CEHHS Lecturer Advisory Council Minutes

Wednesday, September 28, 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.”**

|  |  |  |  |
| --- | --- | --- | --- |
| x | Brenda Miller (SON-6/23) | x | Sarah Jayyousi (SHSHS-SW 6/24) Chair |
| x | Russ Neuhart (SHSHS-HD, 6/22) |  | Suzi Van Steenbergen (SOE-6/23 |
| x | Tony Ordas (SHSHS - KINE, 6/23) |  | Deborah Kristan (Associate Dean) |
| x | Rachel Nortz (SHSHS- SLP, 6/24 | x | Jessenia Lua (Dean’s Office) |
|  |  |  |  |

Meeting opened at: 3:35pm

Quorum: Established

Approval of minutes: Russ, Brenda. Approved

Approval of Agenda: Approved

* Motion: Tony
* Seconded: Brenda

**New Business**

1. Welcome Russ Neuhart and welcome Rachel Nortz, & Brenda Miller
2. Bylaws
   1. Vacant Public Health Seat

Last year provided feedback for lectures at-large. Didn’t allow at-large. At CCC discussed issues with having at-large. Last year Jeannine and Sarah from SW attended but Sarah communicated for PH, felt like having two lecturers from one dept had two votes.

1. Newsletter- who to highlight? Emailed Carly Bertrand. Russ to reach out for HD highlight. Will reach out to Moses who is current chair. Carly was interim just for the summer. Turnover of people, and turnover of chairs has been high which is why there hasn’t been much communication. Would like to rotate and nominate from each dept. Need to see more of fellow lecturers recognized.
   1. Items to include? Sarah will send out newsletter to review. Virtual Social section: Socials that were held last year, LAC sponsored. Any ideas would be helpful to add to newsletter. Survey for in-person or virtual gathering? Or a combination? Discuss what happened to lecturers when nursing program was dropped from EL. Was seniority lost? Did lecturers have to start all over again?
2. Lecturer Handbooks All are the same but with one or two sentence differences. Would like to have just one instead of several. Explore fusing all to make one. In the past it was one person per dept. what ideas do you have about updating the handbook? Discussed taking the whole document and provide edits. Start with one copy. Currently has much outdated information. Don’t have data that expires within the book, but instead have links that get updated along the way. Will divide sections amongst all so the work doesn’t fall all under one person.

Pages 1 – 6 Tony

Pages 7 – 12 Brenda

Pages 13 – 18 Rachel

Pages 19 – 24 Russ

Pages 25 – End Sarah

* 1. Use of Links
  2. One handbook
  3. Remove list of mentors and use up-to-date LAC members.

1. Listserve
2. [Outstanding service award](https://www.csusm.edu/president/awards/00_documents/2022-2023_guidelines_serviceleadership_final.pdf) - October 10th Deadline- Presidential award includes lectures
3. Emails welcoming lecturers Sarah will send out members the lecturer spreadsheet to send out welcome emails. Send email to lecturers as the LAC representative from their department and if they need anything let them know. Explore options on how to engage.

**Old Business**

1. LAC meetups
2. Handbooks- Lecturers need updated, TT Handbooks

**Permanent Business**

1. CCC Updates
2. Super LAC
3. Standard Operating Procedures
   1. Review LAC mission and chair job description
   2. Review handbook update protocol
      1. [Lecturer Handbooks Assignments](https://www.csusm.edu/cehhs/facultyandstaff/lecturer.html)
   3. Review bylaws
4. ListServ (Tony)
5. Newsletter

**Upcoming Fall 2022 meetings:**

**Next meeting: October 26 at 3:30 via Zoom or UH 449**