

NCAA Steering Committee

December 19, 2007

~ Meeting Notes ~

Present: Drew Appleby, Trudy Banta, Charles Bantz, Karen Black, Peter Brasovan, William Kulsrud, Michael Moore, Mary Beth Myers, Denise O'Grady, Bernadette Rodak, Roger Schmenner, Angie Torain, and Greg Wright

Guest: Linda Durr

Welcome and Introductions:

Chancellor Bantz welcomed the committee and members introduced themselves. Chancellor Bantz stressed the importance of the work of the Steering Committee and encouraged the group to keep working diligently to meet the February 1 deadline for submitting the first draft reports.

Review of Documents Provided at First Meeting:

Karen Black reviewed the following items (1) Measurable standards, (2) Institutional plans for improvement (3) Helpful hints, and (4) Top ten lists of issues. All of these documents are included in the NCAA Athletics Certification Process notebook that was distributed to each member at the September 6 orientation sessions. It will be important that the committee members refer to these documents often as they write their sections of the self-study.

Draft of a Plan for Garnering Wide Participation in Review:

Karen Black distributed a draft document which included ways in which to get the word out about the NCAA self-study process (see attached). The document includes a list of communication vehicles and a list of committees, units and groups to be notified, etc. If you have anything to add to this list, please send that information to Karen.

Reminder to Keep Notes of Meetings:

Linda Durr reminded the committee that the NCAA requires records of all meetings including attendance at the meetings. The peer review team may ask to see subcommittee meeting minutes during the site visit. Please send your committee minutes to Linda electronically. The minutes of all the committees will be put on the Planning and Institutional Improvement website <www.planning.iupui.edu> as we receive them.

Formatting of Drafts and Final Report:

The NCAA now has gone to a web-based format. Trudy's office will be responsible for entering (copying and pasting) the text of the self-study on the website using the reports submitted to her office. Basically, the Word documents should be sent electronically to Trudy and/or Linda in a very simple format. No underlining, bolding, italics, indenting, bullets, etc. Please see the attached document for details or call Linda Durr at 278-2090 if you have questions.

Directions for viewing the NCAA website are also included in this document. Members will have the capability to view what is there but will NOT have the capability to edit the report at that site. Linda suggested that members might want to check it out to see how the web version compares to the self-study instrument. For your convenience, the link and logon directions are included below:

https://goomer.ncaa.org/wdbctx/ncaass/AdminMDB.AC_InstMenu.ACSHomePage

Click on Log On

Institutional ID: **2699**

Institutional Password: **(leave this blank)**

Access Password: **(view)**

The above are case sensitive

In the middle of the screen you will see:

2008 Self-Study - *Institution editing Self-Study report* [Self-Study](#)

Click on [Self-Study](#)

At the left margin menu: Click on the PLUS SIGN next to *Self-Study Inst. & Certification Report* to expand the menu options

Then you will see listed each section of the Self Study Report to be completed. As you continue to expand the menu options, you'll see the Operating Principles.

Committee Updates:

Drew Appleby reported that the **Academic Integrity Subcommittee** has met five times to date. He distributed a document summarizing the information they have collected thus far. Drew also pointed out some discrepancies in policies related to conditional admits and faculty sponsorships of students. Mary Beth Myers said that there is information available and will send a report to Trudy, Karen and Denise. There are ways to note this information during the admission process but the question is who is tracking the students to make sure that certain conditions are being met?

In Karen Whitney's absence Angie Torain reported that the **Equity and Student-Athlete Well-Being Committee** had met and that they formed three subcommittees and each one is beginning to gather information. Trudy will contact Karen and ask that she send a report on what her committee has done thus far.

Bill Kulsrud, Chair of **Governance and Commitment to Rules Compliance**, reported that his committee has not yet met, but that he has distributed questions to his members and they are working on gathering information.

Linda agreed to send to the Steering Committee a membership roster for all the committees that includes their email addresses (see attached).

The first drafts are due on February 1, 2008. Trudy suggested that the Steering Committee meet soon after that so that they can review the drafts. Linda will be in touch soon with some meeting options.

Formatting of NCAA Self-Study Drafts and Final Report

In answering questions, please submit Microsoft Word single-spaced documents, with Times New Roman 12 font and no extra formatting of any kind (i.e., no underlining, bolding, italics, no indenting, tabs (including no beginning paragraph tabs), centering, bullets, numbering, columns...).

