1. Executive Summary

1.1 Name of the unit: **Center for the Study of New Orleans**

1.2 Description of unit and its mission: Building on the scholarly resources of Loyola University New Orleans, the Center for the Study of New Orleans promotes research into the city’s history, culture and environment.

1.3 Assessment of the unit: The Center evaluates the success of its public programming by the size of the audiences the programs attract.

1.4 Goals of the unit: The Center offers a full slate of public programs and courses. By integrating social justice and analytical thinking into all of its activities, the center fosters a critical understanding of New Orleans and provides opportunities to aid its renewal.

1.5 Review of the past and current budgets: The Center began in the fall of academic year 2009-2010 with a start-up budget of $45,000.

1.6 Resource needs/wants/reallocation: We would like to have a budget of $20,000 a year and part-time administrative assistance.

1.7 Summary of achievements: The Center sponsored four major public programs.

2. Unit Identification or Profile Summary (1 page max)

**The Center for the Study of New Orleans**

2.1 Mission or purpose statement of the unit: Building on the scholarly resources of Loyola University New Orleans, the Center for the Study of New Orleans promotes research into the city’s history, culture and environment. The Center offers a full slate of public programs and courses. By integrating social justice and analytical thinking into all of its activities, the Center fosters a critical understanding of New Orleans and provides opportunities to aid its renewal.

2.2 General statement and descriptive information concerning the unit: The Center for the Study of New Orleans is a cross-disciplinary resource hub that promotes research and reflection on the history, society, culture and environment of New Orleans. Its event series and academic minor comprise a unique scholarly center that studies a specific city.

2.2.1 Headcounts of full-time and part-time staff:
2.2.2 Headcounts of faculty (if appropriate): tenured, tenure track, full-time extraordinary, and part-time adjunct.
2.2.3 Headcounts of full-time and part-time undergraduate students (if appropriate)
2.2.4 Headcounts of full-time and part-time graduate students (if appropriate)
2.2.5 Retention of full-time degree-seeking students by program: fall-to-fall and fall-to-spring.
2.2.6 Graduation rates for entering students by cohort year by program.

3. Assessment (2 pages max)
3.1 General statement on how assessment is conducted within the unit (The unit’s assessment plan should be posted to its Intranet site):

We do not have a formal assessment tool at this time.

3.2 Goals/objectives for the current year (include how these goals are strategic to both the unit’s and the university’s mission; these should be based on the unit’s strategic plan)

The Center speaks directly to the goal of developing new programs “…emanating from our location in New Orleans…which are cross-disciplinary, interdepartmental, and inter-college…based on subject matter upon which no other University competes.” (Loyola 2012, p. 3)

Our main goal for this year was to produce a series of public programs that fostered critical understanding of the city and bolstered the Jesuit values of the university community. The programs helped fulfill the mission of Loyola to “prepare our graduates to take their place in this ever-changing world as competent, concerned, responsible members who will make a visible difference in New Orleans, their home community, their nation and the world.” (Loyola 2012, p. 2)

3.3 Description of assessment activities and their results for current year goals:

Assessment of public programs mainly involved discussion among the steering committee members about how to improve each program.

3.4 Assessment of internal (within the university) and external (outside Loyola) environments affecting the unit.

4. Planning (2 pages max)
4.1 General statement describing strategic planning in the unit (The complete strategic plan should be posted on the unit’s Intranet site.)

Planning for public programming is conducted by the Center for the Study of New Orleans steering committee, which carefully plans each event. Our goal is to reach as many citizens and students as possible and offer programs that support the university’s and the center’s mission to promote social justice and critical thinking.
4.2 Describe how the unit’s plan supports the mission of the university.

The center’s plan to provide public programs supports the university’s mission “to educate the whole student and to benefit the larger community.”

4.3 Top 3-4 strategic goals/objectives for the current year (Indicate how the assessment information from Section 3 above informed the formation of these goals.)

The goals of this academic year centered on sponsoring four public programs and developing the New Orleans Studies minor.

Evaluations of previous public programs by the steering committee guided the planning of location, topics, advertising and speakers.

4.4 Description of resources supporting the goals for the current year:

Funds for this year came from the Office of the Provost and the College of Social Sciences.

4.5 Evaluation criteria and evaluation plan for these goals

We judge the success of our programs by the size of the audiences and its response to our speakers.

