

LATIN AMERICAN, CARIBBEAN, AND LATINX STUDIES PROGRAM OPERATING CODE

Last reviewed: 05-07-2024

PREAMBLE

This Operating Code is meant to serve as a guiding document for the functioning of the Latin American, Caribbean, and Latinx Studies Program (LACLAS). However, it is understood that these guidelines will not cover every situation or describe the best course of action in every case, in which case best judgment should prevail.

I. LEADERSHIP

A. Director.

1. The Director of the program constitutes the executive arm of the program. The Director is in charge of mentoring potential and current LACLAS students, promoting the program on and beyond campus, developing and approving budgets, organizing and conducting program meetings, preparing reports, and managing the day-to-day program operations.
2. The Dean of Faculty (DOF) appoints the Director after soliciting nominations from the LACLAS-affiliated faculty.
3. The Director appointment has traditionally been a 2-year initial appointment with the possibility of renewal for another two years.
4. Current practice from the DOF includes providing a 0.5-course release per year (3 or 4 credits) and a small one-time salary increase.

B. Advisory Board.

1. The Advisory Board acts as a consultative body to the program and participates in routinary decision-making related to the program in conjunction with the Director.
2. The Advisory Board is constituted of 2-3 faculty members chosen by affiliated faculty at large (see Section II. C).
3. The selection of the members of the Advisory Board usually takes place during the first affiliated faculty meeting in the fall semester. Before the meeting, the Director solicits volunteers to fill the vacant position(s). During the meeting, the candidates are presented to the affiliated faculty at large, and a vote follows.
4. Members of the Advisory Board are expected to serve a 2-year period with the possibility of reappointment.

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

A. Affiliated faculty members represent the backbone of the program. They bring a diverse set of interests and keep our program vibrant.

B. Affiliated faculty members of the program have the right to participate in decisions concerning the overall program, its minor, and its leadership.

C. Tenure-track, tenured, and long-term NTT faculty members who wish to participate as affiliated faculty of the program during a given academic year should satisfy **at least one** of the following requirements:

1. They have taught an LA-coded course, a LACLAS cross-listed course, or a course that can fulfill a requirement for the LACLAS minor in the past three years.

2. They have participated as guest speakers in LA 377-Colloquium in Latin American and Latinx Studies in the past three years.

3. They have been members of the Advisory Board in the past three years.

D. Visiting faculty and other faculty on terminal contracts who wish to participate as affiliated faculty of the program during a given academic year should be scheduled to teach an LA-coded course, a LACLAS cross-listed course, or a course that can fulfill a requirement for the minor at any point during their contract.

E. Each year, the Director, in consultation with the Advisory Board, will review the membership of affiliated faculty and identify candidates from the incoming cohort of faculty.

F. Affiliated faculty members are expected to participate in the program meetings of affiliated faculty at large, typically scheduled once a semester.

G. Faculty interested in maintaining close ties with the program that do not participate as affiliated faculty can be added to the LACLAS Interest Group, which includes faculty, staff, and students interested in participating in LACLAS-sponsored activities and events.

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) 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 all affiliated faculty of the program.

B. It is recommended that the meeting in the fall semester is scheduled close to the beginning of the classes (third week). This meeting serves to welcome new affiliated faculty, present a summary of the plans for the semester, and elect members of the Advisory Board if appropriate.

C. Minutes for all affiliated faculty meetings should be taken, shared with participants, and archived.

VI. MINOR

A. For Students Enrolled before Fall 2024:

1. Students wishing to complete a minor in LACLAS must complete a minimum of 19 credits (five to six courses) from a list of designated LACLAS courses.

2. The minor includes the following:

i. Foundation Course. One of the following: EC 282 Economics of Latin America; HI 111 Latin American History: An Introduction; LA 231 Latinidades: Reconfiguring Identities in the U.S.; or WLS 212 Spanish-American Literature and Culture.

ii. Electives. Select three to four courses.

iii. Languages Across the Curriculum Course.

iv. LA 377 Colloquium in Latin American, Caribbean, and Latinx Studies

v. Senior LACLAS Capstone. Select one of the following: LA 371 Independent Study; LA 399 Professional Internship In Latin American, Caribbean, and Latinx Studies; or approved course in an associated discipline or program.

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.
- ii. Students cannot fulfill the minor requirements with more than two courses in a single discipline or the student's major.
- iii. Up to 4 credit hours of Spanish, French, or Portuguese language at the 208 level or above may count toward the minor.
- iv. Students can fulfill minor requirements with pre-approved courses taken abroad.
- v. 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.