If you need to show where one paragraph ends and another one begins, please enter two returns at the end of the paragraph.

If you need to list items, at the left margin type: Dash/spacebar/spacebar/Type your text.

Please clearly identify the applicable section, the applicable operating principle, and the question you are answering. Each answer you provide will be individually pasted into an appropriate text box online.

Each cell is limited to 30,000 characters which is approximately 12 pages of text.

Templates for tables, charts, and plans for improvement have been included in the self-study instrument section of your binder. Please use these templates to submit your responses.

~~~~~

**If you would like to VIEW the online Athletics Certification System (ACS) -- here is the link:**

[https://goomer.ncaa.org/wdbctx/ncaass/AdminMDB.AC\\_InstMenu.ACSHomePage](https://goomer.ncaa.org/wdbctx/ncaass/AdminMDB.AC_InstMenu.ACSHomePage)

Click on Log On

Institutional ID: **2699**

Institutional Password: **(leave this blank)**

Access Password: **(view)**

**The above are case sensitive**

In the middle of the screen you will see:

2008 Self-Study - *Institution editing Self-Study report* [Self-Study](#)

Click on [Self-Study](#)

At the left margin menu: Click on the PLUS SIGN next to

*Self-Study Inst. & Certification Report* to expand the menu options

Then you will see listed each section of the Self Study Report to be completed. As you continue to expand the menu options, you'll see the Operating Principles.

# NCAA Steering Committee

*February 6, 2008*

*~ Meeting Notes ~*

**Present:** Charles R. Bantz, Trudy W. Banta, Drew C. Appleby, Karen E. Black, Peter A. Brasovan, Bill N. Kulsrud, Mike R. Moore, Mary Beth Myers, Denise C. O'Grady, Larbi Oukada, Bernadette F. Rodak, Angie A. Torain

Charles Bantz convened the Steering Committee meeting and Trudy Banta informed the members of the identity of the new chair of the NCAA review team—Anthony DiGiorgio—and of the new dates—September 24-26, 2008—for the team visit. Then progress reports from each of the subcommittee chairs were requested.

Bill Kulsrud distributed a draft of the report of the Governance and Commitment to Rules Compliance Subcommittee. He asked how matters involving IUPUI athletics are brought to the attention of Indiana University Trustees. Chancellor Bantz said that he takes employment contracts and other matters such as budgets and requests for use of our facilities to the Board of Trustees just as he takes other items of information or business. Some of these items are assigned to committees, while others go to the Board as a whole. The Trustees will be informed of our recertification process. Roger Schmenner, who was out of town for this meeting, will supply Bill Kulsrud's committee with copies of appointment letters for staff and coaches.

Drew Appleby distributed a draft of the report of the Academic Integrity Subcommittee. Appleby and Denise O'Grady asked for clarification regarding the definition of the 'special admit' student admission category. We need to determine if any student athletes have been admitted in this category. Scott Evenbeck, who also was out of town, will be asked to provide more information about this. Otherwise, all self-study items have been covered and now subcommittee members are making judgments about the extent to which the standards are met. Information about support for student athletes will be provided by the Governance and Commitment to Rules Compliance Subcommittee.

Karen Whitney, chair of the Commitment to Equity and Student-Athlete Well-Being Subcommittee was out of town, but the work of her subcommittee was reviewed for the Steering Committee by Angie Torain, Mike Moore, and Denise O'Grady. Three task forces are gathering data and the chair will review all materials and compile a draft to which all members will react. The importance of integrating references to the Summit League plan for gender equity was emphasized.

The draft of the report emanating from Whitney's subcommittee is expected next week.

Complete drafts for all subcommittee plans will be submitted by the end of February. The Steering Committee will review the drafts and send comments to the three chairs. In March, revised drafts will be placed on the Web, and comments from internal and external constituents will be solicited.

## **NCAA Steering Committee**

***March 18, 2008***

***~ Meeting Notes ~***

Present: T. Banta, D. Appleby, K. Black, W. Kulsrud, M. Moore, M. Myers, D. O'Grady, L. Oukada, B. Rodak, R. Schmenner, A. Torain

Guests: Linda Durr, Recorder, and Susan Kahn, Director of Institutional Effectiveness

Trudy Banta convened the meeting and introduced Susan Kahn. Susan will be editing the reports before the final submission to the NCAA.

Karen Black distributed the "Plan for Participation in Reviewing NCAA Self-Study Documents." Trudy asked if any other groups should be included in the listing. It was suggested that we add the IUPUI deans and the Dialogue Group. Mike Moore commented that the list is very comprehensive and the press releases should reach almost everyone on campus, as well as those in the community who have an interest in the athletics programs.

