PROTOCOLS: WOMEN'S STUDIES COMMITTEE

I. Responsibilities
The committee shall coordinate and encourage the development of Women's Studies at Loyola University New Orleans and promote an awareness of women's issues and concerns in curriculum development.

It shall oversee the Women's Studies minor and serve as an advisory group to the director of the Women's Resource Center regarding Women's Resource Center programming and policies.

It shall ordinarily meet at least once a month during the academic year at the call of the chairperson(s).

It shall report to the Provost.

The Women's Studies program will join appropriate regional and national Women's Studies associations.

II. Composition of the committee

A. Chair(s)
The committee will elect one chair or two co-chairs bi-annually from the membership. At least one of the chairs will be a member of the ordinary teaching faculty.

B. Regular members of the committee
The regular membership of the committee will consist of seventeen people, including faculty, professional staff, two students, and the director of the Women's Resource Center. At least nine committee members will be ordinary teaching faculty. Members will represent the interests of the different colleges, libraries, divisions, and the student body.

The committee elects members who serve annual renewable terms. An alternate from among the associate members will be elected by the committee to replace a regular member who goes on leave.

C. Associate members of the committee
Associate members are nominated and elected annually by committee members.

There will be no more than 25 associate members of the committee. All faculty and staff are eligible for election to associate membership. Associate members may serve on subcommittees.
Associate membership will be reviewed every spring. Members who wish to discontinue should contact the chair(s) in writing by March 1.

D. Director of the Women's Resource Center
The director of the Women's Resource Center manages the day-to-day operations of the Women's Resource Center, administers its budget, and consults with the committee about strategic planning and major programming, such as public events and academic conferences.

The chair(s) of the Women's Studies Committee will coordinate the committee’s formal annual evaluation of the Women's Resource Center director.

E. Quorum
A quorum is a simple majority of the regular members of the committee.

Associate members may attend meetings, but do not contribute to a quorum.

F. Steering Committee
A steering committee composed of the chair(s), immediate past chairperson(s), two regular members elected for renewable, staggered, two-year terms, and the director of the Women's Resource Center, will meet before every regular meeting of the Women's Studies Committee to set the meeting agenda and discuss larger planning issues for the Women's Studies program. In collaboration with the Director of the Women's Resource Center, the steering committee shall take an active role in establishing and promoting programming to enhance the Women’s Studies minor.

III. Voting and Attendance
Regular members can vote at meetings or by proxy. If unable to attend a meeting, a regular member must give her/his proxy in writing or electronically to another regular member of the committee who will be attending the meeting.

Associate members may vote if they attend the meeting at which the vote is taken. They may not vote by proxy.

A majority of votes cast will pass a measure.

When the committee decides it is needed, a secret ballot will be used to vote on critical decisions made by the committee, such as electing a
new chair, electing new committee members, deciding when to include a course in the minor, or making changes in the Women's Studies curriculum.

Only faculty members can vote on curriculum issues.

Elections of chair(s), members of the steering committee, and new committee members for the following year will be held at the April meeting of the previous year.

The minutes will reflect attendance, absences, and proxies. A member will be replaced after three absences without giving her/his proxy to another member.

III. Procedures
A. Curriculum
The chair(s) will collect all syllabi for Women's Studies courses, and will serve as advisor for Women's Studies minors.

There will be a periodic review of Women's Studies courses to evaluate the relevance and appropriateness of the courses in the curriculum of the Women's Studies minor. The chair(s) of the Women's Studies committee and members of the curriculum subcommittee will administer the process.

At the beginning of each academic year, faculty with teaching interests in Women's Studies will provide the committee projected teaching plans in Women's Studies.

B. Subcommittees
Members of the Women's Studies committee will agree to serve on subcommittees. The chair(s) will coordinate the constitution of subcommittees at the start of the academic year, for terms of two years.

Each subcommittee will appoint a chair who will report at least twice a semester to the full committee, which will have final approval on all decisions.

Subcommittee responsibilities include curriculum and protocols.

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