Women's and Gender Studies Program
SUNY Geneseo
Operating Policies for the Coordinator and Advisory Committee

I. Selection and role of the Women's and Gender Studies Coordinator
    A. The Coordinator is elected by the Advisory Committee and appointed by the Provost to a three year term
    B. Convenes meetings of the Advisory Committee at least two times per semester
    C. Hires and supervises student worker(s) under "temp services" in the budget
        1. Student worker(s) are primarily responsible for PR for Women's and Gender Studies and any related programming on campus via posters, social media, bulletin board, and list serves.
        2. Student worker(s) fulfill other functions as determined by the Coordinator or Advisory Committee.
    D. Oversees the Women's and Gender Studies budgets, both State Purpose accounts and the Geneseo Foundation account
    E. Solicits faculty to teach Women's and Gender Studies courses and solicits participation in the program from new faculty, individually and/or as part of new faculty orientation.
    F. Recruits members of, participates on, and oversees the functioning of Women's and Gender Studies committees (part IV). Forms and dissolves ad hoc committees them as needed.
    G. Attends and writes class observations for faculty in the program and writes PER forms for term appointments, continuing appointment, and promotion for faculty in the program, according to individual MOU requirements.
    H. teaches WGST 490: Senior Capstone seminar every spring and coordinates all other capstone projects for majors, minors, and concentrators.

II. Selection and roles of the faculty members of the Advisory Committee
    A. Faculty members are selected by the Coordinator and other Advisory Committee members, in consultation with the Provost's Office, and appointed to three year terms. They should represent a variety of ranks and disciplines and be as diverse as possible. Faculty with joint appointments in WGST are always members of the Advisory Committee.
    B. Attend meetings of Advisory Committee and serve on or chair at least one Women's Studies committee.
    C. Supervise honors theses, serve as outside readers for senior seminar projects outside the expertise of the Coordinator, and advise students toward appropriate internships.
    D. Review new course proposals for WGST 201-205 Topics courses in each cluster, applications to teach WGST 100, 230, 310, 320, and 330, proposals for other departments' courses to count for WGST programs, and applications from students in the major to undertake honors projects for their capstones.
    E. Review the Women's and Gender Studies program, recruitment, the quality of capstone projects, the numbers and quality of events, and look at the quality of communication and collaboration with other women's groups, on and off campus. The committee should informally monitor the program every year and conduct a more formal Program Review every five years.

~~F.~~ Plan annual assessment of learning outcomes for majors and evaluate the findings, making recommendations for change based on the assessment findings.

III. Selection and roles of the student members of the Advisory Committee
    A.   Student members are appointed the Coordinator, for up to three year terms. One student should represent the academic program, and one student each of the active student women's and gender focused student organizations on campus.
    B. Attend meetings of Advisory Committee and serve on or chair at least one Women's and Gender Studies committee.
    C. Serve as a liaison between the students in the WGST program or the campus women's or gender focused student organizations and the Women's and Gender Studies Advisory committee, suggest collaborative projects and ensure two-way communication. Student members should ensure the selection of a replacement member from their student organization when they will be away from campus for a semester and when they graduate.
    D. Review new course proposals for WGST 201-205 Topics courses in each cluster, applications to teach WGST 100, 230, 310, 320, and 330, and proposals for other departments' courses to count for WGST programs.
    E. Assist in reviewing the Women's and Gender Studies program, recruitment, the quality of capstone projects, the numbers and quality of events, the web site, and look at the quality of communication and collaboration with other women's and gender focused organizations, on and off campus.
    F. Assist the committee in informally monitoring the program every year and conducting a more formal Program Review every five years.

IV. Standing subcommittees (may be undertaken by the full Advisory Committee)
    A. Events planning
    Plans events for the upcoming semesters and reports on past events at the final Advisory Meeting of the semester.
    B. Pizan and Tubman Award(s)
    Oversees award criteria and deadlines, advertises the competition, and selects winning entry(ies)
    C. Curriculum/Assessment
    Helps the coordinator to solicit faculty to teach upcoming courses in Women's and Gender Studies, watches the college curriculum for courses that should be Women's and Gender Studies electives and encourages the instructors of these courses to apply. Solicits feedback on student interest, especially for Topics courses. Ensures annual assessment addresses outcomes that rotate among program goals and course levels, plans which courses will conduct assessment, communicates assessment needs to instructors, presents assessment to the Advisory Committee for analysis, and records assessment on the appropriate forms from the Office of the Provost.
    D. Community collaborations
    Improves communication about campus events for women's, gender, and LGBTQ related groups off campus, informs campus community about off-campus women's, gender or LGBTQ related events, and explores partnerships with appropriate off-campus organizations (eg Chances and Changes).

V. Removal of Coordinator or Advisory Committee Members.

    A. If the Coordinator fails to fulfill the duties outlined above to the satisfaction of the Advisory Committee, the problems should be brought to the attention of the Coordinator. Should the Coordinator fail to address the Advisory Committee's concerns, the Advisory Committee may vote to remove the Coordinator. If a majority votes for removal, the Advisory Committee may request to the Provost that they remove the Coordinator.

    B. If a student or faculty member of the Advisory Committee fails to fulfill the duties outlined above, or fails to attend any meetings in a semester, the Coordinator should address the problem with the Advisory Committee Member. Should the Advisory Committee member fail to address the concerns, the Advisory Committee and Coordinator will elect a replacement

    C. Should a faculty member leave or a student member graduate during their three year term, the Advisory Committee and Coordinator will elect a replacement.

VI. Changes to Operational Guidelines

    A. Operational Guidelines can be revised by a majority vote of the Advisory Committee. Suggestions for revisions should be made in writing and presented to the whole Advisory Committee at least three days prior to an Advisory Committee meeting.