

## **ACLA Annual General Meeting / Assemblée générale annuelle de l'ACLA**

For all ACLA members / Pour tous les membres de l'ACLA

A boxed lunch is provided for the first 30 attendees / Une boîte-repas est fournie pour les 30 premier(e)s arrivé(e)s  
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### **Agenda (revised) / Ordre du jour (révisée)**

**Royal York Hotel**

**Wednesday March 22<sup>nd</sup>, 12:35pm, Salon A**

**Present :** Stephanie Arnott, Mela Sarkar, Sarita Kennedy, Paula Kristmanson, Joe Dicks, Martin Guardado, Andrea Sterzuk, Janine Metallic, Nicole Marx, Callie Mady, Gladys Jean, Marie Nader, Daphnée Simard, Meike Wernicke, Murray Munro, Lace Marie Brogden, Sylvie Roy, Karla Culligan, Leila Ranta, Mat Schulze, Sharon Lapkin, Sara Marsh, Lei Lei, Mehdi Barbali, Sumanthra Govender, Rika Tsushima, Yue Zhao, Farahnaz Faez, Bonny Norton, Suzie Beaulieu, Véronique Fortier, Jennifer Foote

1. Welcome and approval of the agenda
  - Mela introduced the executive
  - Mela asked for a motion to approve the agenda

MOVED: Daphnée Simard  
SECONDED: Lace Brogden  
Unanimously passed.
2. Approval of the minutes and business arising
  - Mela invited members to read and consider approving the minutes from the 2014 AGM (see Appendix A).

MOVED: Leila Ranta  
SECONDED: Matt Schultz  
Unanimously passed.
3. Announcement: Fonds de bourse Danielle Guénette Scholarship Fund
  - Sara Kennedy (Danielle Guénette Scholarship Fund)
  - Sara gave a very moving presentation describing Danielle and the scholarship that has been created in her memory (hosted at UQAM) to support students who have completed their 3rd year and entering into their 4th year of B.Ed. studies.
  - The link to the fund will appear on the ACLA website (i.e., information about the scholarship, how to donate etc.)
4. Reports and approval: President/Vice-president/Communications Officer
  - Mela presented her report (see Appendix B)
  - Andrea presented her report (see Appendix C)
  - Martin presented his report (see Appendix D)
    - Martin added that the high number of Twitter followers is indicative of an opportunity for dissemination of what the association is up to.
    - Martin thanked the executive for their mentorship and patience over the course of

his term, and the membership and community at large for their support. He wishes the new Communications Officer his best.

Mela prompted the membership to consider approving the three reports.

MOVED: Sharon Lapkin

SECONDED: Leila Ranta

Unanimously passed.

5. Secretary-Treasurer's report and approval of financial statement

- Stephanie presented her report (see Appendix E)
- Mela prompted the membership to consider approving the financial statement

MOVED: Sharon Lapkin

SECONDED: Callie Mady

Unanimously passed.

6. Journal editors' report

- Paula and Joe presented their report (see Appendix F)
- They announced that CJAL successfully received funding from the SSHRC Aid to Scholarly Journal Grant and presented details of the evaluation of their successful application (see p.11 for details).
- Membership acknowledged hard work of Karla Culligan (Associate/Managing Editor)
- Leila Ranta asked whether the CJAL editors would prefer people to be registered users as opposed to accessing the CJAL website? Would this increase your numbers?
- The editors responded affirmatively, to which Sarita Kennedy added that if you assign a CJAL article in your classes, and direct them to the website to register to get it, that is also a good way to increase our registration numbers (this is good for next SSHRC grant)
- Daphnée Simard congratulated the executive for their hard work to maintain the journal, as funding was a challenge just a few years ago.

MOVED: Gladys Jean

SECONDED: Daphnée Simard

7. Report of the Nominating Committee

- Mela a présenté le rapport du comité des nominations
- Mela moved to approve the nomination of Meike Wernicke
- Meike accepted ("I do" 😊)

8. Any other business

- Stephanie presented the forthcoming change to the constitution that will be proposed to the membership for the term of the Secretary-Treasurer to begin on January 1<sup>st</sup> 2015 as opposed to immediately following the AGM. This is being proposed in order to ease the transition (i.e., to happen at the beginning of the financial year instead of at the end). She added that the membership should expect

an announcement and e-ballot on this issue to be sent out in the coming months.

