Useful Information for the Chair

Meetings:
- Meetings for the entire committee are held the 2nd Tuesday of every month. The Steering Committee sets the agenda for the meeting and usually meets the week before the whole committee meets.

Account Numbers
- Women’s Studies Gift Account: 623207
- Women’s Studies: 216239

Our Budget: for 2010-2011 it was $1350

All Chairs of the Interdisciplinary Committees meet once a month. Patrick Armstrong organizes those meetings (parmstr2@loyno.edu).

How to use the List-serve (womens-studies@loyno.edu):
- To find out who is on the list: email majordomo@loyno.edu, with the message “who womens-studies”
- To add people: email majordomo@loyno.edu, with the message “subscribe womens-studies sbutler@loyno.edu” (or whatever the person’s email address is)
- To remove people: email majordomo@loyno.edu, with the message “unsubscribe womens-studies sbutler@loyno.edu” (or whatever the person’s email address is)

Please note: only faculty and staff are on the list-serve. I usually have a separate group emailing list for the Women’s Studies minors. Kathy Gros can give you a list of the Women’s Studies minors if you ask her to do so.

Women’s Studies Flyer:
- Sara Butler put this together in Microsoft Publisher (and is happy to update it). Annie Goldman in the HuNS Dean’s Office also has a copy and can update it. After updated, it is usually emailed to Randy Laumann at Central Reproductions – he produces glossy color copies for an insanely cheap price and will have them ready within a day.

Web-site Access:
- Crystal Forte is the one to talk to about getting access and training on how to use the website (cfbolner@loyno.edu).

As of June 2011, we are supposed to start doing Annual Reports (SACS requirements). Dr. Lydia Voigt can tell you where to find the report template.