CEHHS Lecturer Advisory Council Minutes

Wednesday, December 14, 2022

3:30 pm – 4:30 pm

Zoom: <https://csusm.zoom.us/j/83945762251>

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

Meeting opened at 2:00 pm

Quorum: Established

Approval of minutes: Approved for October 26th

Approval of Agenda:

* Motion: Rachel
* Seconded: Brenda

**New Business**

* Additional follow-up regarding reaching out to lecturers
* Newsletter Update
  1. Lecture Highlights
  2. WPAF Info
  3. Lecture Resources

Event March 16th, 12-1:30 pm “How to move from a lecturer position into a tenure track position” will be virtual, Rachel will share a link.

* Super LAC Updates- Was held November 30th

All LAC committees across campus attended. Items discussed were to have longer and more detailed orientations for new lecturers. they discussed creating an Orientation canvas course for all lecturers when an in-person one is not available. Office space, what can lecturers use PD for (CEHHS lecturers shared what they use their PD on), and technology available for lecturers (do lecturers in CEHHS have technology needs that are not being met?). Faculty advisory councils, more faculty development…next meeting will be in April. CTEM appreciated CEHHS LAC mentorship.

* In-Person gathering for lecturers (1/19 following the all-college meeting at 5 pm; location is Draft Republic)
* Revisions to the University Lecturer Evaluation Policy

LAC reviewed the evaluation policy revisions; feedback will be given to Terri Metzger. LAC discussed having the option of a full-time lecturer being eligible to serve on lecturer PRCs in departments that have a low number of Tenure-Track faculty. Another recommendation is to provide the option of a one-page narrative for lecturers teaching only one course.

* Spring Semester Planning -Lecturer Handbooks
  1. Tony- Page 1-6
  2. Brenda-Page 7-12
  3. Rachel-Page 13-18
  4. Russ Pages 19 – 24
  5. Sarah Pages 25 - 31
  6. Additional Items we want to add
  7. Steps in the Lecturer Handbook Approval Process

**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
   3. Review bylaws
4. ListServ (Tony)
5. Newsletter

**Upcoming Fall 2022 meetings:**

**Next meeting: January 25, 2023, at 3:30 via Zoom**