

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

**I. Objectives**

- A. Degrees offered:
  - 1. Ph.D. in Language, Literacy, and Technology (LLT)
  - 2. M.A. Language, Literacy, and Technology (LLT). The M.A. is a research-based master's degree.
  - 3. Ed.M. Language, Literacy, and Technology (LLT). The Ed.M. is a practitioner-based master's degree.
- B. The Ph.D. is a Pullman campus degree. The Master's degrees are 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 to meet the learning needs of children in K-12 US schools, adult students, and children and young adults outside of the U.S.
- D. Mission of the Ph.D. Program: To promote a deeper understanding of the influences of language, literacy, and technology use by conducting and supporting high-quality research. To support and promote high-quality instruction in the three areas in both formal and informal settings. To understand how human development, culture, policy, knowledge of language, and other issues support and shape language, literacy, and technology practice.
- E. Mission of the Master's Program: To engage learners with local and international research communities to understand and apply effective research-based language, literacy, and technology practices.

**II. Membership**

- A. Graduate Faculty within the Language, Literacy, and Technology Program may be WSU tenure track, WSU career track, or WSU adjoint/adjunct faculty, subject to the limitations and definitions within this document. Graduate Faculty designated as initial Language, Literacy, and Technology Program Graduate Faculty (listed in Section IX of this document) will be approved when new bylaws are approved by the Faculty Senate. Graduate

Faculty subsequently added to the program via the process outlined in section II.B below are approved by the Graduate School.

1. WSU Campuses and Extension Site Participation
  - a. The degrees in Language, Literacy, and Technology are offered through the campuses listed above in I.B. at Washington State University as formally approved and authorized by the appropriate accrediting body for Washington State University (e.g., NWCCU). The faculty at other campuses and extension sites support this program but have not been officially approved or authorized to directly advertise or offer the degree as individual campuses.
  - b. The Doctor of Philosophy in Language, Literacy, and Technology (LLT) is offered through the Pullman campus of Washington State University. 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. Spokane, Tri-Cities, and Vancouver campuses support this program but have not been officially approved or authorized to directly advertise or offer the degree as individual campuses.
  - c. The LLT Master's Programs (M.A. and Ed.M.) are cross-campus master's programs. 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.
2. Graduate Faculty Participation
  - a. Participation:
    - 1) Approved tenured and tenure track (permanent) Graduate Faculty of LLT at all 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 (IX).
    - 2) Non-tenure track faculty internal to WSU include research, career, and affiliate faculty. These internal non-tenure track faculty may be active program faculty and entitled to act as chair (master's degree; only faculty with a doctoral degree or master's thesis can act as a chair for

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- the M.A. degree), co-chair, or as a member of graduate student committees; teach graduate courses; and supervise research.
- 3) All active Graduate Faculty of LLT members are eligible to vote on program issues.
- b. Disciplinary Expertise: All Graduate Faculty in the LLT Program must have roles that align with current Washington Administrative Code Regulations (WAC 250-61-100).

Permanent Graduate Faculty within LLT are expected to have doctoral research degrees 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 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.
  - c. Active Research: 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 five (5) years, graduate student mentoring within the previous five (5) years, teaching of relevant graduate level courses, or other relevant professional accomplishments.
3. Faculty Roles (see II.B. for the approval process)
    - a. Graduate Faculty: All Tenure Track Faculty (pre-tenured and tenured) from LLT are automatically approved Graduate Faculty in LLT, entitled to act as chair, co-chair, and member of graduate student advisory committees, teach graduate courses, serve as Program Coordinator, and serve on all LLT Program committees. They are voting eligible.
    - b. Graduate Faculty outside of LLT who are approved by the LLT Program Graduate Faculty are entitled to act as co-chairs or members of graduate student advisory committees and teach graduate courses. They may not serve as Program Coordinator(s) nor on LLT Program committees. They are not voting eligible.
    - c. Associate Graduate Faculty (e.g. Career or Scholar track) who are LLT Graduate Faculty are entitled to act as co-chairs or members

of graduate student advisory committees, teach graduate courses, and serve on all LLT Program Committees. They cannot chair student advisory committees but may serve as co-chair, doctoral or thesis students' co-chair or member of the graduate student committee, or master's non-thesis student chair, co-chair or member of the graduate student committee; teach graduate courses; and supervise research. When serving as dissertation or thesis co-chair of a student committee, they must work with a tenured or tenure-track faculty member who is also an active member of the Graduate Faculty of LLT unless special permission has been granted by the Graduate School. They are voting eligible.

