

# Applied Linguistics

## Graduate and Undergraduate Review

### Year 1 (2021) - FAR Implementation Report

(reviewed 2019/20)

#### Recommendation #1

Improve communication among faculty members at the department and faculty levels (both the Faculty of Social Sciences [FoSS] and the Faculty of Graduate Studies [FGS]). This may be beneficial in addressing a number of issues that were raised by several faculty members. For example, there was confusion by DALs faculty regarding their ability to fund students in the research streams (thesis and MRP) of the MA programs.

#### ARC Disposition of the Recommendation

ARC considers the recommendation to generally improve communication among faculty members at the department and faculty levels to be accepted for consideration. The Committee expects that the Department is best-positioned to determine strategies for improving communication with a focus on benefits to academic programming.

#### Implementation Plan (1<sup>st</sup> Priority)

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Social Sciences to report by the end of academic year 2020/21

Actions	Responsibility	Year One*	Year Two	Year Three
<b>Action #1</b> Institute regularly written Chair's Report to update departmental members on Faculty Council and Dean/Chair monthly meetings.	Chair	T		
<b>Action #2</b> Institute practice of holding goal-oriented ad hoc meetings amongst Chair, GPD, Dean of Graduate Studies, and Dean's Office.	Chair/GPD	T		
<b>Action #3</b> Issue invitation(s) to Dean of FoSS to attend department meetings as needed to share information.	Chair	T		

\*On Target (T), Delayed (D), Complete (C), Complete and Ongoing (O)

Comments 2021:

- Continued practice of monthly meetings between Chair and Dean of FoSS.
- Continued practice of monthly Faculty Council meetings attended by FoSS Chairs and Directors.
- Regular (twice monthly) Chair’s reports distributed to department members summarizing information received during Faculty Council meetings and during monthly meetings the Chair has with the Dean of FoSS.
- As needed meetings among GPD, Chair, Dean of FoSS, Dean of Graduate Studies, Associate Dean Graduate to address admissions/funding issues have proven very helpful, resulting in: a) new mechanism for collecting fees from graduate students for Writing Mentor and 4N01/5N01 Summer Bridging course; b) pilot program which would affect how funding is offered to incoming graduate students; c) proposal to make growth of course-based MA sustainable by consolidating supervision in a single-course
- Dean of FoSS offer to attend dept meeting upon receipt of invitation from department. Expected to take place Spring 2021.
- DALS recognizes Faculty-level efforts to facilitate communication to departments, including:
  - new mechanisms for disseminating Senate information to faculty in all FoSS departments and list of names of all FoSS Senators in the monthly FoSS updates bulletin).
  - FoSS Communications Team surveying faculty (03/21) to solicit feedback/needs for communication.

**Recommendation #2**

Develop a future plan for faculty renewal should a new faculty hire become available due to resource growth or retirement/replacements in DALS.

**ARC Disposition of the Recommendation**

ARC considers the recommendation to develop a plan for faculty renewal to be accepted. The Committee expects that the Department will proceed through normal channels of advocacy for any faculty resources indicated in the eventual plan.

**Implementation Plan (1<sup>st</sup> Priority)**

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Social Sciences to report by the end of academic year 2020/21

Actions	Responsibility	Year One*	Year Two	Year Three

Action #1 Draft and submit Faculty Position Request Fall 2020 to address immediate needs.	Chair	C		
Action #2 Develop a 5-year Plan to address mid- longer-term needs.	Chair	T		

**Comments 2021:**

- Initiated process by crafting two separate proposals for faculty positions Fall 2020. Via this process identified areas of departmental need and areas of specialization likely to have greatest positive impact on the department in terms of undergraduate and graduate enrollment, research culture of the department, and our ability to address goals of Brock’s Strategic Mandate.
- Plans to bring subcommittee together spring/summer 2021 to develop mid- longer-term renewal plan.

**Recommendation #3**

Reduce the number of department meetings from once per week to once per month or as needed. Ensure that the meetings are action-oriented.

**ARC Disposition of the Recommendation**

ARC considers the recommendation to be accepted for consideration. The Committee expects that the Department is best-positioned to determine strategies to improve Departmental meetings in order to move forward on issues such as curriculum review. ARC understands that Departmental rules and regulations are under the purview of the Department and subject to provisions of the Brock University/Faculty Association Collective Agreement.

