

**Latino and Latin American Studies
Program Charter
Spring 2007**

I. Mission

The Latino and Latin American Studies (LLAS) program seeks to engage CWU students, faculty, staff, and local communities in a study of Latino and Latin American experiences, peoples, and cultures. Most importantly, the LLAS minor provides students with broad, interdisciplinary training in the economic, social, political, and cultural realities of Latino and Latin American peoples. The minor will be useful to those with career interests in business, government, social work, and teaching, or to those who simply wish to travel in Latin America. Moreover, the Latino and Latin American Studies minor may also serve as preparation for graduate study in multiple academic or professional fields.

II. Objectives

The Latino and Latin American Studies program has a number of target audiences it seeks to reach. While aimed primarily at students, the LLAS program also seeks to infuse Latino and Latin American issues into the lives of faculty, staff, and the surrounding community.

The Latino and Latin American Studies program's primary mission is to reach students by:

- (1) serving as a tool for recruiting and retaining Latino students
- (2) building bridges between Latino and non-Latino students in a broader educative program that embraces diversity in meaningful ways
- (3) demonstrating with actions CWU's commitment to diversity
- (4) exposing students to global experiences, both at home and abroad
- (5) enhancing contacts between CWU students and Latino/Latin American communities
- (6) developing students' research skills
- (7) preparing students for professional success
- (8) providing students with relevant and enriching personal and professional experiences

The Latino and Latin American Studies program seeks to impact community members by:

- (1) valuing the surrounding Latino community's lives and experiences and incorporating them into our students' academic training
- (2) bringing community voices to Central's campus
- (3) preparing future teachers for working among Latino populations
- (4) engaging in outreach through service learning, internships, and other programs

The Latino and Latin American Studies program seeks to affect faculty members by:

- (1) providing a forum through which interested faculty members share their expertise
- (2) bringing to CWU faculty with interests related to Latino and Latin American Studies
- (3) providing CWU faculty with a platform from which to develop research projects related to Latino and Latin American issues

- The Latino and Latin American Studies program seeks to impact all groups simultaneously by:
- (1) promoting an understanding among CWU faculty, staff, and students of the diversity of Latino and Latin American lives and experiences
 - (2) inspiring cooperative efforts and programs between CWU faculty and staff, and between CWU and local communities

III. Program Minor

A. Requirements for Minor in Latino and Latin American Studies

- (1) Prerequisite
Spanish, Portuguese or French language equivalent to the end of first year (153).
- (2) Required Course (5 credits)
LLAS 102: An Introduction to Latino and Latin American Studies: A multi-disciplinary introduction to Latino and Latin American Studies.
- (3) Required Elective Credits (20 credits)
A total of 20 approved elective credits in at least three different disciplines at the 300 level or above is required (see "List of Approved CWU Courses" below). Courses taken through CWU exchange or study abroad programs in an accredited Latin American university may be applied for minor program credit. Courses that do not appear on the approved list but contain significant Latino or Latin American content may be used for minor program credit, upon approval of the student's advisor and the LLAS director(s). No more than 5 upper-division credits can come from LLAS 496: Individual Study.
- (4) Average GPA
A 2.0 average GPA in all program courses is required.

B. List of Approved CWU Courses (By Department/Program)

- (1) Anthropology
 - ANTH 342: Hispanic Cultures of Western U.S. (4)
 - ANTH 346: Cultures of Latin America and the Caribbean (4)
- (2) English
 - ENG 331: Latino Literature (4)
 - ENG 347: Global Perspectives in Literature: Latin America
 - ENG 461: Studies in Race, Ethnicity, and Culture in American Film and Television: Chicano Film
- (3) Ethnic Studies
 - ETS 350: Survey of Chicano Studies (4)
 - ETS 351: Contemporary Chicano Issues (5)
 - ETS 352: Chicano Social and Psychological Perspectives (4)
- (4) Foreign Languages
 - SPAN 301: Introduction to Hispanic Literature (3)
 - SPAN 310: Hispanic Civilization and Culture (3)

