

Language, Literacy and Technology (LLT) Program By-laws
Department of Teaching and Learning, College of Education
Washington State University

Last Revised by Faculty: January.12. 2018
Graduate School GSC Last Approved 2.14.2018
Faculty Senate Approval Date: 2.22.2018

I. Objectives

Overview

- A. Degrees offered:
 - 1. Ph.D. in Language, Literacy and Technology (LLT)
 - 2. M.A. with an emphasis in teaching language and literacy enhanced by technology. The M.A. is a research-based master's degree.
 - 3. Ed.M. with an emphasis in teaching language and literacy enhanced by technology. The Ed.M. is a practitioner-based master's degree.

- B. The Ph.D. is a Pullman campus degree. The Master's degrees are a cross-campus degree programs. Degree awarding locations are Pullman, Spokane, Tri-Cities, and Vancouver as approved by the university.
 - 1. The Ed.M. is offered on all campuses.
 - 2. The M.A. is offered on the Pullman and Spokane campuses.

- C. Discipline: The Language, Literacy, and Technology (LLT) Program is a general reference to the integrated fields of language, literacy, and technology. The Master's Program specifically integrates these three fields as they apply to meeting the learning needs of children in K-12 US schools, adult students, and children and young adults outside of the US.

Vision

Equitable access to and success with education worldwide through literacy instruction, language learning, and technological innovation

Mission

To engage learners with local and international research communities in order to understand and apply effective research-based language and literacy education practices enhanced by technology.

II. Graduate Faculty Participants/Membership

A. Graduate Faculty within the LLT 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. LLT Graduate Faculty designated as “Initial Program Faculty” (listed in Section X of this document) will be approved when new or revised bylaws are approved by the Faculty Senate process. LLT Graduate Faculty subsequently added to the program via the process outlined in section B below are approved by the Graduate School on an annual basis.

1. WSU Campus Participation

- a. The Doctor of Philosophy in Language, Literacy and Technology (LLT) is offered through the Pullman campus of Washington State University as formerly approved and authorized by the Higher Education Coordinating Board (HECB) of Washington State or by the current program approval process. Course scheduling and course delivery originate from the Pullman campus unless otherwise arranged by the Department Chair and LLT Program Coordinator(s) on a course-by-course basis. The campuses at Spokane, Tri-Cities, and Vancouver support this program but have not been officially approved and authorized to directly advertise and offer the degree as individual campuses.
- b. The LLT Master’s Program (M.A. and Ed.M.) is a cross-campus master’s program. Degree awarding locations may be at WSU campuses (Pullman, Spokane, Tri-Cities, and Vancouver). The Ed.M. is offered on all campuses, and the M.A. is offered on Pullman and Spokane campuses.
- c. Approved tenured and tenure track Graduate Faculty of LLT at all regional campuses may participate equally in the LLT program as supporting site faculty 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; supervise research; and act as a committee member as indicated on the faculty lists (X).

2. Graduate Faculty Participation

- a. Tenured and tenure track Graduate Faculty of LLT at all 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 Graduate Faculty of LLT at each campus.

- b. Non-tenure track faculty internal to WSU include research, clinical, and affiliate faculty. These internal non-tenure track faculty may be active program faculty and entitled to act as chair or member of graduate student committees; teach graduate courses; and supervise research.
- c. All active members of the Graduate Faculty of LLT are eligible to vote on program issues.

3. Disciplinary Expertise

Graduate Faculty within LLT are expected to have a PhD or equivalent degree in a field related to LLT, including, for example: linguistics, reading, education technology, literacy, literature, ESL, and English education. In addition, they must have demonstrated disciplinary expertise in a field related to LLT, interest and experience in mentoring and teaching of graduate students in this field, and relevant professional accomplishments. All committee members must hold a degree of comparable level to the degree sought by the candidate.

4. Active Research Appropriate to LLT

Graduate Faculty of LLT must be actively involved in research and graduate level teaching related to LLT 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.

5. Non-Tenure Track Faculty

a. Internal to WSU

Non-tenure track Faculty internal to WSU may include research, clinical, and affiliate faculty. These non-tenure track faculty internal to WSU (research, clinical, affiliate faculty) may be active Graduate Faculty of LLT and entitled to act as a doctoral or thesis students co-chair or member of graduate student committee, or as a master's non-thesis student chair, co-chair or member of the graduate student committee; teach graduate courses; and supervise research. When serving as (doctoral or thesis) co-chair of a student committee they must work with a tenured or tenure-track who is also an active member of the Graduate Faculty of LLT unless special permission has been granted by the Graduate School.

b. External to WSU

Professionals who are not WSU faculty may be granted Faculty participation within LLT if they are first officially approved as adjunct faculty for WSU. Adjunct faculty who are approved as active

Graduate Faculty of LLT are entitled to act as a member of graduate student committees or co-chair a committee with a tenured or tenure track member who is also an active member of the Graduate Faculty of LLT; teach graduate courses; and supervise research. They may not serve as student committee chair; a Program Coordinator; or as an LLT Program (i.e. Executive, Admissions, Curriculum) committee member.