**Implementation Plan (1<sup>st</sup> Priority)**

Responsible for approving: Department  
 Responsible for resources: Department  
 Responsible for implementation: Department  
 Timeline: Dean of Social Sciences to report by the end of academic year 2020/21

Actions	Responsibility	Year One*	Year Two	Year Three
Action #1	Chair	T		

Schedule department meetings twice monthly during Fall/Winter terms, holding them as needed as determined by Chair.				
Action #2 Utilize written reports for information sharing so that meeting time is reserved for action items.	Chair	T		
Action #3 Revise Rules & Procedures to indicate that meeting agendas will be distributed to committee members no later than 48 hours prior to a meeting.	Chair	C		

**Comments 2021:**

- Dept meeting scheduled biweekly and held only as needed as determined by the Chair in consultation with faculty and Administrative Assistant. Unnecessary meetings cancelled no later than 48 hours in advance of the meeting.
- Rules & Procedures updated to indicate agenda will be sent out 48 hours ahead of the departmental meeting.
- To ensure meetings are action-oriented, written Chair’s Report along with other written updates (e.g., admissions data, course enrollment figures) sent out ahead of the Dept. meeting. This eliminates the need for time spent information-sharing during the meeting. Only items specifically selected by members for discussion are addressed during the portion of the meeting allocated for discussion of the Chair’s Report.

**Recommendation #4**

Amend departmental procedures to include one representative each from the undergraduate and graduate student cohorts.

**ARC Disposition of the Recommendation**

ARC considers the recommendation to be accepted and in the process of implementation. The Committee expects that the Department is best-positioned to determine appropriate methods of including students in discussions about academic programming. ARC understands that Departmental rules and regulations are under the purview of the Department and subject to provisions of the Brock University/Faculty Association Collective Agreement.

**Implementation Plan (1<sup>st</sup> Priority)**

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Social Sciences to report by the end of academic year 2020/21

Actions	Responsibility	Year One*	Year Two	Year Three
Action #1 Update Rules & Procedures to include provision for student reps. to attend department meetings.	Chair	C		
Action #2 Invite student reps. to attend one department meeting per term.	Chair	T		

- Rules & Procedures 2020-2021 revised to include provision for undergraduate and graduate student representatives to be invited to attend one departmental meeting per term. Provisions for reps to request attendance at additional meetings; such requests would be granted at the discretion of the Chair
- Student reps attended a Departmental Meeting for Winter Term 02/18/2021

**Recommendation #5**

Include a representative from another University department or office in DALS department meetings as an independent observer to help ensure that respectful workplace standards and other University policies are followed, and to encourage closer connections with the larger FoSS community.

**ARC Disposition of the Recommendation**

ARC considers the recommendation to be not accepted. The Department has indicated that it does not support this idea and the Committee recognizes that Departmental rules and regulations are under the purview of the Department and subject to provisions of the Brock University/Faculty Association Collective Agreement.

**Implementation Plan**

Recommendation not accepted.

**Recommendation #6**

Develop positive working relationships with other FoSS programs such as (but not limited to) the Departments of Child and Youth Studies and Applied Disability Studies to facilitate recommendation #1.

**ARC Disposition of the Recommendation**

ARC considers the recommendation to be accepted and already in progress. The Committee recognizes that the Department has already developed some positive working relationships

with other Departments in the Faculty and that it is actively pursuing more affiliations both within and outside the Faculty.

**Implementation Plan (1<sup>st</sup> Priority)**

Responsible for approving: Department  
 Responsible for resources: Department  
 Responsible for implementation: Department  
 Timeline: Dean of Social Sciences to report by the end of academic year 2020/21

Actions	Responsibility	Year One*	Year Two	Year Three
Action #1 Explore opportunities to develop co-curricular offerings with other departments, within and outside FoSS	Chair	T		
Action #2 Participate in Faculty-wide events.	All	T		

- Continue pre-existing activities/relationships: including current cross-listings such as LING/CHYS/PSYC 3P61 and LING/CHYS 2P99, LING/PSYC 3Q91, LING/SCLC 3P80, LING/WGST 3P93; Combined Majors with CHYS and English Language & Literature; involvement in LifeSpan Development Centre
- New initiatives include: agreed to inclusion of LING courses in new MLLC Concentrations (Italian Language & Romance Linguistics; Spanish Language & Romance Linguistics)
- Explored development of microcredential with WGST; ultimately decided not to go ahead with it.
- Encourage faculty participation in FoSS events where they are opportunities to interact with faculty from other departments such as Dean’s Covid Discretionary Funds Symposium.
- Faculty developing a proposal for a symposium on the theme of “Language & Power” to be part of the new FoSS Symposium Series. The goal of this series is to “showcase the variety of work being conducted by faculty and student researchers, to uncover an array of perspectives and to foster potential synergies and collaborations”.

