

The Constitution of the Professional Programs Council

I. Preamble:

We, the members of the Professional Programs Council of Pacific University, endeavor to provide a representative voice for graduate students of this institution. The Professional Programs Council will act to facilitate communication and interaction between graduate programs and to the University at large, including recommendations on policies, issues, and decisions affecting professional students.

II. Official Name:

Pacific University Professional Programs Council (PPC)

III. Statement of Purpose:

Students in Pacific University's Professional Schools of Education, Occupational Therapy, Physical Therapy, Physician Assistant Studies, and Professional Psychology and The College of Optometry govern themselves through the Professional Programs Council. As this Council represents its students, Pacific University Professional Programs Council has been given the authority to perform the following functions:

1) PPC serves as the professional student communication connection to the larger University.

PPC receives and welcomes input from professional students about academic, administrative, financial, and social concerns. Issues or concerns within the authority of this Council will be acted on appropriately. Issues or concerns beyond the scope of PPC will be referred to the proper Pacific University committee or administrator(s).

2) PPC provides input and recommendations toward Pacific University policies, issues, and decisions affecting professional students.

PPC provides a professional student viewpoint to Pacific University committees and administrators. For example, PPC appoints professional students to serve on numerous Pacific University standing committees. In addition, PPC welcomes professional student input about how Pacific University policies directly influence their academic, financial, and social lives. This Council will then discuss professional student input, questions, or concerns, and initiate action or forward information to the appropriate Pacific University governing body or person in authority.

3) PPC manages and distributes professional student fees.

A portion of the professional student fees allotted to this Council will be set aside for standing and ad hoc committee funding. The amount of money reserved for PPC committees may be modified annually according to professional student needs and the PPC budget. The remainder of professional student fees may be used to fund various student activities/needs deemed appropriate by PPC voting members within each academic year. PPC may make recommendations to Pacific University administrators concerning the distribution of student fees among various Pacific University student committees.

4) PPC provides an opportunity for Pacific University's six professional programs to interact regularly.

Council members may discuss challenges their programs are encountering, seeking peer input. Council members may also use PPC as way to distribute information about academic, community, or social events being promoted by their school. A continuing goal of PPC is to encourage cross-collaboration among Pacific University's professional programs.

5) PPC serves as a connecting link between Pacific University's graduate and undergraduate communities.

PPC serves as a mentoring group for undergraduate students curious about the educational opportunities provided by Pacific University's professional programs. PPC also exchanges information with undergraduate committees, such as ASPU and PUCC, relating to student events or committee decisions which may involve or influence all Pacific University students.

IV. Membership

A. Voting Members. (12)

1. Two Professional Student Representatives from each program.
 - a. Each Professional Student Representative is appointed to the PPC by a system determined by his/her professional program.
 - b. Professional Student Representatives are voting PPC members.
 - c. Professional Student Representatives serve a one-year term.

B. Non-Voting Members. (10)

1. One Faculty/Staff Representative from each of Pacific University's six professional programs.
 - a. Faculty/Staff Representatives are appointed to the PPC by a system determined by their professional program.

- b. Term lengths for Faculty/Staff Representatives are not set; however, out-going faculty/staff members are encouraged to inform their program of the open council position and responsibility.

2. The Dean of Students.

3. Executive Assistant to the President.

4. Vice President of Academic Affairs.

5. Professional Student Representative serving on the Board of Trustees.

**PPC meetings are open meetings; therefore, any interested Pacific University student, administrator, or faculty member is invited to attend.

V. Duties of PPC Members

A. Professional Student Representatives.

1. Required to attend every PPC meeting.

- a. If unable to attend a meeting, Student Representatives are responsible for informing the PPC Chair of the expected absence.

2. Present professional student concerns to the Council and discuss ways to attend to student needs.

3. Actively participates in the PPC decision-making process by voting on Hardship Fund distribution, Research Grant allocation, alterations in the function of the PPC, and other issues presented to PPC.

4. Inform professional program peers about issues discussed at PPC meetings that directly influence professional students' academic, community, financial, and social lives.

5. Inform professional program peers about the function of PPC and the opportunities PPC offers students, specifically, the Hardship Fund, Research Grants, and the Professional Development Fund.

6. Review the PPC Constitution annually.

7. Because Faculty/Staff PPC members are not required to attend PPC meetings regularly, the Student Representative is responsible for contacting his/her Faculty/Staff Representative following each PPC meeting and informing him/her of conducted business. If serious issues will be discussed in an upcoming meeting, Student Representatives are asked to encourage their Faculty/Staff Representative to attend.

