CEHHS Lecturer Advisory Council Minutes

Wednesday October 17, 2018

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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| --- | --- | --- | --- |
| X | Jeannine Guarino- (SW) | X | Deborah Bennett (SoN) |
| X | Kristen Nahrstedt- (SLP) | X | Leslie Mauerman (SoE) |
| X | Russ Neuhart (HD) |  X | Tony Ordas (KINE) |
| X | Lisa Bandong (PH) Chair | X | Debbie Kristan (Associate Dean) |
|  |  | X |  (Dean’s Office)Marji Pittman |

Meeting opened at:

Quorum was present \_\_\_\_\_YES \_\_\_\_\_No

Approval of agenda: \_\_\_\_\_ Yes \_\_\_\_\_ No

Additional agenda items: \_\_\_None\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Old Business**

1. Mixer: Dates
	1. After Spring Convocation
		1. January 17 Faculty/Staff Awards 11am & All Faculty Assembly 4-5:30pm
		2. LAC decided on Jan 17 tentatively
	2. After WPAF submission
		1. Fall 2018 – 11/6/18
		2. Spring 2019 (following one year appoint timeline) – 3/4/19
			1. LAC decided tentatively on March 6 at Pizza Nova
			2. ACTION: Lisa and Tony will put dates in listserv newsletter
		3. Budget
			1. ACTION: Dean Kristan will check with Dean Ayala for monetary support
2. ListServ

Tony provided a template for the first email.

ACTION: Lisa and Tony to work together to get this finalize and will sent to LAC via email for final approval.

* 1. Guidelines Creation
		1. ACTION: LAC will work on these together
	2. Opt-in option on Lecturer Resource Webpage
	3. New support staff in the dean’s office will be able to support.
		1. ACTION: Chair will work with them once the staff is settled in position.
1. Invite Dean to our Meeting
	1. Move meeting to Nov 28, Marji to check room availability
		1. Invite Dean
		2. ACTION: LAC submit questions to ask Dean due to Lisa Bandong on 11/2
			1. Work Space
				1. Lecturer space
				2. Leandro’s space
				3. Inconsistency can issue
				4. Confidentiality issues - places to meet with students
			2. Equipment
			3. Uniqueness between departments
		3. Student meeting room
			1. Take a field trip?
* Became space discussion: DK provided update of the university process for space allocation. Used 178 lecturer faculty in our college as leverage for request to university.
	+ DK recommends that Lecturers bring inequities to chairs and willing to add to CCC
		- Perhaps conduct a survey?
		- ACTION move to December meeting discussion.
	+ ACTION: Have LAC reps reach out to their lecturers to inform of recommendation
1. 3yr Contract Recognition
	1. Chair report back from CCC, and asked Dean Kristan for guidance on next step.
	2. ACTION: Lecturer process a paragraph – those who are not chairs do not understand
		1. ACTION: DK will bring to leadership council

Permanent Business

1. Super LAC
	1. Chair reported that faculty fellow is interested in discussing
		1. ACTION: chair will set a meeting with FF.
2. Standard Operating Procedures
	1. Chair to start these and present to LAC as they arrive.
3. “Did you know..?” Segment ideas
	1. What has LAC Accomplished?
	2. ACTION: LAC continues to provide ideas for listserv

**New Business**

1. Representation for SOE.
	1. Discussion about adding more SOE members. This would require the mending of bylaws and Nursing should be considered as well since they both have large numbers.
	2. LAC decide to table and perhaps pose idea during a mixer
	3. Accessibility is to have zoom meetings in addition to in person.
		1. ACTION: Chair to work with new support staff to set up.
2. New Lecturer Evaluation College – dated 8/23/18
	1. New policy introduced, and only update noticed was the narrative page limit
	2. ACTION: LAC members should review and see if there are any other noticeable differences.
	3. ACTION: Chair to prepare a segment for “Did you know…”

**Next meeting**: PLEASE NOTE THE DATE**:** Wednesday, November 28, 2018 Noon – 1 p.m. UH 449