

CEHHS Lecturer Advisory Council Minutes
 Wednesday Mar 17, 2021
 3:30 pm – 4:30 pm
 Zoom

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.”

x	Jeannine Guarino (SHSHS-SLP, 6/22)	x	Sarah Jayyousi (At-Large 6/21, reverts back to SoE)
	Kristen Nahrstedt (At-Large, 6/22)	x	Leslie Mauerman (SoE, 6/22)
x	Tony Ordas (SHSHS, 6/21)		Vanessa Quiroz (SoN, 6/21)
x	Lisa Bandong (SoN-PH, 6/22) Chair	x	Lori Heisler (Associate Dean)
	Guests: N/A	x	Bonnie Mottola (Dean’s Office)

Meeting opened at:

- Quorum: established

Approval of Agenda:

- Unanimously Approved

Approval of Meeting Minutes

- Unanimously Approved

New Business

1. LIWG - Leslie report
LIWG meets Friday nights. Lecturer committee comprised of lecturers for lecturers. Well received by senate. Next steps is to share this information with CEHHS.
2. CCC – Bylaw letter – see permanent business
3. Professional Development Funds – form update from Lori
Updated Wufoo form to simplify the request, state what you are requesting and purpose. Once approved will be posted online.
4. [Lecturer Handbooks Assignments](#) – see permanent business
Working on revising the letter for the handbook, Lori is editing. Will add the updated letter to the handbooks.
5. 21/22 Committee Elections – self nominations due this week
 - a. Chair discussion
 - b. Three Committee Seats Opening – Tony, Sarah and Vanessa
<https://calstatesanmarcos.wufoo.com/forms/mzlab9s193ke4a/>
6. Spring 2021 outreach to college lecturers
LAC dept representatives will reach out to new lectures in their departments.

Old Business

1. Meeting Schedule for Spring 2021 – Reminder of updated schedule
 - a. April is on 28th

2. University Policy draft - On hold
 - a. until Lecturer Inclusion Working Group commences
3. Internship, Service Learning, Clinical Placements (on hold)
4. 2020-21 Mixer/Lecturer Inclusion (on hold)
5. ListServ (Tony)

Permanent Business

1. CCC Updates
 - a. Response from CCC Chairs - waiting for the next meeting at the end of March.
2. Super LAC – Next meeting April 13 10-11:30am
3. Standard Operating Procedures
 - a. Review chair job description
 - b. Review handbook update protocol
 - i. Lori has update
 - c. Review bylaws
4. Newsletter – March
 - a. Additional ideas
 - b. “Did you know..?” Segment ideas
 - i. COVID-19
 - c. Faculty Highlight ideas

Upcoming Spring 2021 meetings:

Wednesdays from 3:30-4:30pm via Zoom

- April 28, 2021
- May 19, 2021 (*tentative*)