



5. The Director and the members of the Advisory Board will hold regular meetings throughout the semester to discuss any issues pertaining to the program.

6. The time commitment required from the members of the Advisory Board varies greatly but usually does not exceed 3-4 hours a month.

## **II. FACULTY**

### **III. STAFF**

A. Staff members include the program's Administrative Assistant and a Student Assistant hired on a per-semester basis.

B. LACLAS Administrative Assistant currently also serves the Black Studies, Media and Film Studies, and the Self-Determined Majors Programs.

C. The Administrative Assistant works closely with the Director and the program's affiliated faculty on issues related to the budget, planning and coordination of events, scheduling of courses, printing and collecting student evaluations, and other pertinent administrative tasks.

D. Each semester, the Director has the option to hire a Student Assistant. The responsibilities of the Student Assistant usually include providing support at LACLAS-sponsored events, designing and distributing promotional materials, outreach to students, and other clerical work. See Appendix B for a sample job ad.

### **IV. COMMUNICATIONS**

A. The LACLAS program maintains one active mailing list. It includes the affiliated faculty of the program (LACLASlist@skidmore.edu). It is recommended that each year, the Director creates a student list consisting of minors and those who have expressed interest in the program in various ways (during the admission process, LACLAS events, recruiting opportunities, interactions with affiliated faculty members, etc.)

B. Any affiliated faculty of the program can choose to send emails for the Director to forward and send emails directly to the affiliated-faculty mailing list.

C. The mailing list should be used thoughtfully so as not to overwhelm the receivers and keep messages on topic.

D. The Director should intervene if inappropriate messages are sent to the mailing list. Courses of action include: reminding users about appropriate behavior, banning the offender from sending additional messages to the mailing list, deleting the offender from the mailing list, or bringing the issue to the attention of appropriate administrative leaders, among others. The Director can also send a follow-up email addressing the issue and describing the corrective measures taken without identifying the individual or violating privacy concerns.

E. The program maintains a permanent space on theSpring (see Appendix C for directions on how to access it). All affiliated faculty, the Director, the members of the Advisory Board, and the Administrative Assistant have access to this space. This space can be used to share information, participate in asynchronous discussions, distribute surveys, and confidential voting, among others.

F. The Director and the Administrative Assistant have editing privileges for the program's official website ([https://www.skidmore.edu/latin\\_american/index.php](https://www.skidmore.edu/latin_american/index.php)) and can update information as needed.

G. LACLAS has a social media presence on LinkedIn. This channel aims to maintain a professional online presence and establish a sense of community among minors, graduates, potential donors, and the larger academic community.

H. When a new Director is appointed, the departing Director should transition the control of these communication channels to the new Director.

## **V. PROGRAM MEETINGS**

A. The Director, with the support of the Administrative Assistant, will normally organize at least one meeting per semester with

3. When Advising students, the Director and affiliated faculty should keep in mind the following policies:

- i. Students should take at least two 300-level courses.

- i. Students should take at least two 300-level courses.
- ii. Students can fulfill minor requirements with pre-approved courses taken abroad.
- iii. There are no limits to the number of S/U-graded courses that can be used to fulfill the minor's requirements beyond the limits determined by the College and individual course policies regarding S/U grading.

C. When advising students, it is recommended to check the current Catalog for updates on the requirements.

D. Each student's selection of courses to fulfill the minor requirements will be approved by the Director, who serves as the advisor to all minors.

E. Changes to the minor can be proposed by affiliated faculty, members of the Advisory Board, or the Director. Once a change has been proposed, the Director will create opportunities for its discussion among affiliated faculty, whether synchronous (meetings) or asynchronous (email exchange). If a majority of affiliated faculty support the change, the Director will start the process to make the change official following the procedures established by Curriculum Committee. The procedure usually starts by proposing the change on CourseLeaf.

## **VII. COURSES**

A. LACLAS faculty offer two types of courses:

1. LA-coded courses. LA-coded courses are based in our program. For an updated list of LA-coded courses check the current Catalog.
2. LACLAS cross-listed courses. LACLAS cross-listed courses are based in other departments and programs and are approved by our program for LACLAS-related content.
3. In this Operating Code, "LACLAS courses" refers to both LA-coded and cross-listed courses unless otherwise noted.

B. Every fall, LACLAS offers "LA 201 Intro to Latina/o/e/x." Early in the spring semester, the Director should identify a faculty member to teach this course in the fall.

C. LACLAS often offers "LA 377 Latin American, Caribbean, and Latinx Studies Colloquium." In this course, students explore issues affecting Latin American, Caribbean, and Latinx communities by focusing on a specific theme. The Director coordinates the course. Each offering includes guest lectures by many affiliated faculty and experts from other institutions. Usually, the Director sends a call for volunteers as guest lecturers at the end of the spring semester and a reminder in the summer. External guests are also encouraged.

D. All faculty at Skidmore can propose a course to be cross-listed with LACLAS. Faculty who desire to cross-list a course with LACLAS should contact the Director and send the title and

description of the course to initiate the process. The Director may request additional information, including a finalized syllabus, before approving the course.

