CEHHS Lecturer Advisory Council Minutes

Thursday, April 21, 2022

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

Meeting opened at: 3:32pm

Quorum: Established

Approval of minutes: Lisa moves to approve. Suzi seconds.

Approval of Agenda:

* Motion:
* Seconded:
* Next meeting May 19, does that work for everyone? 19th last day of class. Graduation starts on the 20th. Will send an email out about meeting that day.

**New Business**

1. Newsletter- who to highlight?
	1. Combined newsletter for April and May. Will highlight someone. Did SoE, MSW, SoN, MPH, SLP. Ask Tony to see if he can submit someone. Reach out to both to see if we can get one. Sarah will reach out HD.
	2. Items to include? Suggests any of the service opportunities that are coming up, college-level and university-level. Most are compensated. Also, on senate-level. Submit photos or Wufoo it, could be best summer holiday plan, joke, describe yourself right, etc. Something that could be digitally engaging. Aside professional development for the winner. Get a date to Jessenia, for event in May, for a social gathering. “Take a break from grading” for the end of the semester gathering. Lisa suggests My Yard Live for space. Share in newsletter to over the summer get some downtime and send some photos for the fall newsletter. Guidance on how to make sense of the bonus payments. Send during summer and wait to share at the end of the fiscal year. Highlight how people are spending, conference, talks, etc.
2. LAC Chair
	1. Will need new LAC chair. Questions or comments? Sarah would like to try it. Would like to learn from Kristen and Lisa.

**Old Business**

1. LAC meetups- today Port Brewery Lost Abbey (4:30pm)
2. Request from FDPC for recommendations on WPAF: Kristen to update
	1. Met up again with Deanna. Academic senate wanted the information about the max amount of items. Deanna and Kristen – adding a max for lecturer WPAF. Deanna advocate about the number of pages so lecturer can reflect on work. Brenda brought up WPAF things that reflect WPAF file is not privy. Can’t consider other info prior to new position. Will probably work more on this in the fall. Reducing limiting language and allow more flexibility. Number of items just include items we want to reflect courses, or work we want to do. Dept and schools can have additional items they require.
3. CSTEM LAC: Kristen to update
	1. Bylaws. Gave feedback. Change up to what reflects on their college. Ask for compensation for LAC. Look to CEHHS and see what they get. Met with some of LAC members, ask for the most. Be specific. Wanted to meet with LAC. They can get something that’s more formal.
4. Handbooks- Lecturers need updated, TT Handbooks
	1. Need to update. Would like for them to be ready for the first part of the semester. Task of the LAC or of the dept? A lot of colleges that don’t have LAC and how do they do it and why is ours different and do we have the up-to-date information to do it? HD using LAC’s handbook as a template for TT.
	2. <https://www.csusm.edu/cehhs/facultyandstaff/lecturer.html>
		1. Same link for several depts. Each dept or school had the general layout. Have what they need for support. A lot of the same information. Revision of the main stuff, otherwise looking at the main stuff revising.
		2. Envisioning where college can do it, faculty affairs can do it. Delegate duties to each member. Find more specific roles for the members – this for the new LAC chair.
5. Listserv Topics: Ways to increase communication with lecturers, in-range progressions, WPAF, Professional Development, Zoom teaching and ways on how to help with burnout.

**Permanent Business**

1. CCC Updates https://www.csusm.edu/cehhs/facultyandstaff/governance/governancearchive.html#acminutes
	1. 09/15
	2. 10/21
	3. 11/10
	4. 12/15
	5. 02/16: Dean Ostergren will reach out to FA to seek information on compensation for lecturers for service
2. Super LAC
3. Standard Operating Procedures
	1. Review chair job description
	2. Review handbook update protocol
		1. [Lecturer Handbooks Assignments](https://www.csusm.edu/cehhs/facultyandstaff/lecturer.html)
	3. Review bylaws
		1. Updates to bylaws need to be amended on CEHHS Lecturer Resource webpage
4. ListServ (Tony)
5. Newsletter
6. Moodle
7. University Policy draft - On hold
	1. until Lecturer Inclusion Working Group commences
8. Internship, Service Learning, Clinical Placements (on hold)
9. 2021-22 Mixer/Lecturer Inclusion (on hold)
10. 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?)

**Upcoming Spring 2022 meetings:**

**Next meeting:**

**May 19th**

**Thursdays from 3:30-4:30pm via Zoom or UH 449**