5. Budget (2 pages max)

5.1 Previous FY “original budgeted to revised budgeted to actual” totals for both salary and operating budgets*

5.1.1 Budget discussion (This is a narrative comment on the last completed fiscal year and the associated budget activity for the unit. This should include an assessment of whether the budget support was adequate to staff and operate the unit.)

Because we received a generous start-up budget, we were able to offer quality programming on a variety of topics related to New Orleans, with some funds remaining for next semester’s events.

The funds primarily covered stipends for in-town speakers and stipends, travel expenses and hotel costs for out-of-town speakers. In addition, funds were also used for advertising, auditorium charges and stage set-ups.

5.2 Current FY “budgeted” totals for both salary and operating budgets

5.2.1 Budget discussion (This discussion is a comment on whether or not the budget for the current fiscal year seems adequate and what precautions the unit needs to exercise in its operations.)
Our start-up budget was entirely adequate for programming needs. What we lack, however, is funding for an administrative assistance.

6. Resource Needs/Wants/Reallocation [for current FY projected out five years]
(2 pages max)
6.1 Personnel:

The Center has a director and a 10-member steering committee.

Members of the Center for the Study of New Orleans Steering Committee:

Mary Baudouin, Instructor, Jesuit Social Research Center
John Biguenet, Robert Hunter Distinguished University Professor
Dr. Barbara Ewell, Dorothy Harrell Brown Distinguished Professor of English
Dr. Mark Fernandez, professor, Department of History
Lisa Martin, Instructor, School of Mass Communication and Director, Center for Intercultural Understanding
Dr. Melanie McKay, Associate professor, Dept. of English and Vice Provost of Faculty Affairs
Deborah Poole, Associate Dean for Public Services, Monroe Library
Dr. Janna Saslaw, Associate professor of Music Theory
Dr. Robert Thomas, Professor, School of Mass Communication and Director, Center for Environmental Communication
Dr. Lydia Voigt, Distinguished University Professor and Senior Vice Provost of Academic Affairs

Director:
Dr. Leslie Parr, Professor, School of Mass Communication

6.1.1 General statement on adequacy of staffing to meet present and future strategic goals

The Center needs a part-time administrative assistant.

6.1.2 Priority listing of additional/revised faculty/staff positions

1. Part-time administrative assistant

6.2 Facility improvements - n/a

6.2.1 General statement on facilities including classrooms, office space, meeting spaces, etc. to meet present and future strategic goals

We generally hold our Center meetings in the Communications conference room and that is adequate for our needs.
6.2.2 Priority listing of facility improvements (Include cost estimates.)

6.3 Technology/professional development support
We received some assistance from a part-time employee from the dean’s office who helped update the Center’s web site.

We also have received important support from the Center for Arts and Music Entrepreneurship in making videos and video-streaming our programs. The videos are posted on our website and support our mission of fostering a critical understanding of New Orleans and an opportunity to aids its renewal.

6.3.1 General statement on technology/professional development needed to meet present and future strategic goals

We will continue to need help with the keeping the Center’s website updated. Since one of our goals is to reach as many people in the New Orleans and Loyola communities as possible, the web is vital to our communication efforts.

We also need the continuing support of the Center for Arts and Music Entrepreneurship to make videos that preserve and promote our programs.

We have also received significant assistance from the Office of Institutional Advancement in creating fliers, posters, and press announcements about our programs. Their continuing support is vital to the success of our programs.

6.3.2 Priority listing of technology needs, including media, professional development

1. Website maintenance
2. Video taping of public programs

6.4 Budget reduction/reallocation/revenue generation plans

The Center has been working with Institutional Advancement to find donors, but have not yet been successful.

6.4.1 General statement regarding areas for reallocation, reduction of expenses, or generation of additional revenue.

We may have to reduce the number of programs we offer if our budget is reduced.

6.4.2 Priority listing of budget reduction/reallocation/revenue generation plans

1. Identify donors
2. Search for grants

7. Summary of Achievements (1 page max)
7.1 Unit as a whole

Public programs 2009-2010

An Evening of Jazz and History
What Is New Orleans?
New Orleans in the ‘60s: A Time of Change
Taken Against Their Will: Kidnappers, Detectives and Slaves

7.2 Faculty achievements/service
John Biguenet moderated “What Is New Orleans?” and Mark Fernandez moderated “New Orleans in the ‘60s”

7.3 Staff achievements/service
7.4 Student achievements (if appropriate)

8. Appendices (if appropriate)
Some divisions or colleges may request that additional materials or supporting documents be submitted with the annual report. Instructions concerning this section will be forthcoming from the division or college.