

**French**  
**Unit Response to External Reviewers' Report & Implementation Plan**  
**Programs Being Reviewed: Undergraduate and Graduate Programs**  
**Approved by the Dean and Date:** Augustine Park (Interim Associate Dean [Academic]) on behalf of Pauline Rankin, 29  
September 2022

**Note: This document is forwarded to Senate, the Quality Council and posted on the Vice- Provost's external website.**

**Introduction & General Comments**

Please include any general comments regarding the External Reviewers' Report

*The Department was pleased to receive the Reviewers' very positive External Reviewers' report on May 17, 2021. This report was shared with our faculty and staff, and we are committed to the continual improvement of our programs to enhance the student, staff, and faculty experience. This document contains both a response to the External Reviewers' Report and an Implementation Plan (Section B) which have been created in consultation with the Dean(s).*

*We would like to highlight the observation made by the Reviewers, that "[t]he Department has been making many changes recently [...] and it is still too early to assess the effects of all these changes". Members of the Department agree with the Reviewers, and do not feel that a major overhaul of our programs is appropriate at this time. However, we are very interested in the Reviewers' Recommendation 5 (and student feedback that echoes it) and will explore ways to modify the programs in order to better integrate popular and useful courses (FREN 3511, FREN 4511, FREN 3900, FREN 4900).*

*We note that a number of the recommendations pertain to faculty or university practices:*

- 1. We recommend that the University...*
- 4. We recommend that the University - specifically the FGPA...*
- 6. We recommend that the FASS...*
- 7. We urge the university administration...*
- 10. We recommend that the University...*

*Two of the remaining eight recommendations pertain to the MA program. The first, the recommendation that we articulate in writing the content and the structure of the MA program and what it involves for students, is work that is ongoing since February 2021, the results of which will be made available as documents and web pages. The second relates to advertising and recruitment, and for these we will rely on assistance and resources from FGPA and FASS. The other MA-related recommendation was for FGPA, and the future of our MA program relies heavily on the called-for "clear support for funding opportunities" to have "a better-than-average chance to attract at least a critical mass of students".*

*Recommendation 1, addressed to the University, also relates to recruitment, but for our BA programs. In this regard, we are already making progress. We have established an ad hoc committee on recruitment and have already benefitted from assistance from FASS. A plan of action was developed in a meeting between the committee on recruitment and FASS' Communications & Content Editor and Digital Content and Media Specialist on June 2, 2021.*

*Recommendation 5 is the most substantive recommendation and is addressed above in the second paragraph.*

*With respect to Recommendation 6, addressed to FASS, we note that the Reviewers didn't mention other aspects of CI involvement in unit governance. CIs annually elect a representative who participates in departmental meetings. This is in addition to the representation indicated by the Reviewers, on the Language Course Committee. The two representatives are elected through separate processes. CIs also participate in level meetings with full-time course coordinators, where they have input on the content and structure of the courses they teach.*

*Recommendation 8 deals with space, which is largely out of the control of the Department. That said, we have already identified a way to make existing space more social, by relocating some of our learning support services to alternative physical space and online (the latter following a very positive experience in delivering the services during the COVID-19 pandemic).*

*Recommendations 9 and 12 relate to information about departmental structure and faculty research specializations. A document of the type called for in Recommendation 9 already exists and the information it contains should have been included in the Self-Study in some form (it could also have been provided on request). Faculty research specializations are found on individual faculty pages, but we take the recommendation to heart and will develop a single page to list these so that they are more accessible to prospective students.*

*Recommendation 11 calls for the standardization of our course syllabi. We already follow the Faculty template, and multi-section courses share common syllabi. We are currently discussing the integration of learning outcomes in all course syllabi, and how much further standardization is warranted/desirable.*

*With respect to Recommendation 13, regarding the Co-op option, we have always worked closely with the Co-op Office, and have consulted with them as recently as October, 2020, when we learned that there is no mechanism for ensuring a co-op placement in French (there is no Banner report for it). We are very much in favour of a co-op option for our students but would like to ensure that placements involve or are relevant to French language use, as a significant break from the language would be detrimental to the progression of students' language skills and it would be incoherent with the degree program. Given the nature of our student body, one very attractive possibility would be to have placements in local schools. However, there is a union issue since interns from faculties of Education do not get paid for similar experiences. One option we are considering as an alternative is a course in Service Learning, which would allow for volunteer internships which would be supervised learning experiences involving reflections on French language development in the placement setting. For this possibility, we need the University to help us establish the necessary contacts.*

**For each recommendation one of the following responses must be selected:**

**Agreed to unconditionally:** used when the unit agrees to and is able to take action on the recommendation without further consultation with any other parties internal or external to the unit.