4. Students completing the LACLAS minor should discuss with the Director the most appropriate way to complete the Senior Capstone requirement in each case. Students can fulfill this requirement with a relevant 3-4 credit independent study, internship, or approved course.

5. The ideal course to fulfill the Senior Capstone requirement is an advanced 300-level LA-coded course or LACLAS cross-listed course with a significant research or creative component, in which students integrate previous experiences and many aspects of their LACLAS education.

B. For Students Enrolled after Fall 2024 (Approved by vote of affiliated faculty on April 5, 2024):

1. As described in the Catalog, students wishing to complete a minor in LACLAS must complete a minimum of 18 credits (five to six courses) from a list of designated LACLAS courses.

2. The minor includes the following:

- i. Broad Perspectives on Latina/o/e/x Studies: LA 201 Intro to Latina/o/e/x Studies.
- ii. Broad Perspectives on Latin American and Caribbean Studies. Select one of the following: AH 109 Visual Cultures of the Americas; EC 282 Economics of Latin America; HI 111 Latin American History: An Introduction; or WLS 212 Spanish-American Literature and Culture.
- iii. Breadth and Specialization Electives. Select three to four courses.

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.
- 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

A. LACLAS sponsors and co-sponsors numerous events each semester.

B. The sponsoring and co-sponsoring of events should prioritize requests that bring attention to issues that affect Latin American, Caribbean, and Latinx communities and highlight the work of their members. Requests by affiliated faculty are also prioritized.

C. Due to the limited program's budget, LACLAS usually can only offer a small monetary contribution to each individual request. However, our program's support can include other forms, for example, promoting the event, helping with the logistics, reaching out to other sources of funding or potential co-sponsors, etc.

IX. STUDY ABROAD PROGRAMS

A. LACLAS recommends that students whose academic programs permit spend at least one semester abroad. Currently, there are LACLAS-approved study-abroad opportunities in Argentina, Bolivia, Brazil, Chile, Costa Rica, Ecuador, Mexico, Panama, Peru, and Turks and Caicos.

B. Off-Campus Study & Exchanges (OCSE) regularly sends the Director a list of LACLAS-approved off-campus study programs for review. OCSE also requests approval of such programs

C. LACLAS, in partnership with Skidmore's Office of Community Services, has offered students the opportunity to volunteer in Guatemala during spring break. The Alternative Spring Break in Guatemala is a weeklong opportunity in which participants travel to Antigua to participate in various service-learning within local communities. Students had to enroll in a preparation class (LA 305) before departure. A faculty member accompanies the group to Guatemala to continue conversations on-site and to build connections for students with academic and community partners. The group normally organizes a presentation to the campus upon return. This program has been on hold since the pandemic due to the lack of funding.

X. ACADEMIC YEAR TASKS

A. The Chair/Program Director Handbook includes a list of tasks to be completed each year. The Director, with the support of the Administrative Assistant, should regularly review these required tasks to ensure their completion (see Appendix D).

B. Other recurrent tasks not included in the Chair/Program Director Handbook include compiling and promoting the list of LACLAS courses offered each semester, organizing a welcome reception in the fall, convening at least one meeting of all affiliated faculty per semester, coordinating programming, including the program's participation in Academic Showcase, Exploremore, and other college-wide events (see Appendix E).

C. Each semester, the Director will collect information about LACLAS courses that will be offered the following semester. The Director will solicit this information from affiliated faculty and check the Master Schedule.

D. The Director will promote LACLAS-course offerings through email and print posters. These tasks normally take place once the Master Schedule has been published and preferably before student advising begins.

E. The Director and the Administrative Assistant will ensure student evaluations for LA-coded courses are printed (long form), distributed, and collected. Due to its unique nature, LA 377 LACLAS Colloquium has a special long form and does not participate in college-wide student evaluations.

F. It is recommended that the Director and the Advisory Board review and update as needed the present Operating Code in the second half of the spring semester.

XI. BUDGET

A. At the end of the fall semester, the Office of the DOF sends an Operating Budget worksheet and issues a call for Capital Budget, Minor Projects, and New Initiatives requests. The Operating Budget and all requests are usually due at the beginning of the spring semester. The Director, with the support of the Administrative Assistant, should ensure the submission of the yearly Operating Budget and any other requests to the Office of DOF by the established deadlines.

XII. RECORDS

A. The Director, with the support of the Administrative Assistant, will oversee the archival of relevant files. The program archives its files in two locations:

1. Datastor. All of the program's files are stored in this secure locations. Only the Director and the Administrative Assistant have access to this space.