- Mela announced that next year's ACLA conference will be held at the University of Calgary with Congress. Sylvie Roy offered to help out if we need assistance (as a local coordinator, for example). Her local chairship is now unofficially confirmed. Sylvie and Mela will be in touch about this in the coming months.
- Move to adjourn: MOVED - Leila Ranta

Meeting Adjourned ☺

**Appendix A:           ACLA Annual General Meeting Minutes/Rendu-compte de  
l'Assemblée générale annuelle de l'ACLA**

**Brock University  
Tuesday May 27, 9 :05, Pond Inlet**

**Present :** Stephanie Arnott, Sarita Kennedy, Jordana Garbati, Hetty Roessingh, Scott Douglas, Donna Pearce, Brigitte Murray, Jade Shapiro, Jeffrey Steele, Grit Liebscher, Martin Guardado, Caitlin Gaffney, Dustin Crouther, Karla Culligan, Paula Kristmanson, Tetyana Reichert, Marie-Josée Hamel, Shahrzad Saif, Enrica Piccardo, Mat Schulze, John Sivell, Carolyn Piersma, Allan Roy, Laura Ambrosio, Suliman Alnasser, Muriel Peguret, Mary O'Brien, Mary MacPhee, Mela Sarkar, Callie Mady, , Rika Tsushima

1. Callie made some announcements
  - reminder of reception (4<sup>th</sup> floor of Cairns building 4<sup>th</sup> floor)
  - 11am – French plenary (Diane Gérin-Lajoie)
2. Callie welcomed the members and called for approval of the agenda.
  - MOVED: Enrica Piccardo
  - SECONDED: Mela Sarkar
  - Unanimously passed.
3. Callie invited members to read the minutes.
  - MOVED: Paula Kristmanson
  - SECONDED: Marie-Josée Hamel
  - Unanimously passed.
4. Callie presented the president's report (Appendix A).
  - As an executive we have had two meetings as a group, with several partial meetings as we deal with things throughout the year.
  - As a membership, you made a change to the constitution this year so that the terms for the executive matched those for the nominating committee.
  - New to the program – plenary speakers are also offering Q & A sessions.
  - Publishing sessions – CJAL, and other journals that had presented with us in the past were invited to have individual sessions that you will find on your program scheduled for tomorrow. Next year, our annual conference will be combined with AAAL, so we will negotiate with AAAL on how they handle their publishing sessions.
  - We have been thoughtful in seeking out financial support; Callie noted Brock's Department of Applied Linguistics, UNB, University of Alberta's English Language Program, Schulich and Informa Taylor Francis.
  - Callie recognized Brock's Department of Applied Linguistics. Specific thanks go out to Ron Thomson in particular for his help and for John Sivell for organizing our volunteers. She also thanked the members of the executive committee and those who chaired the sessions.
5. Stephanie presented the Treasurer's report (Appendix B)
6. Martin presented the Communications Officer's report (Appendix C)
  - Martin informed the membership that suggestions are welcomed regarding possible additions to the website (e.g., specific content to be added).
  - Martin also presented a Twitter report showing the most popular Tweet (May 7th 2014)
7. Paula presented the CJAL report (Appendix D)

