Two Year Progress Report
Applied Language Studies Minor
November 2016

Background:

The first Program Review of Applied Language Studies was completed in December 2014. In March 2015, a Response to the External Reviewers’ Report was submitted to the AVPA’s office. The present document is the Two Year Progress Report written to track progress in meeting the recommendations of the external reviewers.

Progress on Implementation Plan:

The external reviewers made six recommendations, which are recorded below. A response follows each recommendation indicating to what extent the recommendation has been acted upon since the submission of the External Reviewers’ Report.

Recommendations

1. The reviewers recommended that the APPLS program define a clear discrete identity from the ESL program. Although the program greatly benefits from its close association with ELI teaching activities, it is too often seen in a supporting role. The reviewers believe that APPLS has the potential to further develop into a distinct “brand,” focusing on the links between second-language acquisition, multilingualism, and the global economy.

Status:
This recommendation has been addressed.

Details:
At Renison, a restructuring has occurred that has brought the Applied Language Studies program into the new department of Culture and Language Studies. In addition, the credit side of the English Language Institute has separated to become the English Language Studies (ELS) unit. ELS courses are for credit and funded through student tuition paid to the University of Waterloo (unlike those of the English Language Institute, whose programs are funded through student tuition paid to Renison University College). As a consequence, the Applied Language Studies program retains its ties to English Language Studies, but it is also newly affiliated with other Renison language programs (Chinese, Japanese, Korean) as well as Renison’s humanities programs in Religious Studies, East Asian Studies, and English. These restructurings position the APPLS program within an academic context conducive to a greater focus on multilingualism and language-related global issues.
Further, the practice of pairing APPLS students with English language learners for the purposes of guided conversational interaction has moved from being an arrangement between instructors to an integral part of the Conversation Partner Program run through Renison’s International Office. This defining feature of the first APPLS course (APPLS 205R: Second Language Acquisition) lends greater institutional support to the pursuit and brings the course into the mainstream of Renison’s international activities.

2. The reviewers recommended that students gain earlier enrolment in the program to ensure an adequate timeline for completion of the requirements. This may be achieved through marketing the course more deliberately in 100-level courses.

Status:
The implementation of this recommendation is ongoing.

Details:
The APPLS marketing material has been updated to reflect the new program structure (which took effect in 2015), and the brochures have been distributed to undergraduate academic advisors.

In the meantime, APPLS works closely with administrators from other language departments to ensure the timing of APPLS courses does not conflict with that of major required courses in those departments. For example, in winter 2017, APPLS 306R (one of the core courses for the minor) was originally scheduled at a time that conflicted with FR 473 (a core course for students in the French Teaching Specialization [FTS] stream). Once this was discovered, we were able to reschedule the APPLS class to permit the FTS students to attend the course. Our flexibility ensures students are able to complete the minor prior to graduation.

3. The reviewers recommended that the APPLS program be promoted in a more systematic way. Recruitment and program promotion are mostly concentrated internally, focusing mainly on students already in an APPLS course. Most students first hear about APPLS in a language course, but there are students in other programs (particularly Psychology) and other Faculties who are pursuing the minor. Ensuring that the program is well promoted at Waterloo should raise the profile of the program and make it available to students from any discipline. The beautiful brochure, recently developed by Renison, is a first step in that direction.

Status:
This recommendation has been addressed to the best of our current ability.
Details:
Since the APPLS program review, the APPLS promotional brochures have been updated and distributed to undergraduate advisors. The APPLS website has also been revised. The APPLS marketing assistant participated in the Social Development Studies Information Session (March 2015), the University of Waterloo Open House (March 2015), and the ARTS Declare Your Minor Day (November 2015). Further, in February 2015, APPLS held an APPLS alumni event for which four APPLS alumni returned to Renison to meet with current APPLS students. The group had dinner together and shared conversation about career pathways for students with an interest in applied linguistics. It is our intention to host an APPLS event once a year.

At the time the APPLS Program Review Report was completed (December 2014), Renison was intending to restructure its marketing team to provide more focused promotion of all of its programs. This restructuring has not yet occurred, so a more systematic promotion of the APPLS program at a college-wide level has not been achieved. However, the College has recently committed to hiring a marketing manager, and we anticipate that the successful candidate will develop a college-wide plan for program promotion that will benefit APPLS.

4. The reviewers recommended that the Renison administration and the APPLS Co-ordinator review staffing needs for the APPLS program and consider establishing a dedicated part-time position to handle administrative tasks.

