CEHHS Lecturer Advisory Council Minutes

Wednesday December 18, 2019

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.”**

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| --- | --- | --- | --- |
| X | Jeannine Guarino (SHSHS-SLP) | X | Sarah Jayyousi (*At-Large 19-21, reverts back to SoE*) |
| X | Kristen Nahrstedt (At-Large) |  | Leslie Mauerman (SoE) |
| X | Tony Ordas (SHSHS, 19-21) |  | Vanessa Quiroz (SoN) |
| X | Lisa Bandong (SoN-PH) Chair | X | Debbie Kristan (Associate Dean) |
|  | Guests:  N/A |  | Bonnie Mottola (Dean’s Office) |

Meeting opened at:

Quorum:

Approval of Agenda:

* Motion:
* Seconded:
* Unanimously Approved

Approval of Meeting Minutes

* Motion:
* Seconded:
* Unanimously Approved

**Old Business**

1. CCC Updates
2. Mixer Updates
   1. Lisa to add a question about future timing.
3. ListServ
   1. Every LAC member should send out a listserv item/did you know or questions by end of Jan 2020.

**Permanent Business**

1. Super LAC
   1. Prep for FAC lecturer rep for Feb meeting
   2. Christina S: we need updates of her needs and how we can best support endeavors
   3. 2007 Policy – Leslie
2. Standard Operating Procedures
3. “Did you know..?” Segment ideas
4. Newsletter
   1. PD – all eligible lecturers should apply
   2. Travel policy/absence form – update

**New Business**

1. Bylaws
   1. Discussion and potential vote for consideration
   2. Sarah will reach out to HD faculty.
   3. What is college policy for filling empty seats? CCC
   4. Representation – internal protocol
2. Internship, Service Learning, Clinical Placements
3. Faculty Center Director – invitation extended
   1. Attending in March
4. Non-member attendance discussion:
   1. What does College bylaws say? Ask CCC to consider.

**Upcoming Fall 2019 meetings:**

**Wednesdays from 12-1p in UH 449**

* February 19, 2020
* March 18, 2020
* April 15, 2020
* May 20, 2020 (*tentative*)