**Agreed to if additional resources permit:** used when the unit agrees with the recommendation, however action can only be taken if additional resources are made available. Units must describe the resources needed to implement the recommendation and provide an explanation demonstrating how they plan to obtain those resources. In these cases, discussions with the Deans will normally be required and therefore identified as an action item.

**Agreed to in principle:** used when the unit agrees with the recommendation, however action is dependent on something other than resources. Units must describe these dependencies and determine what actions, if any, will be taken.

**Not agreed to:** used when the unit does not agree with the recommendation and therefore will not be taking further action. A rationale must be provided to indicate why the unit does not agree (no action should be associated with this response).

Calendar Changes

<b>UNIT RESPONSE AND IMPLEMENTATION PLAN</b>					
<b>Programs Being Reviewed: French</b>					
<b>Prepared by (name/position/unit):</b>					
<b>External Reviewer Recommendation &amp; Categorization</b>	<b>Unit Response (choose only one for each recommendation):</b> 1- Agreed to unconditionally 2- Agreed to if additional resources permit (describe resources) 3- Agreed to in principle 4- Not agreed to <b>Rationales are required for categories 2, 3 &amp; 4</b>	<b>Action Item</b>	<b>Owner</b>	<b>Timeline</b>	<b>Will the action described require calendar changes? (Y or N)</b>
1. Weakness: We recommend that the University give financial support for marketing consultation and for an advertising campaign that will improve recruitment and visibility of the BA program.	<b>2. Agreed to if additional resources permit</b> <i>Note: We will need the support, expertise and additional resources from FASS and the Recruitment office.</i>	<i>A special ad hoc committee has been formed, led by E. Anonby and C. Khordoc (2021) C. LeBlanc (2022). Preparation of a professional-quality video to be sent to school counselors and/or heads of languages and ongoing through recruitment cycles. Possibility to post the video on social medias used by schools and school boards. In a message dated 20 May, 2021, Jennifer Elliott (Recruitment) asked us to wait on creating a video until new branding is completed. Video completed Fall 2021, posted on website and social media.</i> <i>We met with FASS Communications &amp; Content Editor (Nick Ward) and Digital Content &amp; Media Specialist (Ainslie Coghill) on June 2, 2021. Opened Instagram and Twitter accounts. We hired a student as social media support (5h/week) to increase our presence online and use it as a recruitment tool.</i> <i>A Roadmap (sort of poster) which summarizes the highlights of our program has been created, it is used on social media and printed promotional material as well.</i> <i>Met with Doug Huckvale (Recruitment) on June 22 who will help us with outreach to French teachers in area schools and with other aspects of communications.</i>	Chair + Recruitment Committee	Fall 2021	N

		<i>Letters were sent to Immersion coordinators in English school boards 2021.</i>			
2. Weakness: We recommend that the Department articulate in writing the content and the structure of the MA program and what it involves for students.	<b>1- Agreed to unconditionally</b> <i>Note: The M.A. program, which was suspended following three years of low enrolment, has been revised in 2020. S. Côté, R. Gess, C. Khordoc, M.-È. Couture and M. Fournier worked on updating the program dates and deadlines (“Échéancier”) documents in February and March, 2021.</i>	<i>Faculty met with colleagues from the University of Ottawa, prior to the pandemic, in hopes of developing collaborations (course offerings, supervisions, etc.) but these have been difficult for a variety of reasons. The committee will revisit the possibility of having seminars that would bring together graduate students from both institutions. Within Carleton, French is now one of the options in the Graduate Diploma (GDip) in Linguistics and collaborations with other departments will be explored.</i> <i>The website for the M.A. program <b>has been</b> revised entirely to include a better description of the essay and memoir options, all the financed research projects, <b>research interests</b> and links to faculty profiles <b>have been added.</b></i> <i>There is no graduate supervisor, <b>the Chair had taken that responsibility since 2021.</b> A graduate committee (the Chair and two Full professors with experience as supervisor) meets on a regular basis to assess applications, determine and approve content of courses and tutorials; each student’s progress is followed closely by the committee. The efforts put into the new M.A. and their results will be reviewed in 3 years in order to determine the next steps.</i>	Chair + Graduate Committee	2122-2024	N
3. Weakness: We recommend vigorous advertising and recruitment efforts for the MA program.	<b>2- Agreed to if additional resources permit</b> <i>Note: We need expertise and resources from FASS and Recruitment.</i>	<i>Preparation of promotional materials (online and print). Visits to 3<sup>rd</sup> and 4<sup>th</sup>-year courses for internal recruitment purposes. <b>We have revised the content of the promotional material use by the Faculty of graduate studies. No additional material was created in 2022, presentations were done in 4<sup>th</sup> year courses and will be done again in November 2022.</b></i> <i>Organization of promotional events. <b>Did not happen.</b></i>	Chair + Graduate Committee	n/a	N