E. LACLAS generally cross-list courses in which more than 50% of the course deals with issues and content related to Latin America, the Caribbean, or Latinx U.S.

F. LACLAS can approve courses for partial credit for the minor if at least 30% of the course deals with issues and content related to Latin America, the Caribbean, or Latinx U.S.

G. Once a course has been approved for cross-listing, the Director contacts the Office of the Registrar to inform them and then reviews the corresponding Master Schedule to ensure the change has been made.

## **VIII. SPONSORED AND CO-SPONSORED EVENTS**

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## **X. ACADEMIC YEAR TASKS**

A. The Chair/Program Director Handbook includes a list of tasks to be completed each year. The



2. theSpring. Many of the program's files can also be found in this location. All affiliated faculty members, the Director, the Advisory Board, and the Administrative Assistant have access to this space.

B. The Chair/Program Director Handbook requires that all departments and programs retain records of:

- Search materials (Search plans, job advertisements)

## **Appendix A. Links to Relevant Forms.**

1. Minor declaration form: [https://www.skidmore.edu/registrar/documents/dec\\_minor.pdf](https://www.skidmore.edu/registrar/documents/dec_minor.pdf)
2. Chair/Program Director Handbooks: <https://www.skidmore.edu/dof->

## **Appendix B. Sample Job Ad for Hiring a Student Assistant.**

Job Ad should be posted on the Student Employment Website:

[https://skidmore.studentemployment.ngwebsolutions.com/Cmx\\_Content.aspx?cpId=7](https://skidmore.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpId=7)

### **Job Description**

Assist the director of the Latin American, Caribbean, and Latinx Studies (LACLAS) program with:

- outreach to students,
- planning and creating brochures, posters, and other materials
- maintenance of LACLAS social media accounts
- support at LACLAS-sponsored events
- other tasks that might include administrative support (photocopying) and research

### **Job Requirements**

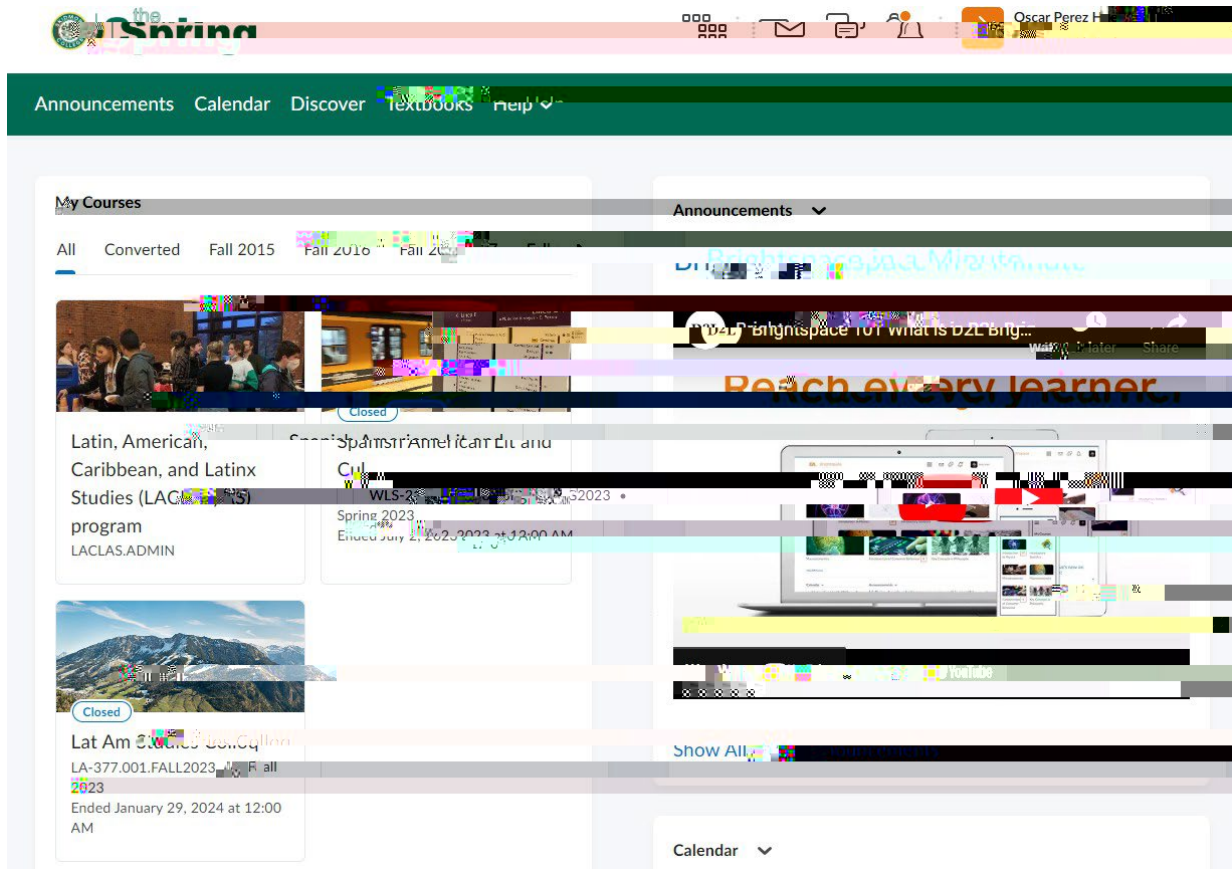
Skidmore student who is ideally a LACLAS minor, and/or has taken LACLAS courses at Skidmore. It would be helpful if the student can read/speak/write Spanish.