- d. Auxiliary Graduate Faculty: Professionals external to WSU may be granted partial Graduate Faculty participation within LLT if they are officially approved as Auxiliary Faculty of the Graduate School.
  - 1) Auxiliary faculty (Adjoint Appointment) approved as LLT Graduate Faculty are entitled to be a member of graduate student advisory committees and teach graduate courses. They may not serve as Program Coordinator(s) nor on LLT Program Committees. They are not voting eligible.
  - 2) Auxiliary faculty (Adjunct Appointment) approved as LLT Graduate Faculty are entitled to teach graduate courses. They may not serve as Program Coordinator(s) nor on LLT Program committees. They are not voting eligible. They cannot chair student advisory committees.
- e. Emeritus Faculty: LLT Graduate Faculty who enter Emeritus status may complete their current terms as chairs of graduate student advisory committees but may not sit as the chair on new student advisory committees. Approved Emeritus LLT Graduate Faculty are entitled to act as a member of graduate student advisory committees. They may not serve as Program Coordinators nor on LLT Program committees. They are not voting eligible. They cannot chair or co-chair new student advisory committees.
- f. Individuals not Graduate Faculty in the LLT Program: Individuals not officially participating as Graduate Faculty within the LLT Program may serve on graduate student advisory committees as outlined here.
- g. Faculty members of the Graduate Faculty in another WSU graduate program, whose committee appointment is approved

by the Program Coordinator of the LLT Program, may serve on a graduate student's advisory committee. They have no additional rights and responsibilities in this program unless approved as Graduate Faculty in the LLT Program.

- h. Individuals not officially participating as Graduate Faculty in any Graduate Program at WSU (for example, a faculty member from another university or research entity) may be approved to serve as a member of an individual student's advisory committee 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 Dean of the Graduate School for final approval. They have no additional rights and responsibilities in this program.

B. Application and Approval of Membership

1. Initial approved Graduate Faculty within LLT are listed in Section IX of the initial Program Bylaws and have been approved by the LLT Program proposed initial Graduate Faculty, the proposed LLT Program Coordinator, and the Dean of the Graduate School.
2. All potential Graduate Faculty may be nominated by an existing LLT Graduate Faculty 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 voting eligible Graduate Faculty before the vote. New Graduate Faculty requires approval from the majority of voting eligible Graduate 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 may include the following:
  - a. Appropriate educational credentials as outlined in II.A.2.
  - b. 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.
  - c. 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.
  - d. History of publication of peer-reviewed manuscripts in a discipline related to LLT.

4. A list of names of newly approved Graduate Faculty will be forwarded to the Dean of the Graduate School when they are approved. With the dean's approval, they will be added to the Graduate Faculty list for the LLT Program.
- C. Continuation of Membership: Graduate Faculty appointments to the LLT Program will be reviewed for continuation of membership by the Program Coordinator(s) yearly, as described in III.B.3.n. They will be evaluated for contributions to graduate instruction, research, and teaching. Contributions to the LLT Program shall be a requirement for continued membership. Contributions may take the form of:
1. Committee chair, co-chair, or committee member for graduate students in LLT.
  2. Teaching or co-teaching a graduate course in LLT.
  3. Supervising research for graduate students in LLT
  4. Serving in the administrative and committee structure for LLT.
- D. Discontinuation of Membership
1. Initiation of Discontinuation: Upon request of a Graduate Faculty member of the LLT Program, a vote of the majority of LLT Graduate Faculty, an individual membership can be discontinued. It is up to the Program Coordinator(s) to notify the faculty member that they have been discontinued from the program. If that individual's research and graduate training activity should change, they may reapply for Graduate Faculty participation at any time.
  2. Membership Appeal Process: Faculty appeal of any membership decision in LLT must be made in writing to the LLT Program Coordinator(s) within 30 calendar days of being notified of the decision. An appeal will only be granted if it is supported by the majority of voting eligible LLT Graduate Faculty who respond to the vote (see Section VII for definition of quorum). A 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

- A. Administration of the program and its activities is vested in the LLT Program Coordinator.
- B. Graduate Program Coordinator: The Program Coordinator of LLT will be nominated by the participating faculty and accepted by a majority vote of the voting eligible LLT Graduate Faculty at the beginning of the spring semester for the following year. Final approval of the Program Coordinator and compensation for work coordinating the program resides with the

Teaching and Learning Department Chair and Dean of the College of Education.

