Meeting Minutes

Attendance: Marc Laviolette, Karl Smesko, Colleen Sorem, Chuck Lindsey, Dean Stansel, Steven Binninger, Jim Wohlpart and Susan Byars

Guests: Marianne Rosenhauer and Jessica Rouse

1. Meeting got underway at 2:02 p.m. with a review of past meeting minutes.

2. Steering Committee Conference Call—Information pertinent to Academic Integrity subcommittee. Question noted with a Q: and Answer with an “A:"
   a. Q: Clarification on definition of “entering undergraduate degree-seeking students” Is this restricted to full-time students or should part time students also be included? A: Full-time degree seeking students. (page 20, items 5 and 6)
   b. Q: Operating principle 2.1, item 13, Need Clarification because we don’t have the data to analyze this item as we only have one term to compare. A: We need to provide full narrative analysis but also need to note that some of the FGR data involves D-2 information.
   c. Q: Operating principle 2.2, item 7, Question. May we use outside audit report (Ice-Miller) as a starting point? A: Yes, many institutions use an outside source but the institution needs to review audit report for completeness and make additional recommendations on any areas it deems need commenting on. We can also use information from conference office.

Discussion pertaining to item b above: The past data has been posted to the share drive by Colleen.

Discussion pertaining to item c above: It was noted that Ice-Miller Report only covers the governance part and that a new NCAA requirement indicates that institutions need to have a standing committee to do an annual self-study on academic support. This is a new requirement has not yet been put into practice at FGCU. Subcommittee will put forth a recommendation that a committee be formed as soon as possible.

3. Ms. Rosenhauer reviewed ACS, templates and final report writing with the group. Tips included:
   a. Entry into ACS is all text, no bold, no italics, etc.
   b. Templates distributed to group
   c. Need to address the question being asked and make your response and to the point.
   d. Think like a reviewer/evaluator. Remember that the reviewer/evaluator has a lot to read and does not know the details about FGCU.
   e. Prepare a list of acronyms, abbreviations, or other technical terms that might not be known to the reviewer/evaluator.

4. Section assignments. Karl Smesko will email his areas next week as he will not be able to attend next meeting. Target date of December 4th for the initial draft of all Academic Integrity sections except those areas that will first need an initial review by the proposed Student Academic Support Athletic Review committee. Susan Byars will combine all areas for submission to the report writers.

5. Adjournment at 2:55 p.m. Next meeting to be December 4th in RH 125 from 2 to 4 p.m.