May 22, 2014

Jan Reiff, Chair
Academic Senate

Dear Jan,

As you know, the Academic Senate received a proposal from the Department of Applied Linguistics for the following actions:

- Disestablishment of the Department;
- Discontinuance of its graduate degree and certificate programs, undergraduate minor in Language Teaching, and African Languages B.A. (including all undergraduate and graduate courses and subject areas); and
- Transfer of the Applied Linguistics B.A. Program to the Department of Linguistics, effective July 1, 2014.

Following the Executive Board’s assignment of the Graduate Council as the designated committee to coordinate these actions, comments were collected from the College Faculty Executive Committee, the Undergraduate Council, and the Council on Planning and Budget. At its meeting on May 2, 2014, the Graduate Council reviewed the proposal in full and, despite some reservations expressed by the membership about the circumstances that led to this ultimate situation, the action received unanimous approval (11 in favor, 0 opposed, 0 abstentions) with a motion to encourage the Administration and interested faculty members to further explore the option to establish a graduate interdepartmental degree program in Applied Linguistics. At this time, however, the Council feels that the proposal equates to a *de facto* disestablishment, and is necessary due to the lack of faculty oversight and leadership of the Department.

The Committee on Rules and Jurisdiction reviewed the proposal and supporting documents related to the action and, in its memo issued on May 20, 2014, confirmed that the Graduate Council followed appropriate procedure. However, the CR&J also raised concerns regarding the academic merits for the disestablishment and asked the Executive Board to address the following questions before forwarding the proposal to the Legislative Assembly for a vote: why are the students being transferred to Linguistics rather than Communication Studies ... was transferring the students to the Department of Communication Studies an option? Did the Graduate Council interview any graduate students or hold any hearing to determine the students’ preference or the best department to transfer ...” The Graduate Council did not interview students due to the *de facto* nature of the action. Additionally, there was no consideration given to the option of housing the graduate programs into the Department of Communication Studies, which does not offer its own graduate degree program. I appreciate CR&J’s concerns about the academic merits for the disestablishment, but I also wish to emphasize the Graduate Council’s conscientious review of this action and its involvement in a number of Academic Senate program reviews over recent years that served to support the ultimate disestablishment of the Department of Applied Linguistics, however unfortunate. The proposal and all associated responses are
enclosed for your review.

If you have any questions please do not hesitate to contact me via the Graduate Council’s policy analyst, Kyle Cunningham, at ext. 51162 or kcunningham@senate.ucla.edu.

Sincerely,

Maite Zubiaurre, Chair
Graduate Council

Cc: Jan Reiff, Chair, Academic Senate
    Linda Mohr, Chief Administrative Officer, Academic Senate
    Kyle Cunningham, Policy Analyst, Graduate Council
Responses to the Appendix V Proposal to Disestablish the Department of Applied Linguistics

A. Committee on Rules and Jurisdiction Response (5/20/14)
B. Council on Planning and Budget Response (4/21/14)
C. Undergraduate Council Response (3/27/14)
D. Academic Planning and Budget Response (3/19/14)
E. College Faculty Executive Committee Response (1/30/14)
F. Graduate Council Assignment as Designated Committee (12/3/13)

Updated 5/22/2014
March 25, 2014  (Received 5/20/14)

To:        Professor Maite Zubiaurre  
            Chair, Graduate Council

Fr:        Anahid Jewett  
            Chair, Committee on Rules and Jurisdiction

Re:        Appendix V Proposal from the Department of Applied Linguistics

Dear Professor Zubiaurre,

The Committee on Rules and Jurisdiction (CR&J) reviewed the Proposal and supporting documents related to the Department of Applied Linguistics’ Appendix V action: 1) disestablishment of the Department; 2) discontinuance of its graduate degree and certificate programs and the discontinuance of the African Languages B.A.; and 3) the transfer of the Applied Linguistics B.A. Program to the Department of Linguistics.

The Committee determined that the procedures outlined for an Appendix V action were followed and therefore voted to approve the proposed actions based on procedures.

However, CR&J had concerns regarding the academic merits for the disestablishment and asks that the Executive Board address the following before forwarding to the Legislative Assembly for a vote.

Transfer of the graduate students to the Department of Linguistics. Why are the students being transferred to Linguistics rather than Communication Studies, which may be a better fit? Was transferring the students to the Department of Communication Studies an option? Did the Graduate Council interview any graduate students or hold any hearings to determine the students’ preference or the best department to transfer? The students should be able to choose the department that they are transferred.

Should you have any questions or concerns, please feel free to contact me.

cc:        Jan Reiff, Chair Academic Senate  
            Linda Mohr, Chief Administrative Officer, Academic Senate  
            Kyle Cunningham, Policy Analyst, Academic Senate
April 21, 2014

Professor Maite Zubiaurre
Chair, Graduate Council

Re: Disestablishment of the Department of Applied Linguistics

Dear Professor Zubiaurre,

At its meeting on March 31, 2014, the Council on Planning and Budget (CPB) reviewed the proposal from the Department of Applied Linguistics for the disestablishment of the Department, discontinuance of its graduate degree and certificate programs, undergraduate minor in Language Teaching and African Languages BA (including all undergraduate and graduate courses and subject areas), and transfer of the Applied Linguistics BA Program to the Department of Linguistics, effective July 1, 2014.

