Protocol
Center for Latin American and Caribbean Studies
Loyola University New Orleans

The Latin American Studies program consists of an interdisciplinary major and minor that fosters an understanding and appreciation of culture, society, and history in Latin America, the Caribbean, and U.S. Latino/a communities. Loyola University New Orleans’ Latin American Studies program offers students the freedom to take classes in a wide variety of disciplines (Mass Communication, Sociology, History, Religious Studies, Spanish and Biology), as well as the flexibility to tailor their study to the specific aspects of Latin America, the Caribbean, and U.S. Latino/a communities that most compel them.

Organization and Governance:

The Latin American Studies Advisory Board

The Latin American Studies Advisory Board includes faculty and staff from departments and offices related to the study of Latin America, the Caribbean and US-Latinos/as.

Further responsibilities of the Advisory Board include:

- Participating in the Advisory Board meetings.
- Approving requests of new LAS Advisory Board members
- Developing opportunities for promoting Latin American Studies on campus and the community
- Electing the Chair of the Latin American Studies program

Latin American Studies Steering Committee

The Latin American Studies steering committee consists of five Latin American Studies Advisory Board members and the director of the Center for Latin American and Caribbean Studies.

Further responsibilities of the Steering Committee include:

- Approving of new LAS courses to be submitted to HNS Curriculum Committee
- Approving of the Event Agenda for each academic year
- Approving the Center for Latin American and Caribbean Studies’ annual budget
- Participating in the Center for Latin American and Caribbean Studies’ strategic planning
Director of the Center for Latin American and Caribbean Studies

The chair will be chosen by a search committee consisting of the Dean of the College of Humanities and Natural Sciences and the Latin American Studies steering committee.

The responsibilities of the chair of the Latin American Studies program include:

- Calling and conducting meetings of the Latin American Studies Advisory Board
- Overseeing publication of Latin American Studies information, including webpage, bulletin board, brochure and course lists
- Serving as primary advisor for Latin American Studies minors and preserving student files
- Coordinating the assessment process
- Assist in formulating and planning new course proposals
- Lead efforts to secure the financial stability of the Center for Latin American and Caribbean Studies
- Lead in the creation of new academic programs in Latin America, the Caribbean, and U.S. Latino/a communities
- Represent the Center for Latin American and Caribbean Studies and Latin American Studies program

Amending the Protocol:

This protocol may be amended by a majority vote of the Latin American Studies Advisory Board.

Drafted 07/05/2011
Updated 12/09/2011