Protocol: The Center for the Study of New Orleans

I. Mission:

Building on the scholarly resources of Loyola University, the Center for the Study of New Orleans promotes research into the city's history, culture and society.

By integrating social justice and analytic thinking into courses, internships, research and public programming, the Center fosters a critical understanding of New Orleans.

II. Organization and Governance:

Steering Committee:

The Center for the Study of New Orleans Steering Committee consists of faculty and staff from departments and offices across the university that represent areas of interest related to the study of New Orleans and the New Orleans Studies minor. The director heads the committee.

Committee responsibilities:

- Plan public programming and other events sponsored by the Center
- Approve courses for the New Orleans Studies minor
- Participate in review of New Orleans Studies minor courses
- Determine allocation of annual budget
- Make strategic plans for future direction of Center
- Attend committee meetings
- Foster scholarly activity focused on the study of New Orleans

Director responsibilities:

- Call and conduct regular meetings of the Steering Committee
- Solicit and assist creation of new courses for the New Orleans Studies minor
- Advise New Orleans Studies minors
- Coordinate New Orleans Studies course evaluations
- Coordinate assessment procedures
- Write annual reports
- Work with Publications in creating brochures, fliers, posters
- Work with Institutional Advancement to raise funds for Center
- Coordinate public programs
- Coordinate student exit interviews
- Record minutes and post on Intranet
- Collect syllabi from New Orleans Studies professors
III. Voting

A quorum consisting of a simple majority of members of the Steering Committee is necessary for any vote by the Committee. Members of the Steering Committee can vote by proxy, but proxies do not count toward a quorum. A secret ballot can be used if requested by a committee member. A majority of votes cast will pass a measure.

This protocol can be amended by a simple majority vote.

IV. Membership

1. Terms for members of the Steering Committee are unlimited. When a vacancy occurs, the Committee will nominate and vote on new members.

2. The Center for the Study of New Orleans steering committee will serve as the search committee for the director position.

Approved: February 21, 2013