CEHHS Lecturer Advisory Council Minutes

Thursday October 21, 2021

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) |
| x | Tony Ordas (SHSHS - KINE, 6/23) |  x | Deborah Kristan (Associate Dean) |
| x | Lisa Bandong (SoN-PH, 6/22)  | x | Bonnie Mottola (Dean’s Office) |
| x | Brenda Miller (SON-6/23) |  |  |

Meeting opened at:

Quorum: quorum established

Approval of Agenda

* Motion:
* Seconded:

Approval of Meeting Minutes

* Motion: Sarah
* Seconded: Lisa

**New Business**

1. Super LAC Meeting – update from Suzi – CEHHS has the most robust Lecturer Advisory Council/Committee.
	1. Lecturer Forum Guidelines, looking for volunteers to help set up the guidelines; Kristen and another lecturer volunteered to help.
2. Survey Results – next steps

LAC will include information from the survey into the newsletter, so lecturers are more aware of support services on campus.

LAC is going to pick a few dates to have an in-person meet up for lecturers.

* 1. Had a total of 40 participants, not all participants answered all the questions.
	2. Lecturers are feeling overwhelmed but overall doing well.
	3. Challenges for fall, hybrid classes, class size, & IT support
	4. Reviewed comments participants included in the survey

**Old Business**

1. Brenda Miller submission for PD request – no answer. Who does it go to for approval?
2. Open communication about PD funds rolling over.
	1. The deans will need to go over the budget to see what amount of PD funds were approved for roll over.
3. Reach out to Tama for lecturer list of the semester with phone numbers – have list

\*Continue to reach out to lecturers by phone or email, TBD…

1. Invite Dean Ostergren to a LAC meeting- waiting to hear back from Bonnie.
	1. Jenn will attend in December.
2. CSTEM Connection (see image below). Is this something we want to consider?

\*Invitation for everyone, not just CSTEM.

 The invitation was for CSTEM faculty.

1. 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?)

1. Professional Development Funds – asked at CCC to provide distribution like CHABBS is doing

Funds will be rolled to next FY and will remain as a pool. The process to apply was streamlined; making it easier for people to apply. (Any idea if there was done? Or does Kristen need to follow-up?)

**Permanent Business**

1. CCC Updates
	1. 09/15
	2. 10/21
2. Super LAC
3. Standard Operating Procedures (any updates on this/questions?)
	1. Review chair job description
	2. Review handbook update protocol
		1. [Lecturer Handbooks Assignments](https://www.csusm.edu/cehhs/facultyandstaff/lecturer.html)

Reviewed last semester, Debbie will review the AD letter, then the handbook should be ready to go out to all.

* 1. Review bylaws
		1. Updates to bylaws need to be amended on CEHHS Lecturer Resource webpage
1. ListServ (Tony)
2. Newsletter
3. University Policy draft - On hold
	1. until Lecturer Inclusion Working Group commences
4. Internship, Service Learning, Clinical Placements (on hold)
5. 2021-22 Mixer/Lecturer Inclusion (on hold)

**Upcoming Fall 2021 meetings:**

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

**Reevaluate in Spring 22**