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, etc.)
- Minutes (department meetings, committee meetings)
- Assessment documents
- Triennial Reports
- External Review materials
- Faculty Workload Tracking (workload credits, overloads, course releases)
- Course syllabi
- Personnel records (confidential)
- Evaluations of student learning ("long forms")

C. In addition, it is recommended to ensure the retention/archival of the following files:

- Syllabi of LA-coded and LACLAS-approved courses, including the Colloquium.
- List of LACLAS courses offered each semester.
- Promotional materials for the minor, LACLAS courses, and other academic opportunities.
- Information regarding LACLAS-sponsored and co-sponsored events (communication, flyers, posters, etc.).
- Information related to curricular changes.
- Information regarding LACLAS-approved study abroad programs.
- Updates to LACLAS website.
- Access information to social media accounts and policies.

XIII. DIRECTOR'S TRANSITION PLAN

A. When a new Director is appointed, it is recommended that the departing Director:

1. Meets with the appointed Director as needed to go over this Operating Code and any other questions regarding the program or the Director's role.
2. Suggest a meeting between the appointed Director and the Administrative Assistant to discuss their plans for working together.
3. Ensure the new Director has access to: LACLAS's Datastor, affiliated-faculty mailing list, theSpring, and LinkedIn.
4. Arrange, if so desired by the new Director, training provided by the Office of Communications to be able to edit the program's website.

Appendix A. Links to Relevant Forms.

1. Minor declaration form: https://www.skidmore.edu/registrar/documents/dec_minor.pdf
2. Chair/Program Director Handbooks: <https://www.skidmore.edu/dof-vpaa/handbooks/handbooks.php>

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

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

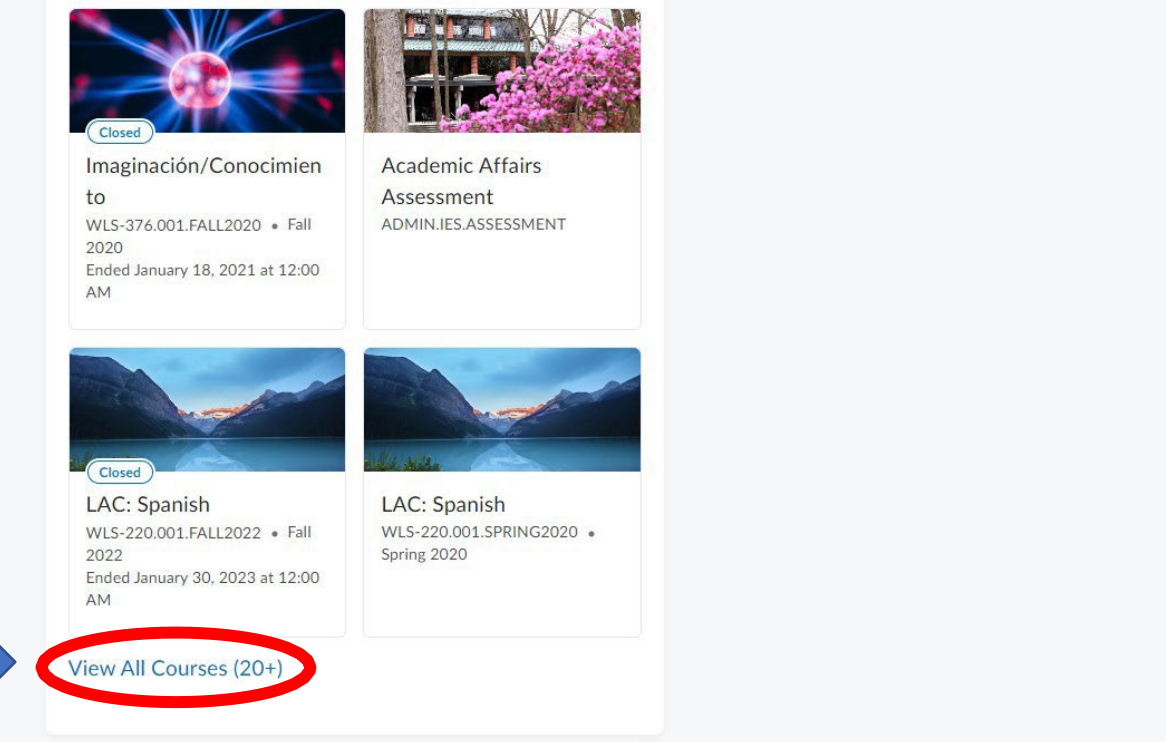
3.0 to 6.0 hours per week

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).”