### **Hours**

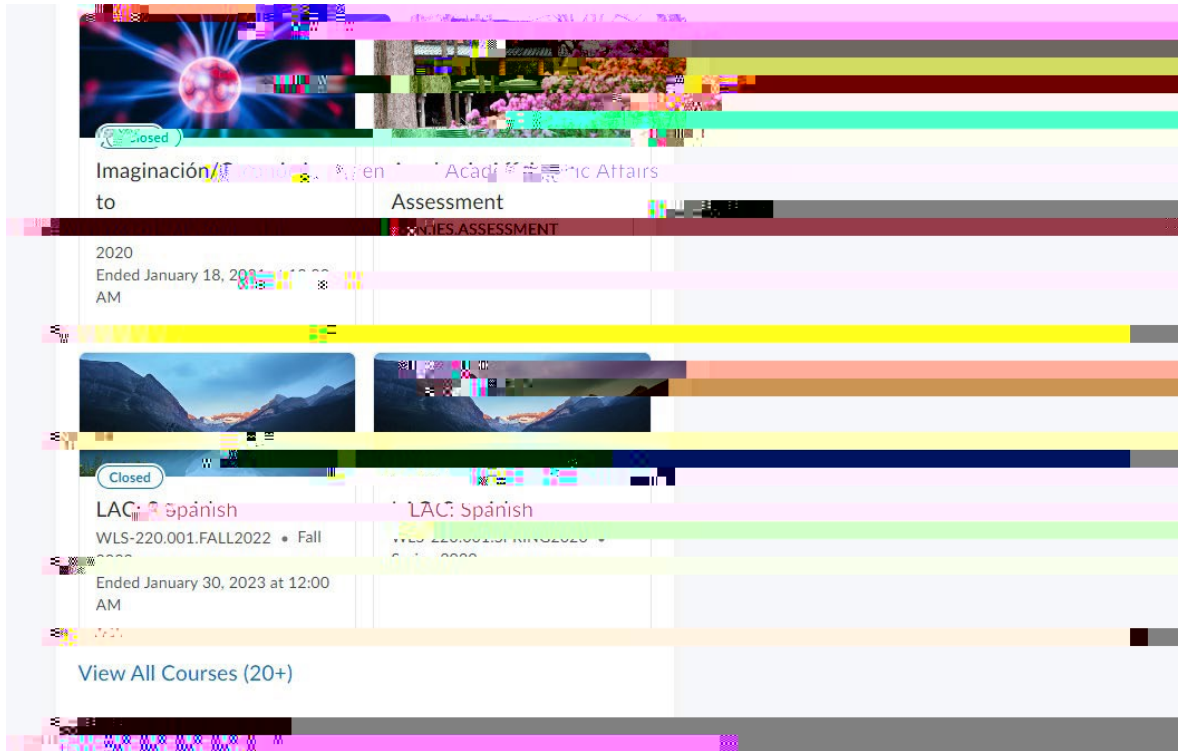
3.0 to 6.0 hours per week

## Appendix C. Directions to Access the LACLAS Affiliated Faculty Shared Space on theSpring.

1. Once you log in to theSpring, click on the list of “All” courses. You might need to scroll to the left until you see it. Find the “course” titled “Latin American, Caribbean, and Latinx Studies (LACLAS).”



When you first access the course, you might need to scroll down to the bottom and expand the list of courses by clicking on “View All Courses.” After you access the course for the first time, it will move closer to the top.







**Appendix E. Possible Events to Organize.**

**Event**



<p>semester, usually on Friday, 12:30-2 pm, in the dining hall (Test Kitchen or Second Floor). One affiliated faculty member is invited to give a 40-minute presentation over lunch.</p> <p>Collaboration with Asian Studies, International Affairs, and World Languages and Literatures. Each program/department organizes one of the sessions.</p>		
<p><b>Exploremore</b></p> <p>Event to promote the minor among 2nd-year students seeking to declare a major.</p> <p>Potential collaboration with Black Studies, Intergroup Relations.</p>	<p>February</p>	<p>March-April (range is established by the College).</p>
<p><b>Graduates Celebratory Lunch</b></p>	<p>April</p>	<p>Last week of classes or Seniors Week</p>

This is a lunch at a local restaurant to celebrate graduates of the minor. Usually, each minor suggests the name of a faculty member to invite. Gifts (book, gift card, etc.) are often bought for each graduate.