- SPAN 444: Chicano Literature (3)
- SPAN 446: Hispanic Cinema (3)
- SPAN 456: The Hispanic Short Story (3)
- SPAN 457: Spanish-American Theater (3)
- SPAN 458: Spanish-American Narrative (3)
- SPAN 459: Spanish-American Poetry (3)
- SPAN 467: Hispanic Literature and Film (3)
- SPAN 471: Hispanic/Latino Cultures of the U.S. (3)
- (5) Geography and Land Studies
 - GEOG 470: Geography of Latin America (4)
 - GEOG 471: Geography of Middle America (3)
- (6) History
 - HIST 328: Modern Latin America (5)
 - HIST 386: The Latin American Colonies (5)
 - HIST 464: Latin American Revolutions (5)
 - HIST 488: Mexico in the Modern Era (5)
- (7) Latino and Latin American Studies
 - LLAS 398: Special Topics (1 To 6)
 - LLAS 399: Multi Disciplinary Seminar on Latino and Latin America (5)
 - LLAS 496: Individual Study
- (8) Political Science
 - POSC 361: Latin American Politics (5)

IV. Program Residence and Line of Authority

Because the preponderance of approved LLAS courses is offered in the College of Arts and Humanities (CAH), the LLAS program resides in CAH. As a result, the dean of CAH is the chief budgetary and oversight officer, to whom the LLAS program director reports.

V. Program Governance

A. Program Faculty

(1) Eligibility: Any faculty member who teaches in the program on a recurring basis (e.g., at least one listed course in the previous three years) is eligible for program faculty status in the LLAS program.

(2) Responsibilities: Program faculty are responsible for:

- (a) Program curriculum approval
- (b) Advising program students
- (c) Approval of new program faculty and advisory committee composition
- (d) Nomination and election of the program director
- (e) Program charter approval and amendment
- (f) Liaising with departments regarding program events and activities

B. Affiliate Faculty

(1) Eligibility: Any faculty member who contributes to CWU through other instruction, research, or service activities related to Latino and Latin American Studies can be eligible for affiliate faculty status.

(2) Responsibilities: Affiliate faculty share the responsibilities of program faculty, except for program curriculum approval. Affiliate faculty cannot vote on issues related to program curriculum.

C. Rights: All issues requiring faculty input will be discussed first by the advisory committee, which shall recommend policy for faculty action. Except in cases of curriculum approval, program and affiliate faculty members determine program policy by majority vote. For curriculum approval, the program faculty determine policy by majority vote.

D. Advisory Committee

(1) Membership: the LLAS advisory committee consists of:

(a) Chair: the program director serves as chair and is a voting member.

(b) Program/Affiliate Faculty: three or four self-nominated program/affiliate faculty members representing at least two colleges, approved by program/affiliate faculty and appointed by the CAH dean, shall be voting members.

(c) CAH Dean's Representative: the CAH dean or the CAH dean's designee serves as a non-voting member. The CAH dean may choose neither to serve nor to appoint a designee, however.

(d) Special Appointments: other non-voting special appointments may be approved by the LLAS program/affiliate faculty. Examples include chairs from departments assigning faculty to instruction, associate vice presidents responsible for undergraduate or graduate studies, the executive director for international studies and programs, or professionals that bring special expertise to the program.

(2) Terms of Service: Advisory committee members serve three-year terms.

(3) Voting: voting membership should typically total an odd number.

(4) Meetings: the advisory committee shall meet at least once per quarter.

(5) Duties: the advisory committee will be responsible for:

- (a) Advising program director on activities in the interest of the LLAS program
- (b) Reviewing and recommending changes in the program charter
- (c) Reviewing and recommending changes in program curriculum and assessment
- (d) Reviewing and recommending strategic planning and budgeting policies, including resource development

- (e) Reviewing and recommending student recruitment policies
- (f) Reviewing and recommending program review policies
- (g) Reviewing and participating in faculty review requests

(6) Advisory committee recommendations will be passed along for program/affiliate faculty vote solely by majority vote of the committee.

E. Program Director

(1) Eligibility: the director must be a member of the program faculty.

(2) Selection Process (Developed from CAH Manual, Section 4.2, Election of Department Chairs):

(a) The director is nominated and elected by the program/affiliate faculty in a manner similar to the election of a department chair.