The screenshot displays the theSpring user interface. At the top, the theSpring logo is on the left, and user information (Oscar Perez Hernandez as Student) and navigation icons are on the right. A dark green navigation bar contains links for Announcements, Calendar, Discover, Textbooks, and Help. The main content area is divided into two columns. The left column, titled 'My Courses', features a filter bar with 'All', 'Converted', 'Fall 2015', 'Fall 2016', 'Fall 2017', and 'Fall'. The 'All' filter is circled in red, and a blue arrow points to it from the left. Below the filter bar, three course cards are visible. The first card, 'Latin, American, Caribbean, and Latinx Studies (LACLAS) program', is highlighted with a blue arrow pointing to its title. The second card is 'Spanish American Lit and Cul', and the third is 'Lat Am Studies Colloq'. The right column, titled 'Announcements', shows a video player for 'Brightspace in a Minute' with the text 'Reach every learner' and a 'Watch on YouTube' button. Below the video is a 'Show All Announcements' link. At the bottom of the right column is a 'Calendar' link.

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.



The screenshot displays a grid of four course cards. The top-left card is titled "Imaginación/Conocimiento" with a "Closed" status and a "to" label. The top-right card is titled "Academic Affairs Assessment". The bottom-left card is titled "LAC: Spanish" with a "Closed" status. The bottom-right card is also titled "LAC: Spanish". Below the grid, a blue arrow points to a link labeled "View All Courses (20+)", which is circled in red.

Course Title	Status	Course ID	Term	End Date
Imaginación/Conocimiento	Closed	WLS-376.001	FALL2020	January 18, 2021 at 12:00 AM
Academic Affairs Assessment		ADMIN.IES.ASSESSMENT		
LAC: Spanish	Closed	WLS-220.001	FALL2022	January 30, 2023 at 12:00 AM
LAC: Spanish		WLS-220.001	SPRING2020	Spring 2020

[View All Courses \(20+\)](#)

Appendix D. Typical Director and Program Tasks by Month.

Late August

- Chairs and Program Director's meeting
- Place job ad and hire student assistant (if desired)

September

- Meeting with Advisory Board
- Welcome meeting with affiliated faculty
- Identify assessment goals for the year and collect data from LA course
- National Hispanic Heritage Month programming (mid-September to mid-October)
- Review the spring list of cross-listed courses for accuracy

October

- Meeting with Advisory Board
- Welcome reception for students
- Create a poster to promote cross-listed courses
 - Print poster and share students and affiliated faculty
 - Update website
- Ensure student evaluation forms are requested and printed for LA-coded courses

November

- Meeting with Advisory Board
- Distribute student evaluation forms to instructors teaching LA-coded courses

December

- Planning meeting with affiliated faculty

January

- Identify instructor who will offer LA 201 Intro to Latina/o/e/x Studies in the fall

February

- Meeting with Advisory Board
- Add LA 201 Intro to Latina/o/e/x Studies to the fall Master Schedule
- Submit yearly budget (look for email with deadline from Debbie Peterson)

March

- Meeting with Advisory Board
- Exploremore
- Review the spring list of cross-listed courses for accuracy
- Create a poster to promote cross-listed courses
 - Print poster and share students and affiliated faculty
 - Update website
- Ensure student evaluation forms are requested and printed for LA-coded courses

April

- Meeting with Advisory Board
- Planning meeting with affiliated faculty. Election of Advisory Board members for the upcoming academic year (if needed)
- Distribute student evaluation forms to instructors teaching LA-coded courses

May

- Celebration of graduating minors
- Chairs and Program Director's meeting
- Write assessment report

Appendix E. Possible Events to Organize.

Event	Start Planning	Potential Dates
<p>Welcome Reception for Students and Faculty</p> <p>Potential collaboration with Black Studies, Intergroup Relations.</p>	First week of September	Third week of September
<p>National Hispanic Heritage Month</p> <p>Various possibilities to commemorate NHHM include lectures, student events, conversations, showcases, panels, Zoom events, etc.</p> <p>Potential collaboration with the Office of the Dean of Students.</p>	May	September 15-October 15
<p>LACLAS Fall Speaker Series</p> <p>A lecture series on a topic of interest. Usually, three 1-hr weekly Zoom lectures (40-minute talk, 20-minute Q&A).</p> <p>In the past, it has coincided with the National Hispanic Heritage Month to commemorate it.</p> <p>Depending on invited speakers, potential collaboration with multiple programs, departments, and offices across campus.</p>	May	September-October
<p>Global Perspectives Lunch Series</p> <p>This is a lunch series that includes two sessions each</p>	May/September	<p>Twice a semester.</p> <p>LACLAS is only in charge of organizing one session each year.</p>

<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>Exploremore</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>Graduates Celebratory Lunch</p> <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.</p>	<p>April</p>	<p>Last week of classes or Seniors Week</p>