a few ongoing projects. Just an idea.
2. Invite Dean Ostergren to a LAC meeting – next month? LB would recommend to ask Kristen to work with JL to see what the dean’s schedule is like to get an invitation sooner than later.
3. CSTEM Connection (see image below). Is this something we want to consider?
* Invitation for everyone, not just CSTEM.

**Old Business**

1. University Policy draft - On hold
	1. until Lecturer Inclusion Working Group commences
2. Internship, Service Learning, Clinical Placements (on hold)
3. 2021-22 Mixer/Lecturer Inclusion (on hold)
4. ListServ (Tony)
5. LIWG – Success!

Approved there will be a referendum related to the LIWG chair attending two other meetings. Invited to talk to the provost regarding equity in pay, will implement new practices to show gap in pay between lecturer and lowest TT. Equity concerns regarding EL instruction. (Any updates?)

1. Professional Development Funds – asked at CCC to provide distribution like CHABBS is doing

Funds will be rolled to next FY and will remain as a pool. The process to apply was streamlined; making it easier for people to apply. (Any idea if there was done? Or does Kristen need to follow-up?)

1. [Lecturer Handbooks Assignments](https://www.csusm.edu/cehhs/facultyandstaff/lecturer.html) – see permanent business

**Permanent Business**

1. CCC Updates
	1. CCC meeting was today 09/15- Kristen will get updates and provide any necessary information to LAC
2. Super LAC – no new report
3. Standard Operating Procedures (any updates on this/questions?)
	1. Review chair job description
	2. Review handbook update protocol
	3. Review bylaws
		1. Updates to bylaws need to be amended on CEHHS Lecturer Resource webpage
4. Newsletter – Kristen will reach out to Lisa for continued support on writing newsletter

**Upcoming Fall 2021 meetings:**

**Thursdays from 3:30-4:30pm via Zoom**

1. 2021-2022 AY meetings
	1. Is this the best date/time for all? Talk that another day/time is better?