(b) Program/Affiliate faculty will be notified by the CAH dean's office at the beginning of the academic year in which the director election is scheduled. Elections may take place in either Winter or Spring quarter, depending on the preference of the program/affiliate faculty. The dean is to be informed of the program's preference, at which point a date for the election will be set.

(c) No later than one month before the election date, all candidates for program director must formally announce in writing to program colleagues and the dean their intention to run. Candidates may also be nominated by program/affiliate faculty, as long as the acceptance of the nomination and decision to run are formally announced in writing one month in advance of the election.

(d) Program/Affiliate faculty should have some formal exposure to candidates' positions on matters pertaining to the program and relevant academic issues, along with candidates' approaches to leadership and administrative style.

(e) On the day of the election, written secret ballots will be distributed to voting faculty in their mailboxes. Ballots are cast, turned in to the department secretary, who submits them to the CAH dean. Ballots are counted by the dean.

(f) The election is certified and the director is appointed by the CAH dean.

(3) Terms of Service: the program director serves a three-year, renewable term.

(4) Duties: Assuming 10 reassigned workload units, program director's duties include:

- (a) Scheduling and setting agenda for the advisory committee
- (b) Monitoring currency of program charter; proposing amendment as needed
- (c) Overseeing program curriculum and assessment
- (d) Strategic planning

- (e) Planning and overseeing program budget
- (f) Student recruitment and assignment of advising; approval of course of study
- (g) Program review
- (h) Course scheduling and site coordination with relevant department chairs
- (i) Faculty recruitment; negotiation with department chairs and deans to fulfill staffing needs
- (j) Contacting other academic administrators, and advocating in favor of LLAS
- (k) Researching grant opportunities and applications
- (l) Developing and maintaining a current website
- (m) Other duties as assigned by the CAH dean, and as determined by the director's workload form

VI. Resource Allocation

A. Program Viability

- (1) As defined by the Interdisciplinary Programs Template (see Faculty Code, Section 5-5.2), an interdisciplinary program is viable if, over a three-year period, it either graduates two students per year or it generates five or more FTES per year.

B. Operating Budget

- (1) The CAH dean will solicit annual budget requests from the program director.
- (2) A ledger-one base budget will be established through consultation among the program director, CAH dean, and the provost. The budget should include funds for director reassigned time, reassignment for faculty teaching the program's required introductory course twice per year (LLAS 102), and a goods and services budget for program activities and events.
- (3) The budget is managed by the program director, with oversight from the CAH dean, who is the principal budget authority.

C. Program Director Compensation

- (1) The program director is compensated through reassignment of workload units by the CAH dean. One workload unit per quarter is the minimum assignment.
- (2) The reassignment level is determined by the dean based on factors that include:
 - (a) Effort required to initiate a new program
 - (b) Level and complexity of the program
 - (c) Size of the program relative to other interdisciplinary minor programs measured as the number of students declaring minors in the program

D. Assignment of Faculty to Instruction

(1) An individual faculty member may be regularly or partially reassigned to LLAS instruction by the CAH dean in consultation with the faculty member, department chair and the appropriate dean, and the program director.

(2) Justification of a new or replacement faculty position may include ongoing and/or partial assignment to the LLAS program.

(3) Responsibility for reappointment, tenure, promotion, and evaluation recommendations will reside within the academic department to which the participating faculty member is assigned.

(4) Program faculty members undergoing department personnel evaluation may be independently reviewed by the advisory committee or program director.

VII. Charter Revisions

This charter will be revised and updated for currency every three years by the advisory committee. Changes will be enacted solely by majority vote of the program/affiliate faculty.

Program Faculty


Anthropology: Loran Cutsinger, Tracy Andrews, W. Warner Wood
 Biology: Dan Beck
 English: Chris Schedler
 Ethnic Studies/Sociology: Nelson Pichardo
 Foreign Languages: Eric Mayer, Stella Moreno
 Geography: Jennifer Lipton
 History: Michael Ervin
 Political Science: Gilberto Garcia

Affiliate Faculty:

Education: Minerva Caples
 Foreign Languages: Sarah Bishop
 History: Megan McLean
 Sociology: Nancy Wessel

Approved:


 Dean, College of Arts and Humanities


 Provost/Senior Vice President for Academic Affairs

18 Nov 2008

Date

11/18/08

Date