- Paula showed the website with 2013 issue + recent articles from 2014
  - She said we are getting more and more submissions from abroad (e.g., the screenshot shown depicting an analysis of the readership, looking at country of origin specifically), which is encouraging, so we are happy to welcome these types of articles as long as they adhere to the guidelines of the journal.
  - Paula reminded the membership that if approached to review an article and you are unable to do so, you are encouraged to seek out other colleagues or even students, especially if you are willing to mentor them through the process.
8. Mela spoke about the upcoming AAAL/ACLA conference details, introducing the invited French colloquia and Canadian plenary speakers. She made sure to remind the membership of the earlier application deadline and to keep an eye out for the membership requirements. There was a question about whether applicants to the conference will be a part of ACLA or AAAL, and Mela responded by indicating that all of the submissions for proposals will be considered collectively, and that members will need to indicate their desire to present under ACLA/AAAL membership at the time of registration. She reiterated that additional details are being negotiated and will be communicated in a timely manner to the membership.
  9. Callie introduced the new VP – Andrea Sterzuk (University of Regina)
  10. Callie asked for a motion to accept the reports as presented.
    - MOVED : Sara Kennedy
    - SECONDED : Hedy Roessingh
    - Unanimously passed.
    - Thank you from Hedy for the executive’s hard volunteer work.
  11. VOTE : As per the constitution, we need to approve the formation of the new nominating committee for two years – Callie Mady (past-president – chair), with Miles Turnbull and Danielle Moore as the nominating committee.
    - MOVE : Jordana Garbati
    - SECOND : Enrica Piccardo
    - Unanimously passed
  12. Other business
    - Thank you to Callie for her 2-year term as President ☺
  13. Adjournment

## Appendix B: President's report/Rapport de la présidente/

Between June 2014 and March 2015, we had two e-meetings from our locations across the country: by phone on 20 October 2014 and by Skype on 4 December 2015. Skype is now free for groups up to nine, so this looks like being the way of the future.

Of course what is different about this year's reports is that they are on a shorter reporting timeline because our annual conference, therefore our Annual General Meeting, is two months earlier. Having our conference jointly with our American counterparts, the American Association for Applied Linguistics (AAAL), has made our work schedule *and* our work very different this year. AAAL took charge of most conference organizing details at this year's location, Toronto's Fairmount Royal York hotel, but there was also a lot of back and forth between, first Callie Mady as then-ACLA president, then myself, and Paul Matsuda, AAAL vice-president and conference chair, as a result of which we were able to ensure a prominent role for French at the joint conference. As an association we do not dispose of resources on the scale of AAAL, so our financial contribution has been modest and affordable, as per our written agreement with AAAL. We tried hard to obtain Canadian federal grant funding to help with costs, submitting a Connection Grant application to SSHRC in summer 2014 for \$25,000 with myself as PI...to no avail... then Andrea Sterzuk, our incoming Vice-President, took charge of a second SSHRC Connection Grant application in the fall 2014 competition (essentially a resubmit of the summer application). Alas, we were not successful but at least both times we were deemed worth funding — that familiar "4A"). Andrea also took on the French side of the abstract review process (AAAL handled the English side), as well as making sure translations into French for program purposes were efficiently and professionally handled.

Stephanie Arnott, as Secretary-Treasurer, handled all details related to membership and financing. This was particularly complicated this year because of the requirement that we liaise closely with AAAL's finance people around issues of membership and registration, with everything heating up busily as the conference got closer. AAAL's size and organizational infrastructure means it can support a business office that employs paid professionals to handle its finances, membership and conference planning. We must not have done so badly, because over the past few weeks of emails zipping back and forth between Canada and Atlanta, we've managed to keep up and the calm and competent ladies down there are still talking to us!

In our dogged though ultimately vain quest for federal funding to support the joint conference Stephanie also spearheaded two Letters of Intent for applications in the Official Language Support and Minority Language Support categories in the September 2014 Heritage Canada competition. The LOIs were not approved, but if we *had* been able to apply, we would have had a chance at two times \$10,000. At least we were able to tell AAAL that we tried *really* hard.

Martin Guardado put in many hours of work on our completely overhauled, new and improved website, which continues to get better and better. This year additional tweaks were needed because of the online links to AAAL for joint conference purposes. Martin managed these superbly. And now we tweet! We will miss Martin and want to thank him very warmly for his four years of service on the ACLA executive.

Thanks again to Joe Dicks and Paula Kristmanson and their team at UNB for their work on our Journal, the *Canadian Journal of Applied Linguistics*, and especially for their success in obtaining a substantial SSHRC Aid to Scholarly Journals Grant in the Summer 2014 competition.

