CEHHS Lecturer Advisory Council Minutes

Wednesday September 19, 2018

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.”**

|  |  |  |  |
| --- | --- | --- | --- |
| X | Jeannine Guarino- (SW) |  | Deborah Bennett (SoN) |
| X | Kristen Nahrstedt- (SLP) | X | Leslie Mauerman (SoE) |
|  | Russ Neuhart (HD) |  X | Tony Ordas (KINE) |
| X | Lisa Bandong – Chair (PH)  | X | Debbie Kristan (Associate Dean) |
|  |  | X | Marji Pittman (Dean’s Office) |

Meeting opened at: 12:04 p.m.

Quorum was present \_\_\_\_\_YES \_\_\_\_\_No

Approval of agenda: \_\_\_\_\_ Yes \_\_\_\_\_ No

Additional agenda items: \_\_\_None\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Old Business**

1. LAC Bylaws approved by CCC. College will send out a voting ballot sometime this spring. Still waiting on date.

 2) Committee to work on revision of LAC Handbook.

 3) Discuss timeline for electing new Committee members and Chair. Confirm when ballot will be sent out.

**New Business**

1. Mixer: request to have a mixer for lecturer
	1. Important part of the LAC Mission
	2. Ideas
		1. SOE Social gatherings
			1. Occur after a common meeting (i.e. Community Council meetings)
			2. Occur offsite (i.e. Urge or Sammy’s)

Important for our mission

* + 1. Should occur off campus due to parking
		2. SLP: met at Players 4:30-6:30pm
	1. Two dates for the year requested by committee and ideas include
		1. After Spring convocation
		2. After WPAF submission
	2. ACTION: chair will share potential dates at the Oct meeting, per the above ideas
1. Super LAC
	1. Meeting in April called by the Lecturer Faculty Fellow
	2. All lecturer advisory council members invited
	3. ACTION: chair to follow up with Faculty Center’s Lecturer Faculty Fellow to discuss getting the provost onboard to support LAC’s across the colleges
	4. ACTION: keep as a permanent post on agenda
2. SOPs: standard operating procedures
	1. To be based on bylaws
	2. ACTION: chair will start these and share with committee.
3. ListServ
	1. ACTION: keep as permanent post on agenda
	2. List submitted by Tama H. every semester
	3. Tony manages listserv and requesting content
		1. Introducing new dean / associate dean
		2. “did you know?” segment
			1. Listserv
			2. Professional development funds
				1. Based on our budget
			3. Building updates
			4. Celebration of 3 year faculty
			5. How strong the lecture base? Are on 3 year contracts?
			6. CDIP
			7. Stats of lecturers
			8. Other topics
	4. ACTION: Guidelines should be created for faculty use
	5. ACTION: created an opt in on Lecturer Resource Webpage
4. Welcome to Dean
	1. Q&A
	2. Invite to meeting
5. New building
	1. When the new building comes on line, Associate Dean suggests that we consider about:
		1. How to be deliberate for good communication?
		2. Have the meetings on both sides of campus for equity?
6. Tradition for 3 year faculty
	1. Associate Dean suggesting creating a college tradition for recognition for convocation in the fall and bring idea to CCC
	2. ACTION: chair to bring suggestion to CCC
7. Dept. Chair selection discussion
	1. Associate Dean shared Senate policy
		1. Senate policy: <https://www.csusm.edu/policies/active/pdf/deptchairselection2013.pdf>
		2. Based on entitlement time-base
		3. TT or tenured not identified
		4. Self nomination – yes. Nomination.
	2. MSW: followed senate policy
	3. SOE, SON, & PH have program directors
		1. CHABSS has this.
8. Future topics
	1. SOE: does having one representative enough for SOE considering other schools have representation from each department/program.
	2. Added after meeting: Evaluation document update for CEHHS lecturers

Correction to the agenda: fix mission statement “supervisory”

**Next meeting:** Wednesday, October 17, 2018 Noon – 1 p.m. UH 449.