While CPB understands that this Appendix V action is necessary due to the lack of faculty oversight and leadership in the department, we are still very concerned about the continuing graduate students and the closing of the African Languages major. While the graduate students will continue under the umbrella of the Department of Linguistics, it is still a distressing and difficult path for these students to try to complete their studies under these circumstances with only one of the continuing Applied Linguistics faculty to mentor them.

In the case of African Languages, it is unfortunate to lose this program for the campus. Perhaps there are other areas where this content may continue to be provided in the future.

It appears that the department has made every effort to succeed; however, that effort has been unsuccessful. Other than to underscore our concern that we provide all necessary support to the continuing graduate students, we agree that the procedures as outlined in Appendix V of the Divisional Manual of the Academic Senate should be followed in the case of the Department of Applied Linguistics.

We appreciate the opportunity to review the proposal. If you have additional questions, please do not hesitate to contact me at rbecerra@ucla.edu.

Sincerely,

Rosina Becerra
Chair, Council on Planning and Budget

cc: Jan Reiff, Academic Senate Chair
Linda Mohr, Chief Administrative Officer, Academic Senate
Members of the Council on Planning and Budget
Kyle Cunningham, Policy Analyst, Graduate Council
March 27, 2014

To: Maite Zubiaurre, Chair
Graduate Council

Fr: Leobardo Estrada, Chair
Undergraduate Council

Re: Appendix V Proposal to Disestablish Department of Applied Linguistics

At its March 21, 2014 meeting, the Undergraduate Council discussed the proposed Appendix V action to disestablish the Department of Applied Linguistics, discontinue its graduate degree and certificate programs, undergraduate minor in Language Teaching, and African Languages B.A., and transfer the Applied Linguistics B.A. to the Department of Linguistics. A vote was taken regarding endorsement of the action, the result of which was not unanimous (2 approve, 2 oppose, 4 abstain).

Much of the reservation expressed by those who abstained or opposed the action concerned the discontinuing of the African language courses and subject areas. While it is understood that the primary faculty member who taught courses in these subject areas is leaving the university and enrollments for the courses were small already, several members felt that losing the African languages should not be a byproduct of the disestablishment of the department. Another concern raised by several Council members surrounded the potential negative impact on the applied nature of the Applied Linguistics B.A., which is to be housed in the Department of Linguistics. Students tend to select the Applied Linguistics major specifically because it focuses on language use, and is less theoretically focused. Given that the Applied Linguistics students will be absorbed into the Department of Linguistics, the Council notes that it is crucial that the department actively work to assist these students in selecting courses that provide a distinctly applied approach to the study of linguistics and maintain the spirit of the major.

cc: Jan Reiff, Chair, Academic Senate
Linda Mohr, Interim CAO, Academic Senate
Kyle Cunningham, Policy Analyst, Graduate Council
Matt Robinson, Policy Analyst, Undergraduate Council
March 19, 2014

Maite Zubiaurre
Chair, Graduate Council

Dear Professor Zubiaurre:

I have reviewed the proposal from the Department of Applied Linguistics that proposes the following actions: (1) disestablish the department, (2) transfer the Applied Linguistics B.A. program to the Department of Linguistics, and (3) discontinue its graduate degree and certificate programs, undergraduate minor, and African Studies B.A. program. I see no immediate financial issues presented by this proposal, but I reserve the need for an additional assessment if the African Studies B.A. program or the undergraduate minor reconstitute in the future.

As per campus policy, the Division of Humanities will keep the base rate funding and FTE for retired/retiring faculty while upgrade funds above the base rate will be returned to central resources. If Humanities intends to use the salary savings to continue its support of existing graduate students, then a special request for these FTE to be shelled must be made to my office so that I may review the request.

Should you have the need for additional consultation regarding this matter, please do not hesitate to contact me.

Sincerely,

Glyn Davies
Associate Vice Chancellor

cc: Executive Vice Chancellor and Provost Scott Waugh
    Dean David Schaberg
To: Maite Zubiaurre, Chair, Graduate Council
Fr: Christina Palmer, Chair, College Faculty Executive Committee
Date: January 30, 2014
Re: College FEC response Applied Linguistics Appendix V action and the Department of Linguistics request to update the Applied Linguistics B.A. pending approval of the major’s transfer

On January 24, 2014, the College FEC discussed the Appendix V proposal from the Department of Applied Linguistics, which requests the (1) transfer of the Applied Linguistics B.A. to the Department of Linguistics, (2) discontinuance of all other graduate and undergraduate programs, and (3) disestablishment of the department. At the same time, the FEC was asked to consider changes to the Applied Linguistics major in advance of the transfer. The committee’s discussion was aided by Russel Schuh (Chair of Applied Linguistics) and Bruce Hayes (Chair of Linguistics). Dean Schaberg was also present and participated in the conversation.