Sarita (Sara) Kennedy, our Member-at-Large, reported on the graduate student symposium she was instrumental in organizing at ACLA 2013 in the April 2015 issues of *Language Teaching*, and took on the other uncategorizable but essential tasks that fall to the lot of a Member-at-Large.

Mela Sarkar  
President, ACLA/CAAL  
20 March 2015

**Appendix C: Vice-president's report**

As of June 2014, when I assumed the role of vice-president, my main roles have been to function as coordinator of the French strand for AAAL/ACLA 2015; provide French translations of AAAL correspondence and program book pages; liaise with AAAL organizers and contribute to the preparation of grant proposals to fund the conference.

**French Strand:** In total, AAAL received approximately 25 French abstracts for review. The final conference program features 10 paper presentations in French; seven roundtable presentations in French; and one poster presentation in French.

**French Translations:** Jointly holding this year's meeting with AAAL has meant that official correspondence has followed the AAAL templates. Wherever possible, I ensured that conference emails to ACLA/CAAL were translated into French. This included the calls and directions for French strand reviewers, communication of reviewer decisions, and pages in the program book.

**Grant Proposals:** In August 2014 and November 2014, I had the opportunity to work with members of the ACLA/CAAL executive to submit SSHRC Connection grant proposals for conference funding. Unfortunately, neither application was successful. I was the principal investigator for the November 2015 application and I can report that, while the adjudication committee recommended funding our application, we did not rank highly enough to allow funding from the budget allocated for this competition.

Andrea Sterzuk  
Vice-president  
ACLA/CAAL  
18 March 2015

## Appendix D: Communication officer's report

### 1. ACLA Website

- The current ACLA Website went live on February 6<sup>th</sup>, 2014
- Over the past 10 months since the last AGM, we have been testing, debugging, and making it more user-friendly
- There is a discrepancy between the way site visits have been tracked over the years and current tracking standards (hits vs. pageviews; old CNC system vs. Google Analytics)
- The conference page and the journal content on the ACLA Website are the most visited
  - Main landing page: Homepage
  - 2015 Conference pageviews average: 7.64% of total
  - Journal pageviews average: 6.28% of total
- As of last year, the journal page on the ACLA Website only offers the publications from 1996 to 1997. The rest are available on the official journal site hosted at the University of New Brunswick and accessible through [www.cjal-rcla.ca/](http://www.cjal-rcla.ca/)
- The journal domain name ([www.cjal-rcla.ca](http://www.cjal-rcla.ca)) had been managed by UPEI for the past several years, but as of this year (March 9, 2015), the management of this domain name has been taken over by ACLA

Average ACLA Site Stats			
	Old Control and Command System		Google Analytics
Period	Total Hits	Pageviews	Pageviews
11.6 months	828,669 (up 45%) (77,955/month)	49,407	17,110 (5,028 users)  (1,471/month)

### 2. Mailing Lists

- Our general mailing list has remained stable in the past year and currently contains **703** email addresses. This number fluctuates regularly as subscribers are able to manage their subscription themselves
- The ACLA member list currently contains **221** addresses. It has been updated by integrating the 2015 members provided by the Secretary/Treasure

### 3. Social Media

- Twitter
  - The Twitter account, created in June 2012, has **772** followers as of March 19, 2015
  - Submissions from the Board and from the membership are welcome. This will help continue to expand the ACLA networks, relationships, and its overall online presence, with the potential to increase its membership base

Finally, I'd like to thank all of the ACLA Board members over the past four years who have provided extensive mentorship and other forms of support. As well, I thank the ACLA membership and the academic community at large for all the contributions that have been made through this role. It's been a pleasure and an honour to serve in this capacity. I wish the incoming Communications Officer all the best in this position. I have no doubts that the online presence of ACLA will continue to flourish during the next term.