Trudy indicated that those who had had an opportunity to read the reports in their entirety had a few questions—primarily about consistency.

1. What about the use of the letter "s" on athletics? It was agreed to add the "s" throughout. Denise O'Grady also mentioned that her title should include an "s" (Associate Athletics Director for Academics).

2. Who will supply the documents and/or urls? Mike Moore said that all documents will be made available to the team. The Athletics website is under construction but will be completed by the time of the site visit. Links will be provided and/or paper copies will be available during the site visit. Angie Torain agreed to look through the reports and provide the appropriate links.

3. In some sections of the reports large chunks of material are quoted from various University policies. It was suggested that the policies be summarized; only include detail if it helps to strengthen the report; provide the web addresses, and have paper copies of the policies available for the team during the site visit.

4. What about cross references? Should we repeat the same response or do we refer the team to another section? It was recommended that we repeat the response even if it is exactly what appears in another section. It will save the team time in the long run. The team members usually expect to have every question answered and do not want to be referred back to other sections.

5. Is there some analysis of responses to the surveys and exit interviews that are mentioned in the reports? How do we use this information? Denise said that the exit surveys are required by the NCAA, but they just want to know that the student-athletes are given an opportunity to answer the questions. Denise said that the athletics staff look for trends and serious concerns. Trudy asked if we could provide an illustration or two of actions taken on the basis of analyzing the students' responses.

6. Advising was mentioned in two different reports—one comment was favorable but the other was not. For example, Bill Kulsrud's report said that advising was a problem across the board. Yet program reviews have been conducted by external experts and the review teams have found that advising is being managed well. So it was suggested that Bill's report state that University College advising has been found insufficient for student-athletes and thus there is a need for the Athletics Department to have their own advising system.

7. What about community service? Denise noted that the amount of community service done by the athletes is probably down from past years. There are just too many demands on athletes' time.

#### **GOVERNANCE AND COMMITMENT TO RULES COMPLIANCE:**

- It was noted that in several places it says "see document." We will provide urls linking these sections to the appropriate websites and the documents will be made available to the team.
- Karen reported that she had moved the Measurable Standards to pages 25-29. Bill will check to see if information pertinent to the report needs to be moved into other sections so that the Measurable Standards are integrated rather than in their own section.

#### **ACADEMIC INTEGRITY:**

- Page 4, Item 7 – Drew read a statement to support the data in that section. He will include that in the report and will resend it to Karen.
- Appendix B noted at the top of Page 9 will be removed – it will not be an appendix but will be included as a web address instead.
- Pages 17-29 refer to reviews outside athletics in several places. Roger Schmenner will provide the statements that can be used in this section and the report will be adjusted.
- Page 29, 2.2 d. – "The support services are approved and reviewed periodically by academic authorities outside the department of inter-collegiate athletics." The institutional response currently is "no," but a plan is being created to ensure this requirement is met. Who should answer this question? How have the recommendations been implemented? This is a report that is done outside of athletics. There needs to be another eye – probably Chief of Staff Roger Schmenner. Do we have the resources to implement the recommendations? Denise will try to answer; Roger will review.

- Karen mentioned that new information had been added to the bottom of Page 19 regarding external program reviews her office has conducted for the Learning Center, Writing Center and advising in University College.

#### **EQUITY AND STUDENT-ATHLETE WELL-BEING:**

- Advising needs to be addressed separately.
- Senior Women's Administrator should be changed to Senior Woman Administrator throughout.
- Page 15, b. – Secondary Insurance Coverage – how do we get a reference? Mike can give us the web address and provide paper copies for the team. Mike said that the team will give us a list of the documents they want us to have available. He will have plenty of time to get those documents together between May and September.
