

**College of Professional Studies
Bylaws**

**ARTICLE I
Structure of CPS**

A. Organization and Responsibilities

The Creighton University College of Professional Studies (CPS) is charged with providing a values-centered, Jesuit, quality education for non-traditional, adult undergraduate students in an atmosphere of concern for the individual and promoting a University culture in which CPS learners are valued members of the Creighton community. The College shall provide the leadership necessary to extend the commitments and resources of the University beyond traditional academic boundaries, to explore and adopt non-traditional, flexible, and rigorous educational structures, pedagogies and credit-earning mechanisms to serve CPS students, thereby making a Creighton education accessible to learners unable to engage in the traditional undergraduate education model. CPS students are learners with adult responsibilities who seek to begin or complete an undergraduate degree or certificate program, or who want to take classes for personal enrichment or professional development.

B. Summer-Session and Winter-Session Students

In addition to serving CPS learners, the College is responsible for the administration and evaluation of the University's Summer Sessions and Winter Session for CPS and traditional undergraduate students.

C. Governance

The work of the College is guided by the Adult Learning Council, the CPS Alumni Advisory Board, and the Summer/Winter Advisory Council. Evaluation of the educational programs, educational models, and success of the CPS learners will occur on a regular basis with reference to the objectives, quality, and resources for each area of study. The Dean of the College of Professional Studies will work directly with program directors, departmental chairpersons, other deans, vice-provosts, vice-presidents, and others in matters concerning programs, faculty and students of CPS. The mechanism for review of standards of quality will be through the Adult Learning Council and the Summer/Winter Advisory Council.

**Article II
Advisory Organizations**

A. Adult Learning Council

1. Purpose

The Adult Learning Council (ALC) is charged with promoting a culture in which CPS learners are treated as valued members of the Creighton community. The ALC shall develop recommendations to support baccalaureate degree attainment and completion by CPS learners including the multiple pathways (certificates, prior learning assessment, etc.) that students may follow. Additionally, the ALC shall establish and regularly review the quality standards for CPS

programs. The Adult Learning Council is the primary advisory body to the College of Professional Studies and is responsible for approval of CPS Bylaws, including changes to existing Bylaws.

2. Duties

The ALC shall serve as the executive committee where such is indicated in the *University Statutes* or *Faculty Handbook*. The ALC will develop recommendations and advise the Dean of the College of Professional Studies and the Vice Provost for Learning and Assessment regarding:

- a. existing and proposed “best practices” to serve CPS students,
- b. innovative programs, policies, and strategies to strengthen access to educational programs,
- c. removing of institutional and system barriers to success;
- d. policy matters pertaining to admission, appeals, and promotion of CPS students;
- e. curricular issues;
- f. evaluating of instructors designated as special faculty;
- g. establishing and reviewing standards of quality for CPS learner academic programs.
- h. CPS Bylaws issues, including approval of Bylaw changes
- i. adjudicating student petitions as described in Article IV of the CPS Bylaws
- j. participating in the program review process as described in Article VI of the CPS Bylaws

3. Meetings

The ALC shall meet at least twice per semester. Meetings may be called at the request of the ALC co-chairs, at the request of the Dean or at the request of 20% of the members of the ALC.

4. Voting

Each voting member shall have one vote, which may not be cast by proxy or in absentia. Members present shall constitute a quorum and a majority vote shall prevail.

5. Minutes

A support staff person shall be designated by the Dean and shall take minutes of all proceedings. Copies of these minutes shall be made available to the President, the Provost, all academic deans, ALC Members, and others upon request.

6. Membership

Creighton University’s Adult Learning Council shall be made up of faculty, staff, and student members appointed by the Provost. Council members will serve three-year terms at staggered intervals. They shall not serve more than two consecutive terms. The Associate Dean of the College of Professional Studies and the CPS Faculty Liaison will be the presiding officers of the Adult Learning Council. The membership will have the following distribution:

- a. Three faculty members from the College of Arts and Sciences
- b. One faculty member from the Heider College of Business
- c. One faculty member from the College of Nursing
- d. One faculty member from the Health Sciences area
- e. One representative from the Faculty Council
- f. Two CPS student representatives

- g. The Director for the College of Professional Studies
- h. The CPS Faculty Liaison
- i. The Director (or the Director's designee) for each CPS program
- j. One Student Navigator member
- k. One EDGE representative
- l. One non-voting Marketing representative

B. Summer/Winter Advisory Council

1. Purpose

The Summer/Winter Sessions Advisory Council (SWAC) is charged with making recommendations to the Dean for the College of Professional Studies & Summer Sessions. The purpose of the recommendations is to foster high quality, innovative and affordable summer/winter learning opportunities. The Dean for the College of Professional Studies & Summer/Winter Sessions shall promulgate recommendations to the Provost/ Dean's Council.