1. The Program Coordinator shall serve a term of 2 years and is (are) eligible for re-election if nominated to continue in this position in accordance with the terms of the initial appointment and with final approval of the Department Chair and Dean as described in III.B above.
2. The Program Coordinator may be removed from office by an absolute majority vote of voting eligible LLT Graduate Faculty and with the approval of the Department Chair and Dean as described in III.B above.
3. Duties of the Program Coordinator(s):
  - a. Provide overall academic leadership for LLT.
  - b. Develop and implement policies for LLT.
  - c. Represent the interests of LLT to campus and University administrators.
  - d. Call and preside at meetings of the Graduate Faculty of LLT.
  - e. Be responsible for coordinating all LLT administrative matters within the Graduate School.
  - f. Manage the budgets of LLT.
  - g. Submit course or curriculum change or approval forms as needed.
  - h. Submit LLT Program revised bylaws.
  - i. Be responsible for the accuracy of all publications related to LLT, including web pages and catalog copy.
  - j. Coordinate LLT graduate course teaching assignments with relevant department chairs.
  - k. Coordinate the annual performance review of each graduate student in the program.
  - l. Submit an updated list of LLT Graduate Faculty to the Dean of the Graduate School for approval by August 1 each year.
  - m. Coordinate LLT Program assessment annually and submit an assessment report to the deans listed in III.B above.
  - n. Assist the Graduate Studies Office in updating program descriptions.
  - o. Assist the Graduate Studies Office in publicizing program and course offerings.
  - p. Meet with students in LLT programs to hear concerns, communicate concerns/needs to faculty in the program.
  - q. Proof/design recruiting tools used by the College
  - r. Route all inquiries about LLT programs to the appropriate person.
  - s. Coordinate review of all admission files for the program; conduct admissions meetings.
  - t. Revise and update the doctoral degree handbook.

- u. Schedule LLT courses and match faculty.
- v. Schedule and revise course rotations for the program; submit course schedule/rotation when requested by the Department Chair.
- w. Schedule, develop agenda for, and facilitate regular program meetings; write meeting notes and distribute them to faculty.
- x. Coordinate a survey of all students in the spring regarding courses they need and their satisfaction with the program/courses.
- y. Monitor enrollments for doctoral courses.
- z. Teach the Graduate Seminar (LLT 586: Seminar in Language, Literacy, and Technology).
- aa. Collect, analyze, and disseminate to the program faculty any assessment data (e.g., assessment rubrics used at defenses, prelims, dissertations).
- bb. Revise bylaws based on program faculty input when needed.
- cc. Follow-up with Graduate Studies Committee (GSC) and other curriculum oversight committees/persons.
- dd. Monitor graduate advisor loads among faculty.
- ee. Monitor the posting of all scholarly activity of the faculty and students. Collect performance reviews from advisors; conduct performance review meetings with LLT faculty.

#### **IV. Committees**

- A. 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:
  - 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 the 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, and implement and assess the plan.
  - 7. 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.

8. Make recommendations to the program coordinator regarding the financial support of graduate students for their first year.
  9. Review program curricula and make recommendations for curricular improvements/renewal.
  10. Collect student publications for dissemination/posting.
  11. Schedule/present at student socials/meetings for graduate students as needed.
- B. Other LLT Program Committees: Program Faculty may volunteer for ad hoc committees and be appointed by the Program Coordinator as needed. The addition of new or changes to the existing standing committees must be approved by amendment of bylaws.
- C. Student Representatives: At the discretion of the LLT Program Coordinator(s) and Graduate Faculty, student representation may be added or deleted from any LLT Program Committee structure.