- Minority issues - Pages 8-9, Items 5, 6, 7, and 8 all need responses.
- Part A: Athletics and Selected Institutional Personnel chart was distributed with handwritten data entered. See bottom row - Is there another advisory or policy making group? Is it an institutional group? Or is it within Athletics? Or could it be the Trustees? Karen said that she would contact Mira about this one.
- Student Well-Being - much of this section includes policy statements verbatim. Can these policies be summarized? Angie agreed to provide summaries for these sections.

#### **PLANS FOR IMPROVEMENT:**

- Governance - No plan for improvement will be required for Governance.
- Academic Integrity - Some of the recommendations will require funding and will also need the approval of the Chancellor. The duties of the FAR and the Athletics Committee are being refined.
- Gender Issues Plan for Improvement – it was pointed out that some of the text had been cut off in the cells. The cells are just probably too small.
- Gender Issues Plan for Improvement – Everything is OK – no corrective actions needed.
- Trudy said that she would resend the Plans for Improvement to the Steering Committee for their review.

**Please note:** If changes are to be made to any of the documents, please be sure to use the ones that were sent to the Steering Committee on March 17. Please send your documents to Trudy and use track changes or highlight the changes so that we can update the master documents.

# **NCAA Steering Committee**

*April 15, 2008*

*~ Meeting Notes ~*

Present: T. Banta, D. Appleby, C. Bantz, K. Black, S. Evenbeck, C. Harrison, W. Kulsrud, M. Moore, M. Myers, D. O'Grady, B. Rodak, R. Schmenner, A. Torain

Linda Durr, Recorder

Trudy Banta convened the meeting and noted that this is the last opportunity for the Steering Committee to consider the self study prior to the site visit, which is scheduled for September 24-25, 2008. The final version of the self study will be placed on the NCAA Web site by May 1.

Karen Black mentioned that all the groups listed on the "Plan for Participation in Reviewing NCAA Self-Study Documents" had been notified that the draft self-study was available on the PAII Web site. We received several messages that the reports looked good, and a few small concerns raised about some of the sections were resolved.

Trudy went over each of the plans for improvement. A few minor changes were recommended.

## **ACADEMIC SUPPORT PLANS FOR IMPROVEMENT**

The first item under "steps to achieve the goal" was reworded to read: First review completed Spring 2008. And the second item under that same goal was reworded to read: Conduct a review in Spring 2011, 2014, and 2017.

The first item under "individuals/officers responsible for implementation" was changed from the Faculty Athletics Representative to the Chair, Athletics Affairs Committee.

The third issue: Career advising services for student-athletes . . . the "steps to achieve the goal" was reworded to read: Provide a budget of \$2000 per year drawn from the Opportunity/Assistance Fund, to the Athletics Academic Support Office for career advising for student-athletes when needed.

The fourth issue: There are no resources in the Athletics Academic Support Office to pay the cost of learning disability testing . . . the "steps to achieve the goal" was reworded to read: Provide a budget of \$600, drawn from the Opportunity/Assistance Fund, to the Athletics Academic Support Office for learning disability testing for student-athletes at CAPS when needed.

There was some discussion about the importance of assessments and testing and the merit of assisting with costs for the student-athletes.

The fifth issue: Currently the Athletics Academic Support Office distributes progress reports to faculty via paper copy, which decreases the return rate. An academic software program would permit electronic distribution of progress reports and provide other tracking. The Chancellor suggested that instead of purchasing additional software to achieve this goal, we consider including this as part of the Customer Relationship Management (CRM) system that is currently being investigated by Enrollment Services. The “steps to achieve the goal” was changed to read: Investigate CRM software as part of the campus initiative sponsored by Enrollment Services.

### **GENDER ISSUES PLAN FOR IMPROVEMENT**

No changes were suggested for this plan.

### **MINORITY PLANS FOR IMPROVEMENT:**

Issue #1. There is not a formal standing Diversity Advocacy Group.

Measurable Goal: Create a standing committee. The Chancellor recommended we call it the Diversity Advocacy Group.

Issue #5 – What does PSAs stand for? It means: Prospective Student Athletes and even though most people will know what that means, it was recommended that we spell it out in the plan for improvement.

With the above changes, all plans were approved by the Steering Committee.