2. Duties

The Summer/ Winter Advisory Council is charged with:

- a. Developing recommendations for Summer/Winter Sessions goals
- b. Developing recommendations for Summer/Winter Sessions administrative practices
- c. Developing recommendations for Summer/Winter Sessions course offerings and enrollment strategies

3. Meetings

The SWAC shall meet at least twice per semester. Meetings may be called at the request of the Council chairs, at the request of the Dean or at the request of twenty percent (20%) of members of the SWAC.

4. Voting

Each voting member shall have one vote, which may not be cast by proxy or in absentia. Members present shall constitute a quorum and a majority vote shall prevail.

5. Minutes

A support staff person shall be designed by the Dean and shall take minutes of all proceedings. Copies of these minutes shall be made available to the President, the Provost, all academic deans, ALC Members, and others upon request.

6. Membership

Members serve two-year terms and may not serve more than two consecutive terms. Student members serve a one-year term. Members are recommended by the Dean of the School/College being represented. The Dean for the College of Professional Studies & Summer/Winter Sessions, or her/his designee shall serve as Chair for the Advisory Council. The membership will have the following distribution:

- a. Four faculty members from the College of Arts and Sciences with one from each of its divisions
- b. One faculty member from the Heider College of Business

- c. One faculty member form the College of Nursing
- d. One faculty member from those regularly teaching in the College of Professional Studies
- e. One undergraduate student not enrolled through CPS
- f. One CPS student
- g. The Director for Summer/Winter Programs
- h. One representative from the Center for Academic Innovation
- i. One CPS faculty liaison
- j. The Registrar
- k. One non-voting representative from Academic Finance
- l. One non-voting representative from Marketing
- m. One non-voting member from Enrollment Management

7. College of Professional Studies Alumni Advisory Board

The CPS Alumni Advisory Board provides an important vehicle to foster an active relationship between the College and our alumni. Serving in an advisory capacity, the Board plays a critical role in guiding CPS in on-going planning for offering relevant educational opportunities to meet the needs of our CPS learners. The Board meets twice a year, once in the spring and once in the fall. Board members are appointed by the Dean of the College of Professional Studies and serve three-year terms.

ARTICLE III

The College of Professional Studies Student Body

The College of Professional Studies student body shall be comprised of students entering the University through the CPS, including students pursuing degrees from CPS and students pursuing degrees in one of the University's other colleges.

ARTICLE IV

Subcommittees, Ad Hoc Committees and Task Forces

The Dean shall have authority to appoint standing committees, task forces, and *ad hoc* committees, to be responsible for working with units across the campus to assure CPS learners are provided resources and support in a manner that honors their status as non-traditional learners, including undertaking investigations and making recommendations. All such committees are advisory; no standing committee, or ad hoc committee, shall exercise legislative authority.

ARTICLE V

Right of Petition

Students who wish to petition a policy-based decision made within the College shall have the right to request the Adult Learning Council review their cases. Students shall have the right to appeal decisions of the Dean of the College of Professional Studies to the Adult Learning Council. In matters of appeal, the Adult Learning Council has final judicial power.

ARTICLE VI

Selection and Appointment of Dean

The selection and appointment of a Dean is the prerogative and responsibility of the President. To assist in the selection of a Dean, the President shall appoint a Dean's Search Committee comprised of one member appointed by the Provost to chair the Committee; two members elected by the Adult Learning Council that shall serve for purposes of the *University Statutes* as the executive committee of the College or School, three members elected by the faculty that regularly teach in the CPS with one each coming from the Heider College of Business, the College of Arts and Sciences and the School of Nursing; two students elected from the CPS; and two at-large members appointed by the President from outside the College or School. The President may appoint two additional at-large members so as to provide for involvement by affiliated institutions and by the College or School alumni advisory council.

ARTICLE VII

Program Review

Academic Program Review will occur regularly to conform with University policy. Program directors and their faculty teaching in the programs will be responsible for drawing together preliminary data for review by the program personnel and the Adult Learning Council, and a panel of external experts on the CPS learner programs. Program Review shall include, but not be limited to, a determination of the objectives of the program and its relationship to the University and CPS mission; the human and material resources required for achievement of the program goals; a determination of faculty, administration and financial support for the program; the need for graduates of the program; and the prospect for attracting adequate numbers of promising students to the program. Non-periodic targeted program review may occur in response to a request from either the Adult Learning Council, the Dean, or the Provost. Final determination of the establishment and retention of each program will be made on the authority of the President in consultation with the Dean(s), the Provost and the Adult Learning Council. In addition to the periodic Program Review, annual assessment data will be gathered from each CPS program that include enrollment, in-program student progress and achievements, major curricular changes, and graduate placement.

ARTICLE VIII

Amendment

These By-Laws may be amended by a two-thirds vote of the Adult Learning Council and approval by the Dean of the College of Professional Studies. Suggestions for revision must be submitted to the Dean and the Adult Learning Council at least ten working days in advance of their being considered.