

Curriculum & Instruction Specialization Bylaws

Department of Teaching & Learning, College of Education Washington State University

Last Revised by Faculty: March 2, 2015

Faculty Senate Approval Date: **Approved by Graduate Studies Committee 3.3.2015**

I. Objectives

- A. Degrees offered: M.A., Ed.M.
- B. Discipline: Curriculum & Instruction (C&I) in Education
- C. Mission of the Program Specialization: To enhance and enrich the knowledge and skills of educators as they move beyond the baccalaureate degree. The specialization in C&I is designed for new and experienced educators to develop a deeper understanding of the processes of curricular and instructional design and implementation.

II. Membership

- A. Graduate faculty within the C&I specialization may be WSU tenured and tenure track faculty, WSU non-tenure track faculty, or WSU adjunct faculty, subject to the limitations and definitions in this document. All Graduate Faculty must be “Initial Program Faculty” (listed in Section XI of this document) or subsequently approved as Graduate Faculty through the process outlined in section B below.
 - 1. WSU Campus Participation
 - a. The Ed.M. specialization in C&I is offered through the Pullman/Spokane, Tri-Cities, and Vancouver campuses of Washington State University as approved and authorized by the former Higher Education Coordinating Board (HECB) of Washington State. The Master of Arts (M.A.) and the Master of Education (Ed.M.) specializations are offered through the Pullman/Spokane, Tri-Cities, and Vancouver campuses, as approved and authorized by the former HECB of Washington State. The approved regional campuses may directly advertise and offer the master’s degree specializations as individual campuses.
 - b. Approved tenured and tenure track C&I Graduate Faculty at all regional campuses may participate and contribute equally in the C&I Ed.M. and M.A programs with full program rights and responsibilities. As such they are entitled to act as chair, co-chair, or member of graduate student committees; teach graduate courses; and supervise research. Graduate contributing faculty for master’s degree specializations share equal rights across all campuses.

2. Graduate Faculty Participation

- a. Graduate Faculty participation in C&I is independent and separate from academic department, school, or college affiliations. In addition, WSU faculty outside of Teaching & Learning may serve as members of Ed.M. or M.A. committees.
- b. All active members of the Graduate Faculty of C&I are eligible to vote on program issues.

3. Disciplinary Expertise

Graduate Faculty within C&I are expected to have a PhD or equivalent doctoral-level degree in a field related to C&I. In addition, they must have demonstrated disciplinary expertise in a field related to C&I, interest and experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments.

4. Active Research Appropriate to C&I

C&I Graduate Faculty must be actively involved in research and graduate level teaching related to C&I as evidenced by recent external grant or contract support, related peer-reviewed publications within the last 5 years, graduate student mentoring within the last 5 years, teaching of relevant graduate level courses, or other relevant professional accomplishments. New C&I Faculty can satisfy this requirement by having a C&I mentor. The role of the mentor is to help the new faculty member advise and direct graduate students.

5. Non-Tenure Track Graduate Faculty

a. Internal to WSU

Non-tenure track Graduate Faculty internal to WSU include research, clinical, and affiliate faculty. These non-tenure track faculty internal to WSU (research, clinical, affiliate faculty) may be active C&I Graduate Faculty and entitled to act as co-chair or member of graduate student committees; teach graduate courses; and supervise research. When serving as co-chair of an M.A. student committee they must work with a tenured or tenure-track faculty member who is also an active member of the C&I Graduate Faculty. Non-tenure track faculty members internal to WSU may serve as chair of Ed.M. graduate student committees.

b. External to WSU

Professionals who are not WSU faculty may be granted Graduate Faculty participation within C&I if they are first officially approved as adjunct faculty for WSU. Adjunct faculty who are approved as active C&I Graduate Faculty are entitled to act as a member of graduate student committees; teach graduate courses; and supervise research. They may

not serve as student committee chair or co-chair; Program Coordinator; or as C&I Program committee member.

6. External Individual Committee Members.

- a. *Individual Committee Member Internal to WSU*: Individuals not officially participating as Graduate Faculty within the C&I program (for example, a faculty member from another WSU department or program) may serve on graduate committees for C&I Specialization students as long as they are a member of the Graduate Faculty in their own program or discipline and their committee appointment is approved by the Graduate Program Coordinator of the C&I Specialization.
- b. *Individual Committee Member External to WSU*: Individuals not officially participating as Graduate Faculty within any graduate program at WSU (for example, a faculty member from another university or research entity) may be approved to serve as a thesis/dissertation committee member for an individual student on a case-by-case basis. The committee chair for that student should forward the name and curriculum vitae of the desired committee member to the C&I Specialization Graduate Program Coordinator. With approval of the department chair, the nomination with accompanying CV or other documentation of expertise is forwarded to the Dean of the Graduate School for final approval.

