Protocol
Medieval Studies Minor
Loyola University New Orleans

The Medieval Studies minor is an interdisciplinary minor allowing students to achieve a broad sense of the medieval world through courses in a variety of departments, such as Classical Studies, English, History, Music, Philosophy, Political Science, Religious Studies, and Visual Arts.

Organization and Governance:

The Medieval Studies Steering Committee

The Medieval Studies Steering Committee will include representatives from the three core areas (English, History, Medieval Thought [Philosophy/Religious Studies]) and faculty from other related departments as approved by the Steering Committee. Representatives will serve two-year terms which are renewable by a majority vote of the Steering Committee.

Further responsibilities of the Steering Committee include:

- participating in assessment
- approving new courses
- developing opportunities for promoting Medieval Studies on campus and in the community
- electing the Chair of the Medieval Studies Steering Committee
- choosing the recipient of the Medieval Studies Award

Chair of the Medieval Studies Steering Committee

The chair will be chosen by a majority vote of the Medieval Studies Steering Committee and will serve a two-year term. This term is renewable by a majority vote of the Steering Committee.

The responsibilities of the Chair of the Medieval Studies Steering Committee include:

- calling and conducting meetings of the committee
- overseeing publication of Medieval Studies information (webpage, brochure, course lists)
- serving as primary advisor for Medieval Studies minors
- coordinating the assessment process
- scheduling and conducting beginning and end of the semester student meetings
- preserving student portfolios
-writing letters of support for new course proposals

**Amending the Protocol:**

This protocol may be amended by a majority vote of the Medieval Studies Steering Committee.

Drafted 1/25/05
Approved 3/29/05