		<p><i>We will consider the feasibility of options such as accelerated pathways.</i></p> <p><i>We continued to work closely with SLaLS, Digital Humanities and African Studies as it has become a challenge to sustain a M.A. French program with our number of students and faculty resources while the joint MAs with these units have proven to be more popular.</i></p>			
<p>4. Weakness: We recommend that the University – specifically the FGPA – give clear support for funding opportunities so that the MA program has a better-than-average chance to attract at least a critical mass of students.</p>	<p><b>2- Agreed to if additional resources permit</b>  <i>Note: In recent years, applicants have come largely from international students, and the financial offers made by Carleton do not compete with offers made to international students at other institutions such as University of Toronto, Waterloo and Western.</i>  <i>U of Ottawa is offering reduced tuition fees to international and out of Ontario students wishing to study in French. Discussion with FGPA on this issue took place in the past without changes</i></p>	<p><i>Although members of the department feel that our energy and resources should be put on the undergraduate programs, they also feel that a graduate program is important, especially those who are involved in research and hold grants.</i>  <i>The graduate committee will do a survey of the financial packages offered by other Ontario universities with a French program and our competitor, UOttawa. A short presentation will then be made to FGPA in order to continue the discussion already taking place at the department level around the issue.</i>  <i>We encountered difficulties getting information from other institutions, so we plan to contact departments directly in the coming year. We wish to determine what are the causes of our recruitment challenges and the role financing plays.</i>  <i>The department has negotiated with Awards office for permission to add our two graduate excellence awards (Eldon Kaye and Odette Condemine) to our financial package to promising applicants in the future when the terms of the awards are not restricted.</i></p>	<p><u>Chair + Graduate Committee</u></p>	<p><u>2021-2124</u></p>	<p>N</p>
<p>5. Concern: We recommend that members of the Department discuss the issue of diversification of the BA program and create a solution that suits their vision of their Department. In this discussion we encourage members to see themselves not only as professors of Literature or of Linguistics but also as professors of French Studies who are looking for ways to</p>	<p><b>3- Agreed to in principle</b>  <i>Note: A complete review of the B.A. will involve the entire department including students and staff. We want to modify the undergraduate programme to make it more relevant to today's realities (job opportunities, students' interests,</i></p>	<p><i>The planning committee will lead the review: The P&amp;P Committee created a Brightspace page for the faculty with a discussion forum containing 4 questions to quick start the discussion on the future of the BA. It generated 40 comments posted and 213 views. The second step was a Zoom discussion for faculties during the departmental assembly in January 2022 the summary was put at the end of the minutes of the meeting. In March 2022, a</i></p>	<p>Chair + Programs &amp; Planning Committee</p>	<p>Discussion to begin with Programs &amp; Planning Committee (Fall 2021); to continue with the full</p>	<p>Depends on the outcome of discussions</p>

<p>develop and strengthen the whole Department.</p>	<p><i>etc.), to reflect new hires' areas of research, and diversify our course offer. It should be mentioned that many changes have already been made and as noted by the reviewers, that it is still early to tell whether they will have positive results.</i></p>	<p><i>document was circulated to the faculty which listed all the ideas generated by the forum and the discussions. At the retreat, May 6<sup>th</sup> 2022, a modified structure for the BA was submitted, faculty were divided in five teams to assess the proposal and come with their own proposal. All teamwork will be combined later and discussed in the following year (2022-2023). We have already changed our course offerings and added FREN2701, FREN3060 to support the continuous development of the student's proficiency in French as well as FREN4060 a mini honours thesis which allows students to pursue individual research with a faculty and compensate for courses that were cancelled due to low enrolment.</i></p> <p><i>Further discussions to be held in the coming year. The assessment of our course offerings this Summer revealed that removing the obligation to choose a specialization in 3rd year would add flexibility to the program and accommodate students who wish to pursue a more general degree in French. This change will come into effect in 2022-2023. Micro changes such as this will be implemented as the review progresses, however, we felt that a discussion at the departmental level was important in order to develop a coherent program for the future students.</i></p>		<p>department (Winter 2022 and beyond)</p>	
<p>6. Concern: We recommend that the FASS create a mechanism for greater representation of contract instructors in meetings and on committees in the Department. This may require budgetary allocations– such as supplementary stipends – that would allow these employees to attend meetings and be active members of committees.</p>	<p><b>3- Agreed to in principle</b>  <i>Note: As mentioned in the introduction above, the evaluators didn't mention that we have CI representation not only on the Language Course Committee, but also at department meetings. CI's already go to level (French 1-4) meetings as well. ODFASS is of the position that our current approach to CI representation is appropriate and does not provide funding for this purpose.</i></p>	<p>n/a</p> <p><i>Will not be implemented.</i></p>	<p>n/a</p>	<p>n/a</p>	<p>N</p>



