CEHHS Lecturer Advisory Council Minutes

Wednesday, October 26, 2022

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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|  | 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) |
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Meeting opened at:

Quorum: Established

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

Approval of Agenda: Approved

* Motion: Suzi
* Seconded: Rachel

**New Business**

1. Follow Up Regarding Reaching out to Lecturers
	1. Any feedback regarding virtual or in-person meetings or other issues
		1. SLP only had a couple replies. Was a mix of live and online, but open to anything. MSW & PH – meetups too busy to do in the middle of semester. Preferred towards the end of semester. KINE as well. SoE waiting to reach after accreditation visit. Will update in early November.
2. Newsletter
	1. Was sent out to everyone. Looking to highlight lecturer. Dept representative connect lecturer highlight to Sarah.
3. Lecturer Handbooks
	* 1. Approval to move forward to use one handbook for all departments instead of having 7 different handbooks.
	1. Use of Links
		1. Approved to use lecturer resources links that usually update/expire quickly.
	2. One handbook (need formal approval)
		1. Debbie approved.
	3. Remove list of mentors and use up-to-date LAC members.
		1. Goal is to have a working draft by the end of semester and have a working copy to work off of.
4. Listserve Updates- Tony
	1. All set to send out without approval. Will double check settings. For the most part functionality is the same as before.
5. Professional Development Funds- Communicated by email, newsletter and CSUSM lecturer Teams
	1. Was sent out in newsletter. Ideas on how to bring ideas regarding this? Jessenia and Malachi processing for a new approval process. Will look similar but hoping will streamline the process approval. Will remind about having pool of funds.
6. Super LAC
	1. Trying to currently schedule it. Planning on putting a date in the books, but challenging because everyone is busy. Week of November 28th or December 5th. Sometime within those two weeks. Need to see when everyone is available. Will notice as soon as possible when date is set. Invitation for scheduling has gone out. Should hopefully know within a week or so. As for Topic, good time to explore what everyone would like to discuss.

**Old Business**

1. LAC meetups
2. Handbooks- Lecturers need updated, TT Handbooks

**Permanent Business**

1. CCC Updates
	1. Work groups to work on mission & vision. Not able to attend the last one, but attended in September. Dean is leading the college in strategic planning efforts. Faculty are helping to provide feedback to the dean. Strategic plan needs to be aligned with the university’s as well.
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

Feedback. Maybe discuss the LAC mentors. Is it limiting things if only linking a couple of people because anyone would be a great resource for new hires? Consider spreading out the handbook and add a piece of it in each monthly agenda so we can go through policy and have conversations. Next meeting we could go over the first two sections. Pages 1 through 12.

**Upcoming Fall 2022 meetings:**

**Next meeting: November 23, 2022, at 3:30 via Zoom**