CEHHS Lecturer Advisory Council Minutes

Wednesday April 17, 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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| --- | --- | --- | --- |
| X | Jeannine Guarino (SW) |  | Vacant (SoN) |
| X | Kristen Nahrstedt (SLP) |  | Leslie Mauerman (SoE) |
|  | Russ Neuhart (HD) | X | Tony Ordas (KINE) |
| X | Lisa Bandong (PH) Chair | X | Debbie Kristan (Associate Dean) |
|  | Guests: N/A | X | Malachi Harper (Dean’s Office) |

Meeting opened at: 12:06pm

Quorum: Yes

Approval of agenda: Approved as it stands

Approval of meeting minutes: Approved as it stands

Additional agenda items:

**Old Business**

1. Mixer Updates
	1. One last mixer? Update
		1. Committee would like to try a new time during the day on campus. Lisa reached out to the Faculty Center to see if one of their representatives would be present to answer questions. WPAF submission date is May 7th, so they would like to have their event the same week.
2. Dean’s Role’s and Responsibilities document sent to LAC 2/20
3. ListServ
	1. Thread Topics
		1. Range Elevation – Thank you, Kristen!
			1. Range elevation topic is tracking well with the users. Members encouraged to respond to keep up momentum.
			2. How does the approval system work?
				1. Dr. Kristan made herself available to answer specific questions directly via email or appointment.
		2. Additional topics?
			1. IPE, Guest Lecturers to talk about field collaboration, health and wellness (possibly refer to it being national black maternal health week)
	2. Guidelines Creation
		1. Tony and Kristen will spearhead this project.

**Permanent Business**

1. Super LAC
	1. Updates
		1. Jeannine reported that FAC decided the position shouldn’t be at the will of the FAC Chair and should be a regular committee. As a result, she believes it will be moving to the Senate for a vote. FAC member, Kristina, is working with the LACs across colleges to assist in creating uniformity and a structure coordinating with Super LAC and FAC.
	2. 2007 Interim Policy for Integrating Temporary Faculty: <https://www.csusm.edu/policies/active/documents/interim_policy_for_integrating_temporary_faculty.html>
2. Standard Operating Procedures
	1. Move to May
3. Newsletter
	1. The Newsletter has received positive feedback and the committee complimented Lisa on it.
	2. Move these to May
		1. Post mixer write up and pictures
		2. “Did you know..?” Segment ideas
			1. Already completed
				1. Listserv
				2. Professional development funds
				3. Celebration of 3 year faculty
				4. CDIP
			2. Possible ideas shared previously
				1. In range elevation
				2. Building updates
				3. How strong the lecture base? Are on 3 year contracts?
				4. Stats of lecturers
				5. Clarification of CEHHS
				6. Other topics

**New Business**

1. Dean’s Office Continuing Support
	1. Committee discussed various current and proposed resources LAC would like in the 19/20 academic year.
	2. Dr. Kristan asked the committee to send her an email of their requests so she could share it with the Dean and discuss available options.
2. 2019/20 Chair / Elections
	1. Discussion surrounding member’s current years. Lisa Bandong will research further and work with Malachi.
3. Membership of LAC
	1. Dr. Kristan pointed out the current configuration of LAC doesn’t match the voting structure mentioned in its bylaws. She pointed to a precedent in NEAC (Academic Senate) that could justify the current structure due to low participation in the represented departments.
	2. Committee considered possibly changing the bylaws to reflect a different representation structure (i.e. 1 per department and school) or allow flexibility when schools don’t have volunteers willing to serve. Possibly delete “an” from the relevant sentence in LAC bylaws §5.3.
	3. Lisa Bandong may wish to bring to the attention of CCC that there is no policy in the college bylaws that addresses filling vacancies from a school with an open call for volunteers across the college if, after following the extended vacancy process, they positions couldn’t be filled from the respective school.
4. Nursing Replacement
	1. Move to May
5. Handbook
	1. Move to May
6. Other \_\_\_\_\_\_\_\_\_\_\_\_\_

**Spring 2019 meetings:**

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

* May 15, 2019

**Action items: Funding request for next year. Revision of bylaws for next year. Election of chair following email by Malachi Harper. Email will be sent out for volunteers. Modifying meeting schedule for next AY.**