**Recommendation #7**

Consider moving the MA application deadlines to an earlier date so as to provide time for TA placements (beyond those available in DALS) to be negotiated with the Dean and other departments within FoSS.

On Target (T), Delayed (D), Complete (C), Complete and Ongoing (O)

**ARC Disposition of the Recommendation**

ARC considers the recommendation to be not accepted as it falls outside the jurisdiction of both the Committee and the Department, and does not have support from the Deans of Social Sciences and Graduate Studies.

**Implementation Plan**

Recommendation not accepted.

**Recommendation #8**

Improve transparency about criteria regarding decisions that impact DALS. For example, some DALS faculty may not be aware of the indicators and ranking processes used to determine which departments receive new full-time hires.

**ARC Disposition of the Recommendation**

ARC considers the recommendation to be not accepted. The Committee recognizes that the processes for hiring in the Faculty are already clear and well-established.

**Implementation Plan**

Recommendation not accepted.

**Recommendation #9**

Merge the undergraduate programs in Speech and Language Sciences and Hearing Sciences (i.e., single major with concentrations) and corresponding Certificate programs (Self-Study, p. 18).

**ARC Disposition of the Recommendation**

ARC considers the recommendation to be accepted and in the process of implementation.

**Implementation Plan (1<sup>st</sup> Priority)**

Responsible for approving: Department  
 Responsible for resources: Department  
 Responsible for implementation: Department  
 Timeline: Dean of Social Sciences to report by the end of academic year 2020/21

Actions	Responsibility	Year One*	Year Two	Year Three
Action #1 Submit proposal to ARC for the merger of the undergrad programs.	Chair	C		

Action #2 Revise APC submission to reflect merger and submit to UPC for approval.	Chair	C		
Action #3 Communicate changes to stakeholders.	Chair	T		

- Completed. Proposal to merge undergraduate programs approved by ARC Fall 2021. Reflected in APC submission in fall 2020. Now reflected in 2021-2022 Undergraduate Calendar.
- Communicate changes resulting from merger to stakeholders. Actions to date include: updating departmental website, Chair meeting with FoSS Academic Advisor to review changes; sharing information with Student Reps. at departmental meeting 02/18/21; sharing information with PT Instructors at special departmental meeting 02/16/21; liaise with Admissions.

**Recommendation #10**

Update the calendar to ensure that the biology pre-requisites for SLS/HS are clearly communicated as being required rather than recommended.

**ARC Disposition of the Recommendation**

ARC considers the recommendation to ensure that pre-requisites are clearly communicated to be accepted for consideration. The Committee understands that the calendar is up-to-date but that the Department will consider additional methods of bringing this information to the attention of potential students.

**Implementation Plan (1<sup>st</sup> Priority)**

Responsible for approving: Department  
 Responsible for resources: Department  
 Responsible for implementation: Department  
 Timeline: Dean of Social Sciences to report by the end of academic year 2020/21

Actions	Responsibility	Year One*	Year Two	Year Three
Action #1 Revise program Note 1 in APC submission.	Chair	C		
Action #2 Update FAQs on departmental webpage.	Chair	C		



Action #3 Share information with FoSS Academic Advisor	Chair	C		
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- Completed. Revised Program Note 1 in undergraduate calendar to clarify the requirements for BIOL and Human Physiology credits as the pertain to graduate school prerequisites for Speech-Language Pathology. Revised FAQs on departmental webpage similarly. Chair met with FoSS Academic Advisor (03/21) to share information.

**Recommendation #11**

“Develop an effective method for providing accurate and timely program advice to undergraduate students” (Self-Study, 2019, p. 18).

**ARC Disposition of the Recommendation**

ARC considers the recommendation to be accepted and in the process of implementation.

