CEHHS Lecturer Advisory Council Minutes

Wednesday October 18, 2017

Noon – 1 pm

MARK 421

**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 supervision experience.”**

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| --- | --- | --- | --- |
| X | Jeannine Guarino- Chair (SW) |  | Deborah Bennett (SoN) |
|  | Kristen Nahrstedt- (SLP) |  | Julie Rich (SoE) |
|  | Tama Harper (Dean’s Office) |   | Tony Ordas (KINE) |
| X | Russ Neuhart (HD) |  | Denise Garcia (Associate Dean) |
| X | Lisa Bandong (PH) | X | Melinda Jones (Staff Support)  |

Meeting opened at: 12:11 pm

Quorum present: No

Approval of agenda: Yes

Additional agenda items: None

# Old Business

 **Some Follow up Items:**

* LAC Handbooks by Department – have all members updated their Department handbook and sent to Christina Norita?
* LAC Mentors - has everyone reached out the lecturers in their Department? (I sent the excel spreadsheet on 9/18/17 that listed all lecturers in the College). This email also contained information you could share with the lecturers in your Department

# New Business

* Drafting of new LAC Bylaws
	1. Reviewed all CEHHS Standing Committees Bylaws to pull content to build LAC Bylaws
	2. See: LAC BYLAWS\_working draft (in LAC BOX Folder: <https://csusm.box.com/s/uistj1sx07nntjuvawcf>)

Comments on line items:

* 1. Ex officio, non-voting members shall include the Dean or his/her designee.
		1. Might the committee benefit from a Student representative?
			1. Voice needs of students; lecturer award nominations; gain knowledge of the role of lecturers
	2. Committee members shall serve staggered terms of two years?
		1. Serve the length in which their contract is in effect, or ideally up to 2 consecutive years
			1. Some lecturers have semester contracts
		2. At-large members by semester

# Tasks

* Lisa will refine her notes on the working draft.
* Melinda will check with D. Garcia
* directive to Dean or to CCC
* Lecturer meeting space for SHSHS / 3rd floor / Ask Denise to send all Dept ACs to remind lecturers of meeting space in UH 329 / lockers in Tech Resource Center / sign-up sheet for equal access
* Who should be appointed to take charge of placing sign-up sheet

# Next Meeting

* Wednesday, November 15th, Noon- 1 PM, MARK 421

# Next Meeting Topic

* Students being a part of LAC
* Discuss committee directives to Dean Directly? Or, do they need to go to CCC prior?