CEHHS Lecturer Advisory Council Minutes

Thursday, Novermber 18, 2021

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.”**

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| x | Jeannine Guarino (SHSHS-SW, 6/22) | x | Sarah Jayyousi (*At-*Large 6/22) |
| x | Kristen Nahrstedt (At-Large, 6/22) Chair | x | Suzi Van Steenbergen (SOE-6/23) |
| x | Tony Ordas (SHSHS - KINE, 6/23) | x | Deborah Kristan (Associate Dean) |
| x | Lisa Bandong (SoN-PH, 6/22) |  | Jessenia Lua/Bonnie Mottola (Dean’s Office) |
|  | Brenda Miller (SON-6/23) | x | Suzi Van Steenbergen |

Meeting opened at:

Quorum:

Approval of Minutes:

* Motion: Lisa
* Seconded: Sarah

Approval of Agenda:

* Motion: Janine
* Seconded: Sarah

**New Business**

1. Encouraging lecturers to request PD requests? Ideas on how to do this…reach out to department independently? All PD money moved to this year. All lecturers should take advantage. Personally reach out to make requests of spending. Malachi was able to adjust Wufoo request and confirmation of sent.
2. Encouraging lecturers to vote for Lecturer Committee and Lecturer Senate Committee seats: ListServ, emails? Encourage people to vote. Ideas, feedback, conversation? Lisa and Brenda are running. Rachel Nortz is running. Independently from our depts/schools, reach out and encourage to run. Janine considering to run. Website: <https://www.csusm.edu/senate/selfnominationform.html>

<https://www.csusm.edu/senate/senate-standing-committees/academic-policy-committee.html>

Encourage our colleges to vote.

1. Lecturer Forum Guidelines Drafted community guidelines, meeting with Terri Metzger. Maybe keep this as a permanent post on a side bar to reference? Email from Lisa.
2. Dean Ostergren will attend LAC meeting -December 16th – business as usual or other ideas? Maybe ask her if she has questions? Invite Jenn, email Bonnie request. Talking points for Jenn for possible questions.
3. Remind LAC meet-ups. Encourage lecturers to attend. Ideas? Attendance had not been great. Ideas to encourage collogues to attend. Personal touch to reach out individually. Chane time to be more accommodating to bigger audience. Post on ListServ maybe a week before.
4. Associate Dean Kristan made edits to PH handbooks – another follow-up on that needed. Debbie reviewed the letter; LAC can use what they have.
5. 3-year contract support - Tony takes PDF screenshots of his review documents in community Moodle. The faculty center provides great workshops to lecturers who are submitting files for review, they also have samples. Suzi and Kristen will work together on sample community Moodle documents.
6. Newsletter- November ideas…. Someone to highlight - Sarah can highlight someone in Social Work for the next newsletter.

What types of information should LAC representatives report out to their units? Share communication plans, how they are contributing to Super LAC...

**Old Business**

1. Brenda Miller submission for PD request – Malachi has adjusted the Wufoo form for PD requests to better show someone when the form has not been successfully received. Lecturers will receive an email confirming receipt of a completed Wufoo.
2. Open communication about PD funds rolling over: Associate Dean Kristan confirmed with Malachi that any PD that was awarded to lecturer faculty last year has carried forward to this year.
3. Reach out to Tama for lecturer list of the semester with phone numbers – have list
   1. \*Continue to reach out to lecturers by phone or email, TBD…

**Permanent Business**

1. CCC Updates
   1. 09/15
   2. 10/21
   3. 11/10
2. Super LAC
3. Standard Operating Procedures (any updates on this/questions?)
   1. Review chair job description
   2. Review handbook update protocol
      1. [Lecturer Handbooks Assignments](https://www.csusm.edu/cehhs/facultyandstaff/lecturer.html)
   3. Review bylaws
      1. Updates to bylaws need to be amended on CEHHS Lecturer Resource webpage
4. ListServ (Tony)
5. Newsletter
6. University Policy draft - On hold
   1. until Lecturer Inclusion Working Group commences
7. Internship, Service Learning, Clinical Placements (on hold)
8. 2021-22 Mixer/Lecturer Inclusion (on hold)
9. LIWG – Success!

Approved there will be a referendum related to the LIWG chair attending two other meetings. Invited to talk to the provost regarding equity in pay, will implement new practices to show gap in pay between lecturer and lowest TT. Equity concerns regarding EL instruction. (Any updates?)

**Upcoming Fall 2021 meetings:**

**Next meeting: December 16th 3:30-4:30 pm Zoom or UH 449**

**Thursdays from 3:30-4:30pm via Zoom or UH 449**

**Reevaluate in Spring ‘22**