Protocol  
Africana Studies Minor  
Loyola University New Orleans

The African and African American Studies minor is an interdisciplinary minor that allows students to achieve a broad sense of Africa and the African Diaspora through courses in a variety of departments such as English, History, Political Science, and Sociology.

ORGANIZATION AND GOVERNANCE

The African and African American Studies Committee
The African and African American Studies (AAAS) Committee will include all faculty and staff who teach courses in the AAAS Minor. Because of the limited number of faculty who teach within this minor, all will be members unless an individual requests not to be on the committee.

Further responsibilities of the African and African American Studies Committee include:
* Participating in assessment  
* Approving new courses for AAAS designation  
* Developing opportunities for promoting African and African American Studies on campus and in the community, including participating in AAAS sponsored on-campus events  
* Electing the Director of the African and African American Studies minor  
* Attending all AAAS Committee meetings

The Director of the African and African American Studies Minor
The director will be chosen by a majority vote of the African and African American Studies Committee and will serve a two-year term. This term is renewable by the agreement of the sitting director and a majority vote of the Committee.

The responsibilities of the Chair of the African and African American Studies Steering Committee include:
* Calling and facilitating meetings of the committee  
* Overseeing publication of African and African American Studies information (webpage, brochure, course lists, special announcements)  
* Serving as primary advisor for AAAS minors  
* Coordinating the assessment process  
* Preserving student records  
* Approving courses on a case-by-case basis  
* Ushering new course proposals through the approval process

Amending the Protocol
This protocol may be amended by a majority vote of the AAAS Committee.

Drafted 02/04/13  
Approved 02/26/13