Status:
This recommendation has been acted on.

Details:
In May 2015, Renison hired a full-time administrator whose responsibilities include administrative tasks and marketing support for both the Applied Language Studies minor and the new Department of Culture and Language Studies. This addition to the unit has increased the capacity of the APPLS program to establish and increase its visibility on campus and plan events for APPLS students.

5. The reviewers recommended that the APPLS program connect more systematically with existing Renison language programs and other Renison programs (e.g., Social Work, Social Development Studies) and collaborate more closely with other Waterloo departments, especially Germanic and Slavic Studies, French, and Spanish.
Status:
The implementation of this recommendation is ongoing.

Details:
The restructuring at Renison that brought APPLS into the new Department of Culture and Language Studies facilitates connections among the other language units at Renison (Chinese, Japanese, and Korean). APPLS works closely with the undergraduate advisor in French to ensure major courses do not conflict, and the connection with Germanic and Slavic Studies is maintained as a faculty member in that department teaches one of the APPLS core courses.

6. The reviewers recommended that the APPLS Co-ordinator continue to discuss an APPLS major program with Renison administration, Faculty of Arts administration, and Language departments (especially Germanic and Slavic Studies, French, and Spanish). Under the existing funding formula, it is unlikely that the College would be able to resource the program. More tenured and tenure-track faculty would be needed for the increased teaching and administrative load. There are two factors that might make the major more viable: 1) the reduction of Arts Honours BA requirements to a 16-course minimum and the interdisciplinary nature of APPLS; 2) if the BIUs for Honours APPLS majors could be transferred to Renison, it would make the program more cost-effective.

Status:
This recommendation has been addressed to the extent that a major in APPLS continues to be discussed at Renison.

Details:
As the reviewers noted, increased financial resources are required to grow the APPLS program to a major, and the College is not able to designate these. Renison is committed to the success of the APPLS minor and will continue to search for opportunities to grow the program.

Explain any circumstances that have altered the original implementation plan:

There are no circumstances that have altered the original implementation plan.

Address any significant developments or initiatives that have arisen since the program review process, or that were not contemplated during the review:

There are none.

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### Updated Implementation Plan:

<table>
<thead>
<tr>
<th>Recommendations</th>
<th>Proposed Actions</th>
<th>Responsibility for Leading and Resourcing (if applicable) the Actions</th>
<th>Timeline for addressing Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Define a clear discrete identity from the ESL program.</td>
<td>Recommendation addressed. No further action is required.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2. Encourage earlier enrolment in the program to ensure students have adequate time to complete the minor requirements.</td>
<td>Marketing efforts are ongoing. Collaborations with other language departments are ongoing.</td>
<td>Director, English Language Studies</td>
<td>Continue to the next program review.</td>
</tr>
<tr>
<td>3. Promote the program in a more systematic way.</td>
<td>Marketing efforts are ongoing.</td>
<td>Director, English Language Studies</td>
<td>Continue to the next program review.</td>
</tr>
<tr>
<td>4. Establish a dedicated position to handle administrative tasks.</td>
<td>Recommendation acted upon. No further action is required.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>5. Connect more systematically with existing Renison language programs and other Renison programs (e.g., Social Work, Social Development Studies) and collaborate more closely with other Waterloo departments, especially Germanic and Slavic Studies, French and Spanish.</td>
<td>Collaborative efforts have begun and are ongoing.</td>
<td>Director, English Language Studies</td>
<td>Continue to the next program review.</td>
</tr>
</tbody>
</table>
6. Continue to discuss a Major program with Renison administration, Faculty of Arts administration, and Language departments (especially Germanic and Slavic Studies, French and Spanish).

|   | This possibility remains in discussion at Renison. | Director, English Language Studies Chair, Culture and Language Studies | Continue to the next program review. |

The Department Chair/Director, in consultation with the Dean of the Faculty is responsible for monitoring the Implementation Plan.

Report on anything else you believe is appropriate to bring to Senate concerning this program:

We have nothing further to report at this time.
Date of next program review: July 2021

Signatures of Approval:

Jeff Wilson
Chair/Director
Dec 7, 2016

AFIW Administrative Dean/Head (For AFIW programs only)
Dec 8, 2016

Faculty Dean
Nov 11, 2016

Associate Vice-President, Academic
(For undergraduate and augmented programs)
Dec 12, 2016

Associate Provost, Graduate Studies
(For Graduate and augmented programs)
N/A

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