

CEHHS Lecturer Advisory Council Minutes  
 Wednesday Feb 17, 2022  
 3:30 pm – 4:30 pm  
 Zoom

*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.”*

	Jeannine Guarino (SHSHS-SLP, 6/22)	x	Sarah Jayyousi (At-Large 6/21, reverts back to SoE)
	Kristen Nahrstedt (At-Large, 6/22)	x	Leslie Mauerman (SoE, 6/22)
x	Tony Ordas (SHSHS, 6/21)	x	Vanessa Quiroz (SoN, 6/21)
x	Lisa Bandong (SoN-PH, 6/22) Chair	x	Lori Heisler (Associate Dean)
	Guests: N/A	x	Bonnie Mottola (Dean’s Office)

Meeting opened at:

Quorum: established

Approval of Agenda:

- Motion: Leslie
- Seconded: Sarah
- Unanimously Approved

Approval of Meeting Minutes

- Motion: Sarah
- Seconded: Tony
- Unanimously Approved

**New Business**

1. LIWG Lecturer Inclusion Working Group - Leslie report

The description of LIWG and the committee members can be found at the following link.

<https://www.csusm.edu/senate/othercommittees.html#inclusion>

2. BAPC/Dean email about Professional Development (**attached in email from Lisa**)

Lisa shared the email related to PD.

The CEHHS Lecturer resources page will be updated and the Lecturer PD funds will be clearly communicated. Lori, Lisa, Malachi, & Bonnie will work on this.

Spending request Wufoo link. <https://calstatesanmarcos.wufoo.com/forms/m18rx5je0ymd2n1/>

Student Success Grant <https://www.csusm.edu/cehhs/studentsuccessgrants.html>

**Lecturer Faculty:** Lecturer faculty can apply for \$500 for Travel Reimbursement (to include registration etc. for a virtual conference) or additional service to the college or university per normal practices. **Total Allocation: \$5,000**

<https://www.csusm.edu/cehhs/facultyandstaff/lecturer.html>

3. CCC
  - a. Bylaws discussion - specific lecturer chairs.  
LAC would like to see a lecturer seat on each committee in CEHHS.  
Feedback to the CEHHS bylaws, limiting committee chairs to only TT lecturers are asking why only TT? Pg. 4 under CEHHS Standing Committees.
4. [Lecturer Handbooks Assignments](#) – see permanent business  
a letter from the AD is included, should it be made generic? Should LAC keep the responsibility of updating the handbook for lecturers?
5. 21/22 Committee Elections
  - a. Chair discussion, Lisa's last year as chair.
  - b. Three Committee Seats Opening – Tony, Sarah and Vanessa
6. Spring 2021 outreach to college lecturers.
  - a. Only new or all? SOE, KINE, SON has new lecturers this semester.

#### **Old Business**

1. Meeting Schedule for Spring 2021 – Reminder of updated schedule
  - a. Did April meeting get settled?
2. University Policy draft - On hold
  - a. until Lecturer Inclusion Working Group commences
3. Internship, Service Learning, Clinical Placements (move to February meeting)
4. 2020-21 Mixer/Lecturer Inclusion - On hold
5. ListServ (Tony)

#### **Permanent Business**

1. CCC Updates
2. Super LAC - No updates
3. Standard Operating Procedures
  - a. Review chair job description (**attached**)
  - b. Review handbook update protocol
  - c. Review bylaws
4. Newsletter –February
  - a. Additional ideas
  - b. “Did you know..?” Segment ideas
  - c. Faculty Highlight ideas

#### **Upcoming Spring 2021 meetings:**

##### **Wednesdays from 3:30-4:30pm via Zoom**

- February 17, 2021
- March 17, 2021
- April 21, 2021 (needs to move to 14<sup>th</sup> or 28<sup>th</sup>)
- May 19, 2021 (*tentative*)