8. The Student Representative is responsible for educating his/her replacement in the functions of this Council, business conducted over the past year, and future goals of PPC.

B. Faculty/Staff Representatives.

1. Provide input into all PPC discussions, recognizing that PPC functions are ultimately determined by student members.

2. Provide information about the unique characteristics/structure of their program (e.g. - academic calendar, approximate clinical rotation dates, number of students in the program, research/thesis requirements).

3. Inform their program's faculty, staff, and students about topics discussed at PPC meetings that may directly influence students within the professional program.

4. Identify challenges encountered within their program which may benefit from input from the larger professional student voice and then suggest that these issues be communicated to PPC.

5. Recognize and refer professional students who may benefit from opportunities provided by PPC, such as the Hardship Fund, Research Grants, and the Professional Development Fund.

6. Serve on PPC Standing and Ad Hoc Committees.

7. Faculty/Staff Representatives are not required to attend all PPC meetings; therefore, he/she is responsible for communicating regularly with the PPC Student Representative and reviewing meeting minutes to remain informed of Council business.

C. Dean of Students.

1. Communicates professional student concerns addressed by PPC, as well as the functions of PPC, to other University governing bodies and administrators.

2. Provides information to this Council about issues being discussed by University administrators which may directly affect professional students. The Dean of Students may seek input from PPC members to develop an understanding of the professional student viewpoint. Moreover, she/he may encourage PPC members to share appropriate information with professional peers to increase awareness of University happenings.

3. Recognizes and refers professional students who may benefit from opportunities provided by PPC, such as the Hardship Fund, Research Grants, and the Professional Development Fund.

4. Students seeking Hardship funding will be directed to the Dean of Students. While maintaining confidentiality, the Dean of Students then summarizes and discusses Hardship cases with Council members.
5. Assists Student Representatives with orienting new members to the functions of this Council, business conducted over the past year, and future goals of PPC.
6. Informs incoming professional students at orientation each year about the functions of and opportunities provided by PPC.

D. Executive Assistant to the President

1. Communicates professional student concerns addressed by PPC and changes in the function of PPC to the University President.

E. Vice President of Academic Affairs.

F. Professional Student Representative to the Board of Trustees.

1. Communicates professional student concerns addressed by PPC and changes in the function of PPC to the Board of Trustees.

VI. Professional Programs Council Officers

- ... Professional Programs Council officers are appointed by member consensus. However, if a consensus cannot be reached, a formal election process will take place. Officers will be nominated by a fellow voting PPC member; in a formal election, a ballot will be presented to all voting PPC members; votes will be tallied.

A. Chair

B. Secretary

C. Treasurer

D. Orientation Officer

VII. Duties of PPC Officers

A. Chair

1. Prepares an agenda for all meetings, makes necessary contacts for guest speakers, and makes sure PPC members stay focused on the issue being discussed during meetings.
2. Notifies via e-mail all PPC members of the next meeting time and location.

3. Works closely with the Dean of Students to accomplish unique tasks which allow this Council to run smoothly and to relay information to appropriate PPC members.
4. Serves or designates a qualified PPC student member to represent PPC on the University Council.
5. Appoints committee chairpersons.
6. Enforces PPC member vacancy expectations.

B. Secretary

1. Documents meeting minutes, distributes minutes to PPC members and the student life webmaster, and files minutes for future reference.
2. Serves as Chair if he/she is absent.
3. Appoints a PPC member to fulfill secretarial duties if he/she is unable to attend a PPC meeting.
4. Drafts an "Executive Summary" for distribution to University administrators and students at the end of each academic year describing the business conducted by this Council that year.

C. Treasurer

1. Presents a complete budget summary to PPC members in September of each year. This summary will include how the budget was allocated the previous year and encourage discussion/voting about how student funds will be distributed in the new year.
 - a. At this time PPC members can also evaluate how the University distributes student fees and make recommendations for change if appropriate.
2. E-mails a updated budget summary to Council members prior to each PPC meeting.
3. Documents financial decisions made by PPC and files all financial records.
4. Oversees and processes payment for all PPC expenditures. This includes filling out a check request form for the Business office and delivering checks to appropriate individuals.
5. Appoints a PPC member to fulfill treasurer duties if he/she is unable to attend a PPC meeting.