## V. Graduate Student Advisory Committees

- A. The initial selection, or subsequent changes, of a graduate student's advisory committee shall be determined jointly by the student and the student's current advisor. No change in the graduate student's committee may occur without consultation 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 and recent WSU graduates are not permitted to serve on the committees of other graduate students.
- B. Faculty advisory committees (aka: graduate student committees) follow WSU Graduate School policies and procedures. The graduate committee of each student shall have a minimum of three members for master's and three members for Ph.D. of current WSU Graduate Faculty from the Graduate School's Faculty Mentor List. In addition, the following stipulations will apply:
1. The committee chair must be a permanent WSU tenure-track faculty member participating as a graduate faculty of the student's program. Non-tenure WSU faculty (research, career, adjunct, or affiliate) participating as graduate faculty within a program may serve as a co-chair, as noted previously in this document.
  2. The committee members must include at least two members of the permanent WSU tenure-track faculty and members of the graduate faculty of WSU.
  3. The committee members must include at least two members, the committee must be WSU LLT Graduate Faculty. (career track or tenure track)

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. An 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).

## **VI. Graduate Faculty Meetings**

- A. The LLT Program Coordinator shall call LLT Graduate Faculty meetings as needed but at least once per academic year. All attempts will be made to provide a written agenda in advance.
- B. Other meetings may be called at the discretion of the Program Coordinator.
- C. A special meeting of LLT Graduate Faculty may be called by any Graduate Faculty member(s).
- D. Efforts will be made to communicate items of interest, including notification of a Graduate Faculty meeting, to the faculty via e-mail.
- E. Faculty not on the Pullman campus at the time of an LLT Program Graduate Faculty meeting may participate by electronic means.

## **VII. Quorum**

- A. For all general Graduate Faculty meetings, unless otherwise indicated, a quorum shall be defined as a minimum of 50 percent of the LLT Program voting eligible 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. A majority of a quorum is needed to pass motions. Unless otherwise indicated, a majority refers to more than 50% of the votes cast.
- D. In the event of a tie vote in the Graduate Faculty Meeting, the Program Coordinator will cast the deciding vote. For tie votes that occur within other LLT Program committees, the Committee Chair will decide the outcome of the vote.

## **VIII. Amendments to Program Bylaws**

- A. The Program Bylaws document shall be reviewed every two (2) years by the Program Coordinator.
- B. Amendments to the Bylaws may originate from any eligible LLT Graduate Faculty member. Proposed amendments must be forwarded to the LLT Program Coordinator. After discussion, amendments shall be forwarded to

the LLT 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 Graduate Faculty meeting prior to the vote. Votes on amendments may occur at a Graduate Faculty meeting or electronically. Amendments to the LLT Program Bylaws require a positive vote from the majority of all voting-eligible LLT Graduate Faculty.

- C. All revised bylaws must be submitted to the WSU Graduate School following their bylaws submission requirements.

## **IX. List of Proposed Graduate Faculty Participants**

- A. List of initial LLT Graduate Faculty members:

- 1. Permanent LLT Graduate faculty are WSU tenured or tenure-track faculty with appointments in the Department of Teaching and Learning.

Yuliya Ardasheva  
Deanna Day  
Joy Egbert  
Anne-Marie Guerrettaz  
Eric Johnson  
Jane Kelley  
Jessica Masterson  
Sarah Newcomer  
Kelly Puzio  
Tom Salsbury  
Margaret Vaughn

- 2. Affiliate LLT Graduate faculty are WSU tenured or tenure-track faculty with appointments in the Department of Teaching and Learning.

Jonah Firestone  
Don McMahon

- 3. Non-permanent LLT Graduate faculty are WSU non-tenured career faculty with appointments in the Department of Teaching and Learning.

Steven Morrison  
Susan Skavdahl

## **X. History of Language, Literacy, and Technology (LLT) Program Bylaws**

- A. Administrative Home: DEPARTMENT OF TEACHING AND LEARNING

## LANGUAGE, LITERACY AND TECHNOLOGY Program Bylaws

- B. Initial bylaws approved by Language and Literacy Education (LLE) Graduate Faculty: 5.13.2013
- C. Revised Bylaws approved by LLT Graduate Faculty: 2.3.2015  
Revised Bylaws by Faculty Senate Graduate Studies Committee: 10.25.2016
- D. Revised Bylaws approved by LLT Graduate Faculty: 1.12.2018  
Revised Bylaws approved by Faculty Senate Graduate Studies Committee: 2.22.2018
- E. Revised Bylaws approved by LLT Graduate Faculty: 8.25.2023
- F. Revised Bylaws approved by LLT Graduate Faculty: 2.29.2024  
Revised Bylaws Submitted to Graduate School: 4.10.2024