6. External Individual Committee Members

- a. ***Individual Committee Member Internal to WSU:*** Individuals not officially participating as Graduate Faculty within LLT Program (for example, a faculty member from another WSU department or program) may serve on graduate committees as long as they are a member of the Faculty in their own program or discipline and their committee appointment is approved by the Program Coordinator(s) of the LLT Graduate Program.
- b. ***Individual Committee Member External to WSU:*** Individuals not officially participating as 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 a curriculum vitae of the desired committee member to the LLT Program Coordinator(s). With approval of the Program Coordinator(s), 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 LLT are listed in Section X of this document and have been approved by the LLT existing faculty, LLT Program Coordinator(s), and Dean of the Graduate School.
2. Candidates for Graduate Faculty participation within LLT should be nominated by an existing graduate faculty of LLT member or may self-nominate. The nomination should include a letter of nomination, and a curriculum vitae for the nominee. The Program Coordinator(s) will circulate application materials to all active Graduate Faculty of LLT prior to voting. Acceptance as Faculty requires a positive vote 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 of LLT 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 an LLT graduate student.
- b. History of or willingness to participate as appropriate in administrative, teaching, and other functions of the LLT graduate program. This may include serving on graduate program administrative committees; serving as a thesis or dissertation committee member or chair; or providing graduate level instruction.
- c. History of publication of peer-reviewed manuscripts in a discipline related to LLT.

C. Continuation of Active Membership

1. Graduate faculty appointments to LLT will be reviewed for continuation of active membership by the program Coordinator(s). They will be evaluated for contributions to graduate instruction, research, and teaching. Contributions to the LLT 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 LLT
 - b. Teaching or co-teaching a graduate course in LLT
 - c. Supervising research for graduate students in LLT
 - d. Serving in the administrative and committee structure of LLT
2. Faculty who do not make any of the contributions as stated in C.1 above to the LLT program for three consecutive years may be designated as inactive Graduate Faculty of LLT. Inactive 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 of LLT designation.

D. Discontinuation of Membership

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

E. Membership Appeal Process

Faculty appeal of any membership decision in LLT must be made in writing to the Coordinator(s) of LLT within 30 calendar days of the decision. The appeal is determined by a majority vote of all Graduate Faculty of LLT (see Section IX for

definition of quorum). Final written appeal may be made to the Dean of the Graduate School within 30 calendar days of the LLT Graduate Faculty vote.

III. Administration

Administration of the program and its activities is vested in the Coordinator(s) with advice from the LLT Graduate Faculty.

IV. Graduate Program Coordinator(s)

- A. The Coordinator(s) of LLT will be composed of at least one faculty member serving as Coordinator. Co-coordinators are also an option.
- B. The Coordinator(s) of LLT will be nominated by participating faculty within the program and accepted by majority vote of the active LLT Graduate Faculty at the beginning of the spring semester. Final approval of the Program Coordinator(s) and compensation for work coordinating the program resides with the Department Chair and Dean of the College of Education.
- C. The Coordinator(s) shall serve a term of 2 years and is (are) eligible for re-election if nominated to continue in this position in accordance within the terms of the initial appointment and with final approval of the Department Chair and Dean as described in IV.B above.
- D. The Coordinator(s) may be removed from office by an absolute majority vote of all active LLT Graduate Faculty and with the approval of the Department Chair and Dean as described in IV.B above.
- E. Duties of the Coordinator(s)
 - 1. Provide overall academic leadership for LLT.
 - 2. Develop and implement policies for LLT.
 - 3. Represent the interests of LLT to the campus and University administrators.
 - 4. Call and preside at meetings of the Graduate Faculty of LLT.
 - 5. Be responsible for coordinating all LLT administrative matters within the Graduate School.
 - 6. Manage the budgets of LLT.
 - 7. Submit, as needed, course or curriculum change or approval forms.
 - 8. Submit, as needed, bylaws change or approval forms.
 - 9. Be responsible for the accuracy of all publications related to LLT including web pages and catalog copy.

