CEHHS Lecturer Advisory Council Minutes

Wednesday September 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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|  | Jeannine Guarino (SHSHS-SLP) |  | Vacant (SoE) |
|  | Kristen Nahrstedt (At-Large) |  | Leslie Mauerman (SoE) |
|  | Vacant (SHSHS) | X  | Vanessa Quiroz (SoN) |
| X | Lisa Bandong (SoN-PH) Chair | X | Debbie Kristan (Associate Dean) |
|  | Guests: N/A | X | Malachi Harper (Dean’s Office) |

Meeting opened at: 12:05pm

Quorum: No

Approval of Agenda:

* Motion:
* Seconded:
* Unanimously Approved

Approval of Meeting Minutes

* Motion:
* Seconded:
* Unanimously Approved

**Old Business**

1. Mixer Updates
	1. Funding of $300 provided by the Dean’s Office.
	2. Prefers to schedule mixers after the three evaluation periods. Pending review of Hospitality rules, LAC may merge these with workshops from faculty center.
2. ListServ
	1. The goal will be to have the ListServ topics focus on current items relevant to CEHHS.
	2. Tony was originally in charge of the ListServ. If he is not re-elected, he will have to train another member of the committee. Extensive review of the ListServ and it’s interaction with the Newsletter.

**Permanent Business**

1. Super LAC
	1. Description of Super LAC and updates about Lecturer participation and organization in other colleges, such as CHABBS and COBA.
2. Standard Operating Procedures
	1. Will be re-raised in quorum.
3. “Did you know?” Segment ideas
	1. Review of the segment and its function for new members.
4. Newsletter
	1. Review of the segment and its function for new members.

**New Business**

1. Elections
	1. SHSHS is currently live with 4 individuals participating. Today’s meeting will be recorded for their viewing purposes.
2. Bylaws
	1. Possibly change the bylaws to allow membership from each unit, rather than 2 seats per school.

**Upcoming Fall 2019 meetings:**

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

* October 16, 2019
* November 20, 2019
* December 18, 2019 (*tentative*)