

CEHHS Lecturer Advisory Council Minutes  
 Wednesday Dec 16, 2020  
 2:30 pm – 3:30 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)	x	Sarah Jayyousi (At-Large 19-21, reverts back to SoE)
x	Kristen Nahrstedt (At-Large)	x	Leslie Mauerman (SoE)
x	Tony Ordas (SHSHS, 19-21)	x	Vanessa Quiroz (SoN)
x	Lisa Bandong (SoN-PH) Chair	x	Lori Heisler (Associate Dean)
	Guests: N/A	x	Bonnie Mottola (Dean’s Office)

Meeting opened at: 2:32pm

Quorum: established

Approval of Agenda:

- Unanimously Approved as written

Approval of Meeting Minutes, 11/25/2020

- Unanimously Approved as written

**New Business**

1. BAPC (Lori)

Lecturer grant was important and incorporated it into their report. 3 units is set aside for lecturers, currently the LAC chair gets those funds. Keep as is or should the money be distributed in other ways? LAC would like the 3 units to share between the LAC chair(s). The committee has requested in the past from BAPC, a larger pool of money for lecturer PD. Requested additional funding support for LAC representatives or lecturers serving on committees.

**Old Business**

1. Meeting Schedule for Spring 2021

a. Bonnie’s email from 12/7

- i. Proposed Schedule: 3rd Wednesday move to 3:30-4:30pm, 2/17, 3/17, 4/21 (would need to move April to 2nd or 4th Wednesday), 5/19.

The committee will meet next on February 17<sup>th</sup>.

2. University Policy draft

- a. On hold until Lecturer Inclusion Working Group commences  
 b. President University Cabinet rep to bring to this meeting as well

3. Internship, Service Learning, Clinical Placements (move to February meeting)

4. 2020-21 Mixer/Lecturer Inclusion
  - a. On hold
5. ListServ (Tony)

**Permanent Business**

1. CCC Updates
  - a. Search Committee Seat, 71 lecturers with 3-year contracts in CEHHS that can apply.
2. Super LAC
  - a. No updates
3. Standard Operating Procedures
  - a. Review chair job description (attached)  
Lisa shared the draft LAC chair job description with the committee.
  - b. Review handbook update protocol  
timeline
  - c. Review bylaws  
Will be shared at the all-college meeting. LAC feels that the Associate Dean is appropriate to be in the meetings since they provide advocacy and additional knowledge. May update the bylaws to list Associate Dean specifically.
4. Newsletter – January or February
  - a. Additional ideas
  - b. “Did you know..?” Segment ideas
  - c. Faculty Highlight ideas

**Upcoming Spring 2021 meetings:**

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

- February 17, 2021
- March 17, 2021
- April 21, 2021
- May 19, 2021 (*tentative*)