<p>7. Concern: We urge the university administration to look favourably on requests from the Department for at least one new position.</p>	<p><b>2- Agreed to if additional resources permit</b>  <i>Note: The department fully supports this recommendation and has asked for such a position in the past. However, ODFASS is not able to guarantee a new position for French at this time. The Faculty runs an annual process in which units bid for new positions allocated from central. French is encouraged to submit proposals as part of this process.</i></p>	<p><i>We will continue to reiterate our need for a position in Applied Linguistics. One full time instructor will be retiring in July 2023, the department will petition to keep the position.</i></p>	<p>Chair + Departmental Assembly</p>	<p>Application will depend on resources and retirements.</p>	<p>N</p>
<p>8. Concern: We recommend that the Department identify some social space in order to promote a greater sense of community among students.</p>	<p><b>3- Agreed to in principle</b>  <i>Note: Current space available to the department doesn't permit more social space.</i></p>	<p><i>We have identified DT1609 as a possible social space when not in use for the 'soutien oral libre'. Upon reevaluation, it was decided to keep DT1606 for discussion groups but to purchase modular furniture that can be moved and modified to facilitate in the activities. Instead, DT1605, the Computer lab which was underused pre-pandemic and will probably be deserted post pandemic, will become the new student lounge, we will keep three computer stations and will purchase furniture for the remaining space. Work was completed for Sept 2022 Orientation.</i></p>	<p>Chair + Language courses committee</p>	<p>The department will look into this option upon our return to campus in 2021</p>	<p>N</p>
<p>9. Opportunity: We recommend that the Department give an outline of its administrative structure in a format that clearly lists all committees and that includes the names of current committee members.</p>	<p><b>1- Agreed to unconditionally</b>  <i>Note: We already keep an internal document that lists all committees and committee members.</i></p>	<p><i>We will include this document in future reviews of our department.</i></p>	<p>Chair</p>	<p>n/a</p>	<p>N</p>
<p>10. Opportunity: We recommend that the University require that Departments include course syllabi as part of the basic documentation to be used in the University's quality review assessment process.</p>	<p><b>1- Agreed to unconditionally</b>  <i>Note: The department already publishes all course syllabi on the web site each term.</i></p>	<p><i>Our archives of syllabi go back to 2003, we use them for reference and when alumni contact us. The last five years are now available for consultation on our website as of September 28<sup>th</sup>, 2021 and will be updated each year.</i></p>	<p>Chair + Staff</p>	<p>2022-2023</p>	<p>N</p>

<p>11. Opportunity: We recommend that the Department of French standardize the format of their course syllabi and that the syllabi include clear statements about learning outcomes.</p>	<p><b>3- Agreed to in principle</b>  <i>Note: We are using the faculty-level template provided by FASS. Multi-section language courses already have standardized course syllabi.</i></p>	<p><i>We will integrate learning outcomes and discuss at the departmental assembly how much further standardization is warranted/desirable.</i></p> <p><i>The P&amp;P committee created a course outline template for non-language courses. It was submit to Departmental Assembly for approval and will be used beginning 2022-2023.</i></p>	<p>Chair +  Departmental  Assembly</p>	<p>Discussion will begin in fall 2021 and a decision will be implemented for Fall 2022</p>	<p>N</p>
<p>12. Opportunity: We recommend that a central list of research grants and research activities be prepared to give an overview of ongoing research projects in the Department. This information would elucidate aspects of faculty members' research activities and, more importantly, it could be used to inform where students – at both BA and MA levels – should be encouraged to participate in departmental research.</p>	<p><b>1- Agreed to unconditionally</b>  <i>Note: This information is available on individual faculty member pages which are listed under the Faculty/Staff Listing tab.</i></p>	<p><i>We will compile this information and make it accessible under one tab on our web site.</i></p> <p><i>A grid summarizing each professors' research interests, financed research, past supervision and sample publications was created under the tab Research on the department's website with a link to the professors complete CVs.</i></p>	<p>Chair + Staff</p>	<p>2022</p>	<p>N</p>
<p>13. Opportunity: We recommend close consultation with Carleton's Coop Education services to explore ways of developing coop opportunities in venues in Ottawa. Information about these and other new coop opportunities should be showcased on the Department's webpage in a manner that is informative and attractive.</p>	<p><b>3- Agreed to in principle</b>  <i>Note: We have always worked in close consultation with the Coop office. We learned from them in October, 2020, that they have no mechanisms in place to facilitate a placement in French, which renders the possibilities less attractive and useful for French majors.</i></p>	<p><i>We will continue to work in close consultation with the Coop office and will work to better showcase the opportunities of our Coop program on our website.</i></p>	<p>Chair +  Undergraduate  Supervisor + Staff</p>	<p>Ongoing</p>	<p>N</p>