Martin Guardado  
ACLA Communications Officer  
March 19, 2015



**Appendix E: Secretary-Treasurer's report/Financial statement**

**CANADIAN ASSOCIATION OF APPLIED LINGUISTICS  
STATEMENT OF OPERATIONS  
For the year ended December 31, 2014**

	<u>MEMBER</u> <u>DUES</u>	<u>JOURNAL</u> <u>ROYALTIES</u>	<u>TRAVEL</u> <u>GRANTS</u>	<u>SYMPOSIUM</u> <u>FEES</u>	<u>TOTAL</u> <u>2014</u>	<u>TOTAL</u> <u>2013</u>
Revenues						
Grants	\$ --	\$ --	\$ --	\$ --	\$ --	\$ 4,968
Sponsorship	--	--	--	6,300	6,300	--
Other	16,130	186	--	5,150	21,466	24,223
	<u>16,130</u>	<u>186</u>	<u>--</u>	<u>11,450</u>	<b><u>27,766</u></b>	<u>29,191</u>
Expenses						
Travel and meetings	4,383	--	--	6,242	10,625	13,950
Professional fees	2,147	--	--	--	2,147	2,147
Dues	3,505	--	--	--	3,505	1,256
Website	1,278	--	--	--	1,278	107
Administration and Sundry	683	--	--	--	683	705
	<u>11,996</u>	<u>--</u>	<u>--</u>	<u>6,242</u>	<b><u>18,238</u></b>	<u>18,165</u>
Excess (Deficiency) of revenues over expenses	<u>\$ 4,134</u>	<u>\$ 186</u>	<u>\$ --</u>	<u>\$ 5,208</u>	<b><u>\$ 9,528</u></b>	<u>\$11,026</u>

## Appendix F: Journal Editors' Report CJAL/RCLA

### 1. Issue 17, 1 (2014) and Issue 17, 2 (2014)

The editorial team completed two issues in 2014: 17,1 (2014) and 17,2 (2014). A total of 12 articles (five in French; seven in English) and two book reviews have been published. In Issue 17, 1 (2014) there were seven articles (three in French; four in English) and in issue 17, 2 (2014) there were five articles (two in French; three in English). There was one book review in each issue. These articles include one in issue 17, 1 (2014) based on the ACLA keynote from 2012 (Diana Masny).

The following table summarizes the publication statistics in 2014 (with comparisons to 2013, 2012, and 2011).

YEAR	2014	2013
<b>Issue number</b>	17, 1 (2014) 17, 2 (2014) (Edited by Joseph Dicks and Paula Kristmanson)	16, 1 (2013) (Edited by Joseph Dicks and Paula Kristmanson)
<b>Number of submissions</b>	69	56
<b>Number of submissions sent for review</b>	39 (56.5%)	29 (51.8%)
<b>Number of submissions declined in house</b>	30 (43.5%)	27 (48.2%)
<b>Number of articles published (breakdown in French and English)</b>	12 (English = 7; French = 5)	10 (English = 7; French = 3)
<b>Acceptance rate*</b>	24.6%	17.8%
<b>Number of book reviews</b>	2	1

**\* Explanatory note:** *The acceptance rate is based on the number of articles submitted and accepted for publication for that calendar year.*

The total number of submissions in 2014 increased by just over 20% from 2013. The acceptance rate for 2014 was 7% higher than in 2013. However, over 40% of the submissions were screened by the editorial team and/or advisory board members and deemed not suitable for review. Many of these were out of the scope of the journal or did not correspond to the journal's guidelines with

respect to length. Others were simply not of a sufficient level of readability to merit full review. We were pleased to be able to publish 5 articles in French. This represents 41.7% of articles published in 2014. We also published one book review in each 2014 issue.

Regarding country of origin of published manuscripts in 2014, there were 22 authors affiliated with 10 different Canadian institutions and 6 authors from outside Canada (3 from USA, 1 from Japan, 1 from the United Kingdom, and 1 from Saudi Arabia). This compares to 12 authors affiliated with 7 different Canadian institutions and 4 from outside Canada (all 4 from USA) in 2013.