While the FEC voted to endorse the recommendations of the Appendix V proposal (6 approve, 1 oppose, 2 abstain) as well as approve the proposed changes to the Applied Linguistics B.A. (6 approve, 0 oppose, 3 abstain), members raised several concerns, which I recount here:

1. Members were understandably concerned about the closure of a department that clearly has been and even now is popular among graduates and undergraduates. While the precipitous loss of three of the four remaining faculty FTE explains the immediacy of a de facto disestablishment, it was unclear whether such an action could have been avoided by taking different actions earlier in the process. The FEC intends to raise this concern with the College deans given there are a number of small departments across the College.

2. Several members were concerned about the future of African language instruction on campus. While the placement of African Languages in Applied Linguistics was the result of a faculty member’s appointment in the department, it seems unwise to let the teaching of such courses fall to the same fate when there is broad interest among faculty in seeing instruction in particular African languages continue. If facilitating the transfer of the curriculum to a department is not possible, we recommend constituting African Languages as a non-degree program until a more suitable, longer term arrangement can be made.

3. Members were generally satisfied with the plan for ensuring that the current Applied Linguistics graduate students can complete their studies and earn their doctoral degree under the terms with which they entered. However, because there are significant number of students affected by the disestablishment of the Department of Applied Linguistics, the FEC recommends Professor Schuh provide annual updates on the progress of the graduate students to the FEC and Graduate Council,
4. Members also were generally satisfied with the proposed revision to the Applied Linguistics B.A. We recommend that the Department of Linguistics develop an assessment plan to evaluate this new major within their department.

As always, our membership appreciates the consultative process and welcomes the opportunity to opine on important matters like this. You are welcome to contact me at cpalmer@mednet.ucla.edu with questions. Kyle Stewart McJunkin, Academic Administrator, is also available to assist you and he can be reached at (310) 825-3223 or kmcjunkin@college.ucla.edu.

cc: Kim Alexander, Articulation Officer, Undergraduate Admissions and Relations with Schools
Lucy Blackmar, Assistant Vice Provost, Undergraduate Education Initiatives
Kathleen Copenhaver, Associate Registrar, Registrar’s Office
Kyle Cunningham, Senior Policy Analyst, Academic Senate
Leobardo Estrada, Chair, Undergraduate Council
Bruce Hayes, Chair, Department of Linguistics
Corey Hollis, Director, College Academic Counseling
Robert Kilgore, Manager, Degree Audit System, Registrar’s Office
Linda Mohr, Interim Chief Administrative Officer, Academic Senate
Janice Reiff, Chair, Academic Senate
David Schaberg, Dean, Division of Humanities
Russell Schuh, Chair, Department of Applied Linguistics
December 3, 2013

Maite Zubiaurre  
Graduate Council Chair

Re: Applied Linguistics Appendix V Action

Dear Maite,

The Academic Senate has received the attached Appendix V Action for the Department of Applied Linguistics; the Executive Board has assigned the action to the Graduate Council as the designated committee. Please consult with other relevant Senate committees, such as the Undergraduate Council and Council on Planning and Budget to assist you in this matter. In order for the Executive Board to review the Graduate Council’s findings at its meeting on April 3, 2014, I ask that the Graduate Council conclude its vetting of the proposal by March 27, 2014. This would allow for the Legislative Assembly to vote on the matter at its meeting on April 10, 2014.

In summary, the proposal requests that we take action on the following:

1. Suspend admission to all graduate and undergraduate programs in the Department of Applied Linguistics pending approval of this Appendix V proposal;
2. Transfer the Applied Linguistics B.A. to the Department of Linguistics and resume admission to the major upon College Faculty Executive Committee and Academic Senate approval of a revised curriculum;
3. Discontinue the Applied Linguistics M.A., C.Phil., Ph.D., and graduate certificate in Teaching English as a Second or Foreign Language;
4. Discontinue the undergraduate minor in Language Teaching;
5. Discontinue the African Languages B.A., including the undergraduate and graduate courses and subject area; and
6. Endorse the disestablishment the Department of Applied Linguistics.

Thank you in advance for your attention to this critical matter.

Sincerely,

Jan Reiff  
Chair, Academic Senate

Cc: David Schaberg, Dean of the Humanities  
Patricia Turner, Dean and Vice Provost for Undergraduate Education  
Robin Garrell, Dean and Vice Provost for Graduate Education
Russell Schuh, Chair, Department of Applied Linguistics
Alessandro Duranti, Dean of the Social Sciences
Bruce Hayes, Chair, Department of Linguistics
Tim Groeling, Chair, Department of Communications Studies
Linda Mohr, Interim CAO, Academic Senate
Kyle Cunningham, Sr. Policy Analyst, Graduate Council
Melissa Spagnuolo, Principal Policy Analyst, Undergraduate Council
Rosina Becerra, Professor and Chair, Council on Planning and Budget
Leobardo Estrada, Professor and Chair, Undergraduate Council
Frank Wada, University Registrar
Marsha Fractor, Executive Director, Office of Academic Personnel