

**English Language Learner (ELL) Master's Program Bylaws**  
**Department of Teaching and Learning, College of Education**  
**Washington State University**

**Last Revised by Faculty: August 22, 2014, November 2014**  
**Faculty Senate Approval Date: GSC Approved 2.17.2015**

## **I. Overview**

- A. This is a cross-campus master's degree program. Degree awarding locations are Vancouver, Tri-Cities and Pullman.
- B. Degrees offered:
  - 1. M.A. with an emphasis in teaching English language learners (ELLs). The M.A. is a research-based master's degree.
  - 2. Ed.M. with an emphasis in teaching ELLs. The Ed.M. is a practitioner-based master's degree.
- C. Discipline: The English Language Learner (ELL) Master's Program is a general reference to the field of teaching ELLs in K-12 US schools, adult immigrants, and teaching English as a foreign language to children and young adults outside of the US.
- D. Vision: *All language learners receive equitable access to education worldwide.*
- E. Mission: *To enhance educational experiences of English language learners by applying effective research based-instructional practices within the ideals of social justice.*
- F. Program Objectives
  - 1. *Students engage in meaningful research around language learning in content areas;*
  - 2. *Students design and implement effective research-based language instruction in either formal or informal settings;*
  - 3. *Students articulate how human development, language acquisition, culture, community, and policy shape their teaching practices;*
  - 4. *Students advocate for English learners and families by collaborating with schools, communities, and educational agencies.*
- G. Student Learning Objectives (SLOs)
  - 1. *Students will be able to locate, analyze, and synthesize research literature, and apply this information to problems of practice.*
  - 2. *Students will be able to skillfully communicate scholarly work through written, oral, and/or alternate formats*

3. *Students will be able to effectively apply their knowledge and skills to their professional contexts.*
4. *Students will be able to demonstrate scholarly habits of curiosity, inquiry, skepticism, and data-based decision making.*

## II. Faculty Participants

- A. The ELL Master's Program is a cross-campus master's program offered at all WSU campuses (Pullman, Tricities, and Vancouver).
- B. Faculty within the ELL Master's Program 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 and in accordance with WSU Graduate School policies and procedures.

### C. Graduate Faculty Participation

Tenured and tenure track ELL faculty at all four WSU campuses are entitled to act as chair, co-chair, or member of graduate student committees; teach graduate courses; and supervise research. Prospective master's students apply to the campus from which they plan to receive their degree and enroll in courses. Applications are reviewed by participating faculty at each campus.

Non-tenure track 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 program faculty and entitled to act as co-chair or member of graduate student committees; teach graduate courses; and supervise research.

### D. Disciplinary Expertise

Program faculty are expected to have a PhD or equivalent doctoral-level degree or minor in a field relevant to teaching English language learners, including, for example, linguistics, content-area ESL, reading, and English education. In addition, they must have demonstrated disciplinary expertise and experience in mentoring and teaching of graduate students in their field.

### E. Active Research Appropriate to the program

Program faculty must be actively involved in some research and teaching relevant to teaching English language learners as outlined in the current College of Education Tenure and Promotion Handbook. This *may* include faculty in education disciplinary areas such as Science and Math, Special Education, education technology, and literacy who meet the criteria. Current program faculty will evaluate a faculty member or student's request to have non-program faculty be considered program faculty.

### **III. ELL Master's Program Coordination**

- A. The coordinator of the ELL Master's Program will be chosen by participating faculty within the program. Final approval of the program coordinator and compensation for this service work resides with the department chair and Dean of the College of Education.
- B. Duties of the coordinators [See attached document]
- C. The maximum length of service as program coordinator is three (3) years.
- D. Faculty within the ELL Master's Program are responsible for advising and assisting the program coordinator. Areas in which the faculty shall assist and advise the program coordinator include:
  - 1. Review, develop and update long-range goals for the program and plans for their attainment. These ideas shall be updated annually.
  - 2. Serve as a sounding board for new ideas, changes, etc., in academic or administrative issues.
  - 3. Provide guidance on administration of the program.
  - 4. Nominate members for service on other committees.
  - 5. Assist with program assessment processes.
  - 6. Develop an annual recruitment plan, set goals, implement and assess the plan.
  - 7. Review all student applications at the respective campus and decide the disposition of applications as to acceptance or rejection in a timely manner.
  - 8. Review the program curriculum and make recommendations for curricular improvements/renewal.

### **IV. Faculty Advisory Committees**

- A. Faculty advisory committees (graduate student committees) follow WSU Graduate School policies and procedures (<http://gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/Chapter7/AcademicPolicies.html>).
  - 1. The chair of the committee must be a permanent, WSU tenure-track faculty member participating as a graduate faculty in the student's program. Non-tenure line WSU faculty (research, clinical, adjunct, or affiliate) who are participating as graduate faculty within a program may serve on, co-chair, or chair a committee.
  - 2. One other member of a master's committee must be a permanent, WSU tenure-track faculty member and a member of the graduate faculty of the student's program.
  - 3. The third member must be a graduate faculty of the student's program but is not required to be a permanent WSU tenure-track faculty.

4. All three committee members noted above must hold a degree of comparable level to the degree sought by the candidate.
5. An additional external committee member who holds the highest appropriate degree and whose special knowledge is particularly important to the proposed program, but is not a member of the WSU graduate faculty, may be requested for approval by the Dean of the Graduate School (please see WSU Graduate School Policies and Procedures).

## **V. Program Meetings**

- A. The program coordinator shall call cross-campus ELL Master's Program meetings as needed but at least once per academic semester. A written agenda will be made available in advance.
- B. Other meetings may be called at the discretion of the program coordinator.
- C. Special meetings of program faculty may be called by any faculty member.
- D. Efforts will be made to communicate items of interest, including notification of a faculty meeting, to the faculty via e-mail.
- E. Because the master's program is offered across all four WSU campuses, participation in program meetings will occur via Academic Media Service (AMS) video, phone bridge, and face-to-face media.

## **VI. Amendments to Program Bylaws**

- A. The ELL Master's Program Bylaws document shall be reviewed every 3 years by the current program coordinator and approved by program faculty.
- B. Amendments to ELL Master's Program Bylaws may originate from any eligible program faculty member. Proposed amendments must be forwarded to the program coordinator and shall be forwarded to the program 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 ELL Master's Program Bylaws require a positive vote from the majority of all active program faculty.
- C.
- D. XI. List of Initial Contributing Faculty Participants
  - i. Pullman/Spokane: Joy Egbert, Tom Salsbury, Anne-Marie Guerrettaz
  - ii. Vancouver: Gisela Ernst-Slavit
  - iii. Tri-Cities: Eric Johnson, Yuliya Ardasheva
- E. When an updated list is necessary, the Program Coordinator will submit it to the Dean of the Graduate School.