## 2. Journal Production

- *Layout and copyediting.* We would like to thank our Editorial Team: Leif French, Book Review Editor; Josée Le Bouthillier, PhD student and French Linguistic Editor and in particular, we would like to thank our PhD student and Associate/Managing Editor, Karla Culligan. In 2014, all layout and PDF creation was done by Karla who also did all copyediting in English.
- *Online publishing.* The UPEI site was accessible to the editorial team until all manuscripts were cleared. All manuscripts are now housed at the UNB OJS site at [www.cjal-rcla.ca](http://www.cjal-rcla.ca).
- *Journal visibility/impact.* We continue to be indexed in ERIC; EBSCO; ProQuest; Repère; Cabell's; Linguistics Abstracts; Linguistics, Language and Behavior Abstracts; MLA Bibliography; Social Planning Policy Development Abstracts; Sociological Abstracts; Viniti (All Russian Institute of Scientific and Technical Information); Directory of Online Journals (DOAJ); OpenJgate. CJAL is a member of CALJ (Canadian Association of Learned Journals). There is no cost associated with these affiliations with the exception of CALJ which costs \$145 a year.
- *Registered users and Website usage report.* At the time of this report there were 1044 registered users on CJAL website (there were 934 last year at this time). According to *Google Analytics*, from January 1 to December 31, 2014, there were 8,829 users of the CJAL website and 51,290 page views.

## 3. Journal finances

We are pleased to announce that the CJAL was successful in securing another 3-year Aid to Scholarly Journals funding grant for February 2015-February 2018.

- CJAL was ranked quite highly (9 out of 41 journals) with the following scores:
  - Quality and impact 5/6
  - Editorial direction 5.25/6
  - Dissemination strategies 5.9/6
  - Weighted score 15.84/18

An application must receive a minimum of 3/6 for each of the three evaluation criteria and a minimum weighted score of 75% in order to be eligible for funding. CJAL received a weighted score of 88%.

- The SSHRC is valued at \$16,750 per year for a total of \$50,250.
  - Most of this is used as salary for the part-time Associate/Managing Editor.
  - A small amount is also allocated for French linguistic editing.
  - A small amount is also used to pay for membership to CALJ and professional meetings related to the journal.
- A financial update was submitted to the ACLA executive at the executive meeting on March 20, 2015 and a full financial statement is provided at the time of reporting to SSHRC.

#### **4. Notes:**

- In addition to regular on-going individual work on the journal, the editorial team at UNB meets once a week to work on journal-related business. We want to again thank our Associate/Managing Editor, Karla Culligan, who in addition to the tedious work with manuscripts, participates in these weekly meetings, handles the day to day communication with authors and potential authors in a most efficient and professional manner, and so carefully reminds the editors of their 'CJAL homework'.
- We would like to thank our Editorial Advisory Board for their input and advice (see list of members attached). We also greatly appreciate the support of the ACLA Executive.
- The editorial team continues to work hard to attract new reviewers and to seek out reviewers in particular discipline areas. We continue to add high profile and international reviewers to our database. When appropriate, graduate students are also invited to review manuscripts (SSHRC student training).
- Issue 18, 1 (2015) is underway. There are currently 9 articles in copyediting and the first two are scheduled to be published shortly.
- The CJAL Special Issue for 2015, "The Culture of Study Abroad" with guest Editor Dr. John Plews of Saint Mary's University, is underway. There are currently 2 submissions under review. We also have two other requests for special issues.

**Editorial Team:**

- Joseph Dicks and Paula Lee Kristmanson (Co-editors)
- Leif French (Book Review Editor)
- Karla Culligan (Associate/Managing Editor)
- Josée Le Bouthillier (French Linguistic Editor)

**Editorial Advisory Board:**

- Katy Arnett (St. Mary's College of Maryland, USA)
- Monique Bournot-Trites (University of British Columbia)
- Gisèle Chevalier (Université de Moncton)
- Marianne Cormier (Université de Moncton)
- Bill Dunn (University of Alberta)
- Françoise Gadet (Université de Paris X)
- Martin Guardado (University of Alberta)
- Diane Huot (Université Laval)
- Sara Kennedy (Concordia)
- Callie Mady (Nipissing University)
- Leila Ranta (University of Alberta)
- Mela Sarkar (McGill University)
- Shelley Taylor (University of Western Ontario)
- Miles Turnbull (Bishop's University)

Joe Dicks & Paula Kristmanson  
 Co-editors, *CJAL/RCAL*  
 March 22<sup>nd</sup>, 2015