



CEHHS Lecturer Advisory Council Newsletter, February 2023

This newsletter is for all CEHHS lecturers and is hosted by the college's Lecturer Advisory Council.

Thank you for Joining Us for Connection

LAC hosted an **in-person gatherings on January 19 at 5:00 pm at Draft Republic**. It was a small gathering and a nice way to connect with other faculty and collaborate. Please let us know if you have interest in having another gathering at the end of the Spring semester. You can email us at:

cehhslecturers@coyote.csusm.edu

Per Lecture Requests, Technology Help is Available

Instructional and Information Technology Services (IITS) will have laptops available for your instructional needs for the Spring 23 semester. They will be offering a new Microsoft Surface Laptop Go 2 laptop for all lecturers who do not already have a university-provided computer. You [make an appointment](#) to pick up your laptop to avoid having to wait

Need Help with Canvas? This is One of our Favorite Campus Resources!

If you have questions, please reach out to IDS via email cchelp@csusm.edu or stop by our open [virtual office hours via Zoom Monday through Friday 10am-4pm](#). You can just drop in on Zoom anytime during those hours without an appointment!

Don't Forget All Lectures Have Access to Professional Development Funds

The university Faculty Center has wonderful resources for all faculty.

CEHHS Lecturers are eligible to request up to \$500 in professional development for the 2022-2023 academic year. These funds can be used per the general guidelines above. You can continue to submit via the Professional Development Spending Form, located on the following [link](#). This is a very simple process and only takes a few minutes. One of our LAC members used this fund for professional membership.

Did You Know?

- Did you know that lecturers teaching 6 units or more can qualify for healthcare benefits? Please visit the [Human Resources Benefits Site](#) to obtain additional information.

The Lecturer Advisory Council has created the following resources for lecturers:

[Handbooks for Lecturers](#)

LAC members complete the first draft of the Lecturer Handbook revisions. We are working on finalizing changes this semester. Please let us know if you have any recommendations for changes or additions to the handbook. You can email us at cehslecturers@coyote.csusm.edu

Additional Lecturer Resources:

[Lecturer Resources](#): This includes various links to instructional development services, Teaching and Learning resources, Evaluation resources, Office of Inclusive Excellence, etc.

[Faculty Center Upcoming Events](#): Provides information about upcoming Faculty Center Trainings.

February 28, 2023 from 12:00-1:00- **Trauma-Informed Teaching and Learning** in Post Normal Times.

March 16, 2023, the Faculty Center will provide a training on **How to Move from Lecturer to Tenure Track Faculty**. Please check the [Faculty Center](#) web site for additional information on this training.

Don't forget to attend the up-coming WPAF Training:

Thursday February 2, 2023, from 12:00-1:00p.m. - In-person and hybrid teams WPAF Training for one year and three-year appointments (WPAF due March 9, 2023)

Need Additional Help with Your WPAF?

[Lecturer Evaluation Resources](#): Provides important links to the CBA Lectured Evaluation Policy, Timeline and Training Videos related to WPAF completion.

Resources for New Faculty

TECH SUPPORT: If you ever have any technical difficulties, please contact the Faculty/Staff help desk at 760-750-4790 (option 1) or helpdesk@csusm.edu.

CANVAS: CSUSM Canvas log-in is at <https://csusm.instructure.com/>. For technical assistance, please contact ids@csusm.edu. You can find plenty of training resources and help guides (including getting started) for using Canvas here. Please remember to have your syllabus finalized and make your courses visible to students on or before the first day of class! You can also reach out to Cougar Help CSUSM at cchelp@csusm.edu.

MyCSUSM: CSUSM uses a web-based system called PeopleSoft for access to class rosters and grade submissions. PeopleSoft can be accessed at <http://my.csusm.edu>. Use your campus username and password (same as CSUSM email) to log in. A very helpful document for self-training is found here.

FINAL EXAMS: Final exams will be held on the same day/time/room during finals week.

GRADES: The deadline to enter and approve grades in MyCSUSM is Thursday, May 25th. If you miss the deadline, you will need to submit a grade change form for each student.

CALENDARS: The 2022-2023 CSUSM academic calendar is found [here](#)—classes start January 23rd. The registration calendar can be found here. There are many dates and deadlines listed on the registration calendar that apply to adding and dropping classes.

STUDENT EVALUATIONS: Student evaluations are required for each class. Your personal evaluation and the possibility of rehire are contingent upon completion of the student evaluations.

PAYCHECKS: Live Checks will be mailed to employee's home addresses. Direct Deposit Paystubs will no longer be printed by the State Controller's Office. Employees on Direct Deposit can register for Cal Employee Connect and access your stub online. Online Pay Stubs can be viewed/printed at [Cal Employee Connect](#). If you have any questions or concerns regarding paychecks, please reach out to payroll department at payroll@csusm.edu.

Faculty Highlight

Introduction

I am pleased to introduce everyone to Tracy Hall, Ed. D., LMFT, lecturer from the Human Development Department. Tracy is one of our longest-term lecturer faculty in Human Development. She is a seemingly "tireless" supporter of our HD students and has been a great mentor/Co-Advisor for the Human Development Club, a service and leadership student organization. She is also the Faculty Liaison to the HD Alumni Chapter. Tracy is a great colleague who over the many years has helped to build and sustain the CSUSM Human Development Department. Here are a few words from Tracy herself about her experience in HD.

How did you first begin working at CSUSM? What sparked your interest in joining the faculty?

"I started teaching at CSUSM in 2006. A colleague of mine told me about CSUSM and the Human Development program (at that time we were a program not a department) and the rest is history as they say. I teach many different courses in the Human Development Department at CSUSM, and I enjoy all of them!"

What inspires you as an educator?

"Our students inspire me every day. I honestly believe we have the best students on campus!"

What fun fact can you share with your colleagues?

"I love to cook and my kitchen sometimes turns into a laboratory where I try and be creative with ingredients. Sometimes it works and well, sometimes not so much!"

Interview and nomination by Russ Neuhart, Human Development. Thank you, Russ, for your wonderful contributions and recognition of your colleague!

Please contact your LAC representative to highlight a colleague or reach out to us at cehhslecturers@coyote.csusm.edu

EMAIL LISTSERV - cehhslecturers@coyote.csusm.edu

The LAC uses a listserv to communicate and to maintain, promote, and foster collegial conversations, primarily through this newsletter. It is also a place where questions are asked and answered in an informal, safe place. Lecturers need to subscribe to the listserv to be included.

TO JOIN THE EMAIL LISTSERV

Email Invite: If you've received an email invitation to join the Cehhslecturers mailing list, simply accept the invitation by replying to the message, keeping the "Subject" header intact.

Please help us share this great information and forward it to a lecturer colleague in your department.

CONTACT US | Lecturer Advisory Council

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CEHHS Lecturer Advisory Council: <https://www.csusm.edu/cehhs/facultyandstaff/governance/lac.html>

CEHHS Lecturer Resources: <https://www.csusm.edu/cehhs/facultyandstaff/lecturer.html>

You are receiving this email because you are a Fall 2020 lecturer and/or subscribed to the CEHHSlecturers listserv.