10. Coordinate LLT graduate course teaching assignments with relevant department chairs.
11. Supervise the activities of the LLT Academic Coordinator as they relate to the program.
12. Complete Graduate Assessment Reports.
13. Assist Graduate Studies Office in updating program descriptions.
14. Assist Graduate Studies Office in publicizing program and course offerings.
15. Meet with students in program to hear concerns, communicate concerns/needs to faculty in the program.
16. Proof/design recruiting tools used by the College
17. Recruit graduate students by attending state, regional, and national recruiting venues.
18. Respond to all inquiries via email/phone/videoconferencing/in person about the doctoral degree program.
19. Review all admission files for the program; conduct admissions meetings.
20. Revise and update doctoral degree handbook.
21. Schedule LLT courses and match faculty.
22. Schedule and revise Course Rotations for program; submit course schedule/rotation when requested by Department Chair.
23. Schedule, develop agenda for, and facilitate regular program meetings; write meeting notes and distribute to faculty.
24. Schedule, plan the agenda for, and oversee socials/seminars/meetings for graduate students.
25. Survey all students in the spring regarding courses they need and their satisfaction with program/courses.
26. Monitor enrollments for doctoral courses.
27. Teach Graduate Seminar (LLT 586: Seminar in Language, Literacy and Technology).
28. Collect, analyze, and disseminate to the program faculty any assessment data (e.g., assessment rubrics used at defenses, prelims, dissertations).
29. Revise bylaws (with program faculty input) when needed.
30. Follow-up with Graduate Studies Committee (GSC) and other curriculum oversight committees/persons.
31. Assign and monitor graduate advisor loads among faculty.
32. Collect, post, disseminate student publications.
33. Collect performance reviews from advisors; conduct performance review meetings with LLT faculty

V. Program Committees

Graduate Faculty within LLT are responsible for advising and assisting the program coordinator(s). Areas in which the faculty shall assist and advise the program coordinator(s) include:

- a. Review, develop and update long-range goals for the program 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 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 program coordinator, decide the disposition of applications as to acceptance or rejection in a timely manner.
- h. Make recommendations to the program coordinator regarding the financial support of graduate students for their first year.
- i. Review the program curriculum and make recommendations for curricular improvements/renewal.

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, unless the change requested is the advisor/chair. 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. Faculty advisory committees (graduate student committees) follow WSU Graduate School policies and procedures.
(<http://gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/Chapter7/AcademicPolicies.html>).
1. The committee chair must be a permanent WSU tenure-track faculty participating as a graduate faculty of the student's program. Non-tenure WSU faculty (research, clinical, adjunct or affiliate) who are participating as graduate faculty within a program may serve as a co-chair.

2. The committee members must include at least two members of permanent WSU tenure-track faculty and members of the graduate faculty of WSU.
3. The committee members must include at least two members of the LLT Graduate Faculty.
4. All three committee members must hold a degree of comparable level to the degree sought by the candidate. A fourth member may be a member of the graduate faculty of WSU but is not required to be permanent WSU tenure-track faculty.
5. Additional external committee member who holds a degree of comparable level, or higher, to the degree sought by the candidate 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).

VII. Graduate Faculty Meetings

- A. The program coordinator(s) shall call cross-campus LLT Program meetings as needed, but at least once per academic year. 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 graduate program faculty may be called by any graduate 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. As program faculty may not be present on the Pullman campus and the master's degree is offered across all four WSU campuses, participation in program meetings may occur via videoconferencing, phone bridge, or by face-to-face media.

VIII. 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, an absolute 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 programmatic committees, the committee chair will decide the outcome of the vote.

IX. Amendments to Program By-laws

- A. The LLT Program Bylaws document shall be reviewed every 2 years by the current program coordinator.
- B. Amendments to the LLT Program by-laws 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 LLT Program by-laws require a positive vote from the majority of all active program faculty.

XI. List of Initial Graduate Faculty Participants

- A. Permanent LLT Graduate faculty are WSU tenured or tenure-track faculty with appointments in Teaching and Learning.

Ardasheva, Yuliya
Day, Deanna
Egbert, Joy
Ernst-Slavit, Gisela
Guerrettaz, Anne-Marie
Johnson, Eric
Kelley, Jane
Kucer, Stephen
Newcomer, Sarah
Puzio, Kelly
Salsbury, Tom

- B. Non-permanent LLT Graduate faculty are WSU non-tenured clinical faculty with appointments in Teaching and Learning.

Skavdahl, Susan
Ward, Barbara

- C. The Coordinator(s) of the LLT Program is responsible for submitting an updated list of active and inactive LLT Faculty participants to the Dean of the Graduate School for approval annually.