**Implementation Plan (1<sup>st</sup> Priority)**

Responsible for approving: Department  
 Responsible for resources: Department  
 Responsible for implementation: Department  
 Timeline: Dean of Social Sciences to report by the end of academic year 2020/21

Actions	Responsibility	Year One*	Year Two	Year Three
Action #1 Chair communicate regularly with FoSS Academic Advisor, including meetings as needed.	Chair	T		
Action #2 Review and update FAQs on departmental website	Chair	C		
Action #3 Develop new tools for sharing information with students.	Chair	T		

- Students continue to receive advice via the Faculty Academic Advisor. Chair met with Academic Advisor (March 2021) to review updates to 2021-2022 calendar.
- FAQs for undergraduate students updated on departmental webpage.
- New tools for sharing information include use of departmental social media (twitter) and through undergraduate and graduate reps. who attend at least 1 departmental meeting per term.

**Recommendation #12**

Work with the university recruitment office to create an international recruitment plan.

**ARC Disposition of the Recommendation**

ARC considers the recommendation to be accepted and in the process of implementation.

**Implementation Plan (1<sup>st</sup> Priority)**

Responsible for approving: Department  
 Responsible for resources: Department  
 Responsible for implementation: Department  
 Timeline: Dean of Social Sciences to report by the end of academic year 2020/21

Actions	Responsibility	Year One*	Year Two	Year Three
Action #1 Chair meet with representatives from Recruitment to discuss programs' promotional needs.	Chair	C		
Action #2 Chair meet with Senior University Administration to discuss programs' promotional needs	Chair	C		
Action #3 Develop online recruitment materials and participate in university recruitment events	Chair/All	T		
Action #4 Develop a recruitment event for High School students to introduce them to Linguistics.	Chair/All	T		
Action #5 Increase profile of the department within and outside the university through media presence.	Chair/All	T		
Action #6 Formalize a plan for extra graduate student fees and address issue of funding graduate students.	GPD	T		

- Given the pandemic situation, efforts have focused primarily on domestic recruitment. Chair met with staff in Recruitment in February and March 2021 to share program

information and discuss strategies for promotion of degree programs to High School students as well as promotion of Certificates.

- Chair met with Provost March 2021, in consultation with Dean, to discuss strategies for promoting department's programs and capitalizing on growth opportunities.
- Department participated in Fall and Spring University Recruitment events and developed new materials including powerpoint presentations, a webinar, Chair's video, current student and alumni testimonial videos, gallery of student achievement to showcase student research. Letters and videos in prep. for distribution to students with offers of admission (spring 2021).
- Using Funds obtained from Dean's Covid Discretionary Fund, two students hired to develop online multifunctional resources for the department which are being used, in part, for recruitment purposes. New interactive virtual event site will be completed in Spring 2021. High school students from across province will be invited to Launch Party where they will have opportunity to engage with educational tools including videos, games, and speak with faculty and current students.
- With assistance of Communications team in FOSS, increased media presence by launching twitter site, refreshing departmental webpage to reflect recent program changes, providing more content in Brock communications (Brock News stories etc.)
- Graduate program: formalized plan for graduate student fees (Writing Mentor, Summer Bridging Program) that will allow DALS to clearly communicate to prospective students the costs of the program.

**Recommendation #13**

Follow up on the recent curriculum mapping exercise with curriculum review/renewal in all programs and engage in curriculum development for the new MA Applied Linguistic (General) program.

**ARC Disposition of the Recommendation**

ARC considers the recommendation to be accepted and in the process of implementation.

**Implementation Plan (1<sup>st</sup> Priority)**

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Social Sciences to report by the end of academic year 2020/21

Actions	Responsibility	Year One*	Year Two	Year Three

Action #1 Form subcommittee to review undergraduate curriculum. Report to be submitted to departmental committee	Chair/All	C		
Action #2 Submit revised calendar entry to UPC that reflects updated curriculum for 2021-2022	Chair	C		
Action #3 Submit major modifications to ARC for program mergers and program name change.	Chair	C		
Action #4 Explore curriculum updates for MA(General) and Course-only pathway.	GPD	T		

- Conducted thorough review of undergraduate curriculum fall 2020. Merger of SLS and HS to SLHS and undergraduate and Certificate levels necessitated significant revision to those programs and the Combined Majors of which they are a part. Other significant changes include: addition of two new courses to the calendar (4P11: Reflective Practice; 4P28 Research Methods in Linguistics), and the removal of several courses that had not be offered in many years, revision to calendar description for 4P21; changing Phonology from Year 2 to Year 3; changing Applied Phonetics from Year 3 to Year 2; adding PSYC 1F90 as a requirement for the Applied Linguistics/TESL program; changing the name of the Applied Linguistics/TESL program from “subsequent” to “second” language; complete revision of the minor to make it more accessible to students; revision to the restriction on LING 1F25 to make it easier for students from other programs to transfer to DALS’ majors; reduction of required first year LING courses, allowing more elective options.
- Discussion with Dean of FoSS and Associate Dean Graduate (03/21) re: offering capstone course for Course-based students as a scheduled option to reduce supervision load and enable department to admit more students. Further curriculum discussions planned for January 2022 following GPD’s sabbatical.