VIII. Vacancies

A. If a Student Representative or Alternate leaves PPC by choice or necessity, or if a program lacks representation at 3 consecutive meetings or 5 meetings within a single academic year, that professional program's position will be considered vacant.

1. The Chair will inform the professional program of the vacancy and request action be taken to elect/appoint a qualified replacement.

B. If a PPC officer can no longer serve or complete the duties required by the position, a replacement will be appointed by member consensus. If a consensus cannot be reached, a formal election process will ensue.

IX. Meetings

A. Frequency and timing

1. PPC will meet no less than once a month. Meeting host and location will rotate among the six professional programs.

B. Quorum

1. Six voting members must be present at a meeting in order to conduct business.

X. PPC Committees

- ... If Standing or Ad Hoc Committee functions overwhelm current PPC members, professional program peers may be recruited to allow these groups to run more effectively and efficiently.

A. Standing Committees

- ... The purpose of designating these groups as "Standing Committees" recognizes them as an official, annual function of PPC. These Standing Committees may still be acted upon by the entire Council; however, PPC may also decide to create Ad Hoc Committees to make recommendations to the entire Council to speed up the decision making process.

1. Hardship Fund Committee

- a. A professional student encountering extreme financial need can present his/her financial situation to the Dean of Students. While maintaining student confidentiality, the Dean of Students will then summarize and discuss the student's case with Hardship committee members. Hardship committee members will then make a recommendation to the larger Council, and PPC voting members will determine whether or not funding will be provided to the student.

2. Research Funding Committee

- a. PPC has set aside funds to provide financial assistance to professional students working on research and thesis projects. To be eligible to apply, students must demonstrate how their research will positively contribute to the Pacific University community or the community at large.
- b. The PPC Chair will annually appoint a Research Coordinator to serve as the individual professional students can contact to ask questions about the application and grant reception processes. In addition, a PPC faculty/staff member will also serve as an advisor to the Research Coordinator.
- c. Each year a research ad hoc committee, chaired by the Research Coordinator, will be responsible for reviewing all Research Grant applications. The ad hoc committee has the authority to:
 - i. Make an award recommendation to the larger Council.
 - ii. Return the application to the students with recommendations on ways to modify the research grant proposal for re-application.
 - iii. Deny research grant allocation to applicants.

3. Professional Development Fund Committee

- a. Every professional program receives an annual stipend to further their individual or group professional development. Professional programs may use this money in a variety of ways. For example, professional students may use the Professional Development Fund to pay application fees for educational conferences. Or, the Professional Development Fund may be used by the professional program to bring in a special guest speaker, furthering professional student educational opportunities.
- b. **If Professional Development funds are not used within one academic year, PPC will transfer remaining funds to the Council's savings to be spent on student activities/needs deemed appropriate by PPC voting members.**

4. Commencement Committee

- a. During the fall semester, PPC selects and contacts a commencement speaker for Pacific University's professional programs' graduation ceremony.
- b. PPC forwards their recommendation to the President, who approves the final decision regarding a commencement speaker.

5. University Committees

- a. PPC appoints professional students to the following University Committees: Peer Review Board (2), Curriculum and Standards Committee (1), Admissions and Financial Aid Committee (1), Student Judicial Council (3), Student Appeals Board (3), Library Committee (1), University Standards and Appeals Board (2), Budget Advisory Committee (1), Food Services Committee (1), Recreation Fee Council (1), and the Board of Trustees (1).
 - i. All of the positions listed above except the Board of Trustees position, are one-year positions. The Board of Trustees position is a two-year position.

- ii. PPC will evenly distribute the University committee membership responsibilities among the six professional programs. However, student appointment to the Board of Trustees is an official application process performed in collaboration with the President.

B. Ad Hoc Committees

1. Short-term Ad Hoc Committees may be appointed by the Chair to analyze appropriate issues and make recommendations to the larger Council allowing PPC to function more efficiently.

XI. Repository of Archives/Information

A. PPC archives/information, such as the constitution, Research Grant Proposals, and various documents identifying accomplishments of this Council, will be on file in the office of the Administrative Assistant to the Dean of Students.

XII. Amendments

A. This constitution is a dynamic document that should be reviewed and updated yearly.

B. All PPC members are responsible for maintaining and improving this document to best serve the needs of Pacific University's professional students.

Amended, October 2, 2004.