CEHHS Lecturer Advisory Council Minutes

Wednesday, February 15, 2023

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 |
|  | Russ Neuhart (SHSHS-HD, 6/22) ? | x | 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 | x | Jessenia Lua (Dean’s Office) |
|  |  |  |  |

Meeting opened at: 3:30pm

Quorum: Established

Approval of minutes: Tony motions to approve. Rachel seconds. Approved.

Approval of Agenda: Brenda moves to approve. Rachel seconds. Approved

**New Business**

* Debrief on the 1/19 Lecturer Gathering
  1. Had a small gathering of 6 or 7 lecturers with the dean. Was nice to see everyone in person and talk to the dean. Good collaboration across departments.
* Considerations for an End-of Semester Future Event
  1. Rachel hosting one in April. Highlight in the March newsletter to encourage everyone to attend.
* February Newsletter
  + 1. Can recognize two lecturers at a time. Doesn't have to be one. Ask Education, Kinesiology, to highlight. We can recognize them annually as well.
  1. Need Lecture Highlights from other departments
  2. Other items LAC members would like to add
  3. Did you know segments
* Super LAC Spring Meeting- Rachel
  1. Had Super LAC event in November. All of LAC chairs met with Rachel Discussed LAC issues across the different college. COBA is the only college that doesn't have a LAC. Discussed tech and space issues. Lecturers can now get laptops from IIT. Looking to develop better orientations for lecturers when they are hired for a smoother onboarding process. Rachel is currently working on this now. Hopefully will be adding more trainings available as well. Next meeting is on April 3rd at 1:30. All are invited to attend. CHABSS is reaching out to CEHHS for policies and collaboration. Fall LAC orientation will be about 1.5 hour to 2 hours. New faculty institute has a whole program available. A Teams and Canvas training is coming up. A plan for next year is to host monthly check-ins with lecturers. More virtual asynchronous space and mor support in a virtual setting.
* Revisions to the Lecturer Evaluation Policy
  1. Tony- Page 1-6
     1. Consistent with updated language. Table of contents won’t be able to get updated until whole document is finished. Need to update mentors, as some individuals are no longer there. Lecturers want to know who has the right to vote for new policies and if it can go in the handbook? Section Approved.
  2. Brenda-Page 7-12
     1. CFA bargaining unit. EAP updated from the website with a link. Comment for health services: Lecturers are not allowed to use health services on campus. Need to remove Zoom and SI info because this is covered in the lecturer onboarding process.
  3. Rachel-Page 13-18
  4. Russ Pages 19 – 24
  5. Sarah Pages 25 - 31
  6. Additional Items we want to add
     1. Mission Approved, minor changes in language.
* Guidance on next Steps in the Lecturer Handbook Approval Process
  1. Permission to accept all current changes. Approved – apart from the yellow highlighted areas. Will return for further discussion.
  2. Would like to redesign the website. Lecturer page can use some revamping.
  3. Would like to recognize Julie Rich. Just won the lecturer of the year award.

**Old Business**

1. LAC meetups
2. Lecturer Handbook

**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 Spring 2023 meetings:**

**Next meetings:**

**March 15, 2023, at 3:30 via Zoom**

**April 26, 2023 at 3:30 on Zoom**

**May 24, 2023 on Zoom**