**Recommendation #14**

Work with the librarians to find places for formalized library orientations in Year 1 of each of the programs, as several faculty members suggested that students are weak in their research skills.

**ARC Disposition of the Recommendation**

ARC considers the recommendation to be accepted and in the process of implementation. The Committee understands that the Department does not perceive this issue to be pervasive and that conversations with the reviewers may have been mis-characterized.

**Implementation Plan (1<sup>st</sup> Priority)**

On Target (T), Delayed (D), Complete (C), Complete and Ongoing (O)

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Social Sciences to report by the end of academic year 2020/21

Actions	Responsibility	Year One*	Year Two	Year Three
Action #1 Department meeting discussion about students' strengths and weaknesses and need for steps to address.	Chair	T		

- As noted in ARCs dispensation, library skill instruction is not generally deemed a significant need by faculty. Thus, no new actions have been implemented. Some concerns have been raised about students' writing skills and we plan to discuss steps for addressing this at an upcoming departmental meeting. Discussion was scheduled for a March 2021 meeting but had to be postponed.

**Recommendation #15**

Rotate optional special topics courses biennially.

**ARC Disposition of the Recommendation**

ARC considers the recommendation to be focused on improving course options for students. The Committee considers the recommendation to be accepted while not specifically committing the Department to offering special topics courses biennially as a way of addressing the intent of the recommendation.

**Implementation Plan (1<sup>st</sup> Priority)**

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Social Sciences to report by the end of academic year 2020/21

Actions	Responsibility	Year One*	Year Two	Year Three
<b>Action #1</b> Add new courses that address student needs/interests and remove courses that are no longer offered from the calendar.	Chair/All	C		
<b>Action #2</b> Reduce number of required courses to allow students flexibility to select electives.	Chair/All	C		

- Actions to improve course options for students: LING 4P11 Reflective Practice and 4P28 Research Methods in Applied Linguistics added to the calendar; courses that are no longer being offered removed from the calendar to avoid misconceptions re: their availability; reduced number of required first-year LING courses by making LING 1P95 and LING 1P92 optional.

**Recommendation #16**

Reinstitute the DALS Speaker’s Series as suggested by several faculty (Self-Study, p. 162).

**ARC Disposition of the Recommendation**

ARC considers the recommendation to be accepted and in the process of implementation. The Committee understands that the Department is now involved in a Speaker Series which includes but has broadened beyond DALS.

**Implementation Plan (1<sup>st</sup> Priority)**

Responsible for approving: Department  
 Responsible for resources: Department  
 Responsible for implementation: Department  
 Timeline: Dean of Social Sciences to report by the end of academic year 2020/21

Actions	Responsibility	Year One*	Year Two	Year Three

Action #1 Form speaker series planning team.	Chair	C		
Action #2 Develop a launch event and plan for subsequent talks.	Subcommittee	T		

- Speaker Series Coordinator position developed and taken on by two DALS faculty members in February 2021. Launch event, scheduled for June 2<sup>nd</sup> 2021, will feature a public lecture on Aphasia, the topic of Speech & Audiology Canada (SAC)'s annual spring publication education campaign.

**Recommendation #17**

Seek to establish a mechanism for monitoring the current status of former students to better understand student success relative to postgraduate study and/or employment.

**ARC Disposition of the Recommendation**

ARC considers the recommendation to be accepted and in the process of implementation.

**Implementation Plan (1<sup>st</sup> Priority)**

Responsible for approving: Department  
 Responsible for resources: Department  
 Responsible for implementation: Department  
 Timeline: Dean of Social Sciences to report by the end of academic year 2020/21

Actions	Responsibility	Year One*	Year Two	Year Three
Action #1 Chair meet with representative from Alumni Relations to discuss strategies for tracking graduates of programs.	Chair	T		

- Chair contacted Alumni Relations for discussion on tracking strategies. Meeting planned for late spring 2021.