

MLLI Post - YTR Action Plan Meeting - 5/25/2016

Attending: Tony Moreira, Scott Casper, Omar Ka, Diane Lee, Pat McDermott, Jill Barr, Karen Fedderly

Modern Languages, Linguistics and Intercultural Communication

Part 1 -- Updates and Reflection on Action Items from APR

Recommendation	DEPARTMENT ACTION	COLLEGE ACTION	PROVOST'S OFFICE ACTION	Action Plan Update
Develop a strategic succession plan for faculty positions, with new appointments in key areas	x	x	x	Three TT positions left vacant due to retirements were filled in AY 2015-16. A full-time Lecturer in Japanese was hired in 2013-14. The Lecturer position in German is now base-funded. A Visiting Assistant Professor position was converted to a Visiting Lecturer this Spring 2016. The search for a TT position in Chinese Studies has successfully concluded. A search is underway (AY 2016-17) to fill the vacant TT position in Intercultural Communication. We anticipate three new TT vacancies between 2016 and 2018.
Develop a timeline and a documented commitment to improve and expand department space, including the move of the IMC to the Library	x	x	x	In December 2015, the department moved to a newly renovated space on the fourth floor of FA. A new active learning classroom/conference room is included within that space and is already fully utilized.
Clarify the department's goals and philosophy as they relate to the teaching of culture and development of intercultural knowledge and awareness in the orientations and workshops for GAs and Adjuncts	x			In addition to regular workshops, all orientations now include presentations on the department's goals and philosophy on the teaching of intercultural communicative competence. Syllabi include a statement on the teaching of culture and the development of intercultural knowledge and awareness. The new MLLI Teaching Circle is a forum on topics related to language and culture teaching and learning.

Develop comprehensive, written and accessible governance documents	x	x		We revised our By-Laws, Merit Policy, Faculty mentoring Policy, Faculty Workload Policy, and Policy on Special Sessions. All are now posted in Box and on our newly redesigned website.
Review the department's current organization and administrative structure and develop descriptions of roles and responsibilities	x			This is now established, and is reflected in the new By-Laws and Workload Policy.
Improve communication within the department, especially with part-time faculty, and better integrate part-time faculty into department activities	x			Documents such as the Minutes of faculty meetings are now available to adjunct faculty. They are invited to language area meetings. There is an annual reception for them. They are also invited to the various departmental workshops on language teaching and to the Teaching Circle. There is now an adjunct suite in our new departmental space, with its own copier, desktops, new furniture, wireless access and two meeting rooms.
Improve post-graduate and career counseling for majors	x			Collaboration with the Career Center has been strengthened. We continue to communicate with the Shriver Center regarding internships. We plan to involve more of our alumni/ae in career counseling for current majors.

Part 2 -- Current/Ongoing Action Items for YTR

Recommendation	DEPARTMENT ACTION	COLLEGE ACTION	PROVOST'S OFFICE ACTION	Action Plan
<p>Improve mentoring of Associate Professors for promotion to full professor</p>	<p align="center">x</p>	<p align="center">x</p>		<p>After a period of six years at rank, the associate professor should meet with the Chair to evaluate progress toward promotion. They should then meet on a regular basis to consider possible issues impeding that progress. The Dean plans to develop college-wide workshops for Associate Professors to help plan for their advancement.</p>
<p>Review the MLLI major and minor language tracks and students' perceptions of our majors, minors and course offerings</p>	<p align="center">x</p>	<p align="center">x</p>	<p align="center">x</p>	<p>The various majors and minors are reviewed on an ongoing basis. New minors are now in place in Arabic and Japanese. Hindi was introduced in Fall 2014 (in collaboration with ASIA). A survey of students in our major and minor programs is scheduled to be administered next AY. New graduation pathways are now in place. We are working with the Registrar's Office to rationalize degree audit. We will complete work on gaining the approval of the MLLI programs by MHEC. *The Chair will complete the work for the Program Name changes, and Concentrations, by the end of AY 2016-17. *The Dean's Office will provide assistance as needed with MHEC approval process.</p>

Explore the possibility of developing a certificate in Intercultural Communication in collaboration with COEIT and DPS	x		x	A proposal is in place for a new track within our INCC Master's program which will involve the ISD program in the Education department. The discussion on a possible graduate certificate in IC has been slowed by personnel availability issues and the need for continuous development of INCC. The Chair will explore creating a cohort for educators in consultation with the Provost's Office.
Address issues of salary compression, especially at the associate professor level	x	x		Salary adjustments were made for the lowest-paid full-time faculty. Salary compression issues are addressed on an ongoing basis by the Dean.
NEW: The ILE (MLLI-based LLC) is presently funded through the departmental budget and contributions from the Provost's Office, the Office of Undergraduate Education and Residential Life	x	x	x	Determine the future of ILE, based on its specificities, an analysis of student demand over the past several years, and the funds required to maintain it. The Chair will develop a timeline for the decision-making process, which will be completed by December 15, 2016. The Chair will develop a plan for departmental changes, with support from the Dean's Office, with the understanding that budget alone will not be the deciding factor.
NEW: Assessment of student learning outcomes	x	x		Procedures are now in place to insure regular assessment of our majors and graduate students. The Department will devise a plan to determine what to study, and choose targeted interventions.