B. Application for Membership

1. Initial Graduate Faculty within C&I are listed in Section XI of this document and have been approved by the C&I existing faculty, C&I Program Coordinator, the Department of Teaching & Learning Chair, and the Dean of the Graduate School.
2. Candidates for Graduate Faculty participation within C&I should be nominated by an existing C&I Graduate Faculty member or may self-nominate. The nomination should include a letter of nomination, and the nominee's curriculum vitae. The Program Coordinator will circulate application materials to all active Graduate Faculty prior to voting. Acceptance as Graduate Faculty requires positive votes from a majority of faculty who respond to the vote.
3. In addition to a commitment to maintain the highest standards of mentoring for graduate students, anticipated contributions or qualifications for all successful Graduate Faculty applicants include one or more of the following:
 - a. History or reasonable expectation of an active, funded research program that can plausibly be relied upon as the source of continuing support of a C&I graduate student.

- b. History of or willingness to participate as appropriate in administrative, teaching, and other functions of the C&I graduate specialization. This may include serving on graduate program administrative committees; serving as a project or thesis committee member or chair; or providing graduate level instruction.
- c. History of publication of peer-reviewed manuscripts in a discipline related to C&I within the last 3 years.

C. Continuation of Active Membership

- 1. Graduate Faculty appointments to C&I will be reviewed for continuation of active membership by the program coordinator every 3 years with one-third of the membership reviewed each year. They will be evaluated for contributions to graduate instruction, research, and teaching. Contributions to the C&I program shall be a requirement for continued active membership. Contribution may take the form of:
 - a. Committee chair, co-chair or member for graduate students in C&I
 - b. Teaching or co-teaching a graduate course in C&I
 - c. Supervising research for graduate students in C&I
 - d. Serving in the administrative and committee structure of C&I
 - e. Peer-reviewed publication or grant procurement related to the C&I specialization.
- 2. Faculty who do not make any of the contributions as stated in C.1 above to the C&I specialization for three consecutive years will be designed as inactive Graduate Faculty. Inactive Graduate Faculty do not have voting rights. Initiation of any of these activities described in C.1 above will result in restoration of active Graduate Faculty designation.

D. Discontinuation of Membership

Upon request of an active or inactive Graduate Faculty member, that individual membership will be discontinued. If that individual's research and graduate training activity should change, they may reapply for Graduate Faculty participation at any time.

E. Membership Appeal Process

Faculty appeal of any membership decision in C&I must be made in writing to the Coordinator of C&I within 30 calendars of the decision. The appeal is determined by a majority vote of all C&I Graduate Faculty (see Section IX for definition of quorum) and the Chair of the Department of Teaching & Learning. Final written appeal may be made to the Chair of the Department, and if appropriate/needed to the Dean of the Graduate School within 30 calendar days of the C&I Graduate Faculty vote.

III. Administration

Administration of the program and its activities is vested in the Coordinator with advice from the Faculty Committee.

IV. Graduate Program Coordinator

- A. The Coordinator of C&I will be accepted by majority vote of the active C&I Graduate Faculty. Final approval of the Program Coordinator resides with the Chair of the Department of Teaching & Learning.
- B. The Coordinator shall serve a term of 3 years and is eligible for re-election to a second consecutive term (more than two terms can be served, but not consecutively) if nominated to continue in this position in accordance within the terms of the initial appointment
- C. The Coordinator may be removed from office by a majority vote of all active C&I Graduate Faculty and with final approval of the Department Chair.
- D. Duties of the Coordinator
 - 1. Provide overall academic leadership for C&I.
 - 2. Develop and implement policies for C&I.
 - 3. Represent the interests of C&I to the campus and university administrators.
 - 4. Call and preside at meetings of the Graduate Faculty of C&I.
 - 5. Be responsible for coordinating all C&I administrative matters within the Graduate School.
 - 6. Oversee submission of course or curriculum change or approval forms.
 - 7. Submit bylaws change or approval forms.
 - 8. Be responsible for the accuracy of all publications related to C&I including student handbooks, recruitment materials, web pages and catalog copy.
 - 9. Coordinate C&I graduate course teaching assignments with relevant department chairs.
 - 10. Communicate program changes/updates/etc., with the Graduate Office Academic Coordinator and supervise the activities of the Academic Coordinator as they relate to the program.

V. Committees

- A. Faculty Committee
Advises and assists the Coordinator in administering C&I, assists with recruitment, admission, and curriculum.

All C&I Graduate Faculty comprise the Faculty Committee.

1. Areas in which the Faculty Committee shall assist and advise the Coordinator include:
 - a. Review, develop and update long-range goals for C&I and plans for their attainment. These ideas shall be updated annually.
 - b. Serve as a sounding board for new ideas, changes, etc., in academic or administrative issues.
 - c. Provide guidance on administration of the program.
 - d. Nominate members for service on other committees.
 - e. Assist with C&I program assessment processes.
 - f. Develop an annual recruitment plan, set goals, implement and assess the plan.
 - g. Review all student applications and in conjunction with the Coordinator, decide the disposition of applications as to acceptance or rejection in a timely manner.
 - h. Make recommendations to the Coordinator regarding the financial support of graduate students for their first year.
 - i. Review the curriculum of C&I.
 - j. Make recommendations for curricular improvements/renewal.
2. Other Committees
Ad hoc committees may be appointed by the Faculty Committee and Coordinator as needed. Addition of new, or changes to the existing, standing committees must be approved by amendment of bylaws.

VI. Graduate Student Committees

- A. The initial selection, or subsequent changes, of a graduate student's committee shall be determined jointly by the student and the student's advisor. No change in the graduate student's committee may occur without consultation first between the student and the student's advisor. This consultation may be facilitated by the Department Chair when requested. In accordance with the Policies and Procedures of the Graduate School at WSU, graduate students are not permitted to serve on the committees of other graduate students.
- B. The graduate committee of each student shall have a minimum of three members for the C&I Program. The committee chair for the M.A. degree must be a tenure track faculty member who is on the graduate faculty for C&I. Committee membership for the M.A. degree requires at least two additional members beyond the committee chair as contributing Graduate Faculty. Additional members may be clinical and/or external members. The committee chair for the Ed.M. may be tenure track or clinical faculty. Additional committee members may be tenure line faculty, clinical, adjunct, or external faculty members in accordance with by-laws approval; however at least one member of a committee must be a permanent, WSU tenure-track faculty member and a member of the C&I graduate faculty.

- C. As specified in the Graduate School's Policies and Procedures, the performance of each graduate student shall be reviewed annually.

VII. Student Representatives

At the discretion of the C&I Program Coordinator and Faculty, student representation may be added or deleted from any committee structure. In accordance with the Policies and Procedures of the Graduate School at WSU, graduate students are not permitted to serve on the committees of other graduate students.

VIII. Graduate Faculty Meetings

- A. The C&I Program Coordinator shall call C&I Graduate Faculty meetings as needed but at least once per academic semester. All attempts will be made to provide a written agenda in advance.
- B. Other meetings may be called at the discretion of the Coordinator.
- C. A special meeting of C&I Graduate Faculty may be called by petition of 3 or more Graduate Faculty members.
- D. Efforts will be made to communicate items of interest, including notification of a faculty meeting, to the faculty via e-mail. General C&I Graduate Faculty Meetings shall be called with a minimum of 1 week's notice.
- E. Faculty not present on campus at the time of a general C&I Graduate Faculty meeting may participate by telephone conference call or other electronic means.

IX. Quorum

- A. For all general graduate faculty meetings and votes unless otherwise indicated, a quorum shall be defined as a minimum of 50 percent of the Program membership.
- B. For programmatic committees to conduct a business meeting, a quorum shall be defined as a minimum of 50 percent of the committee membership.
- C. Unless otherwise indicated, a simple majority of the total number of ballots cast are required to pass a motion.
- D. In the event of a tie vote in which the entire graduate faculty is eligible to vote, the Program Coordinator will decide the outcome of the vote. For tie votes that

occur within the programmatic committees, the committee chair will decide the outcome of the vote.

X. Amendments to Program Bylaws

- A. The Program Bylaws document shall be reviewed every fifth year by the Faculty committee and annually by the Coordinator.
- B. Amendments to the Bylaws may originate from any eligible C&I Graduate Faculty member. Proposed amendments must be forwarded to the C&I Program Coordinator and shall be forwarded to the C&I Graduate Faculty electronically at least 2 weeks prior to the faculty meeting at which the amendments will be discussed. After discussion, a minimum 2-week period will follow the faculty meeting prior to vote. Votes on amendments may occur at a faculty meeting or electronically. Amendments to the C&I Bylaws require a positive vote from the majority of all active C&I Graduate Faculty.
- B. All amendments and revisions must be submitted to the Graduate Studies Committee and Faculty Senate for review and final approval.

XI. List of Initial Graduate Faculty Participants

- A. List of initial C&I Graduate Contributing Faculty Participants:
Darcy Miller
Tariq Akmal
Leslie Hall
Sharon Kruse
Linda Mabry
Gail Furman
Gordon Gates
Francene Watson
John Luppinacci
Judith Morrison
Pam Bettis
AG Rud
Barbara Ward
Jonah Firestone
Rich Lamb
- B. The Coordinator of the C&I Graduate Program is responsible for submitting an updated list of active and inactive C&I Graduate Faculty participants to the Dean of the Graduate School for approval annually.

- C. The following faculty are considered in good standing for C&I Contributing Faculty:

Darcy Miller
Tariq Akmal
Leslie Hall
Sharon Kruse
Linda Mabry
Gail Furman
Gordon Gates
Francene Watson
John Luppinacci
Judith Morrison
Pam Bettis
AG Rud
Barbara Ward
Jonah Firestone
Rich Lamb