NCAA Gender-Diversity-Well Being Sub-Committee Meeting  
Tuesday, October 27, 2009  
McTarnaghan Hall #145 – Financial Aid Conference Room

Call to Order: 3:04pm

Present:
* Jorge Lopez - Chair
* Kathy Peterson
* Shannon Murphy
* Dr. Cecil Carter
* Reid Lennertz
* Mike Estes
* Dr. Dennis Hunt

Guest: Marianne Rosenhauer
Guest: Cathy Duff
Guest: Ashley Seeley (minutes)
* Committee Member

Lopez: Welcome everyone and thank you for attending our second meeting. I’m glad to see that we have a better turnout than our last meeting. I would like to welcome Marianne Rosenhauer and Cathy; they will go over the templates.

Marianne Rosenhauer: The system that they have set up for certification system is cumbersome. Is not exactly how it looks on the sheet. Went through and mirrored it with our own templates. When information has to go through, we can copy, cut and paste into their system. It's a tool for clarity. It's easier to transfer into their system. We have different links to transfer information. We can look at the cells and match it up. All the text is in blue except where you would enter response which is black. There are entry/response areas. There is a certain way they want things put into their system.

Cathy Duff: Cell study. Multiple ways to go in and how we have to enter the information and create the structure. This template makes it easy so you can respond into each one.

Marianne Rosenhauer: Who would be able to answer the questions about the data in the cells? Name of person you actually put into the system. Examples of operating principle documents. Where the black text is, put in your answers.

Cathy Duff: If you run across questions, we can ask them to appropriate people.

Kathy Peterson: Question about Title IX review. Difficult to do data because we won’t have access to some of it until the Spring semester.

Dr. Cecil Carter: Does the data have to be for current year?
Kathy Peterson: We don’t know. That’s what we’re trying to decipher.

Jorge Lopez: More than likely the last 3 completed years.

Kathy Peterson: In looking at other ones, AZ did more of an outline format, whereas Kennesaw and UNF were paragraph form. Which would you like? I know you want consistency.

Marianne Rosenhauer: When the person puts it into the system, it will generate how it’s supposed to look like for you.

Cathy Duff: However we set it up in the system is how it should come out and what it should look like.

Kathy Peterson: Title IX review. 17 program areas. Within that AZ had their own structured way to answer, however, Kennesaw and UNF had more of a free flowing paragraph form.

Jorge Lopez: You still have freedom to structure how you want.

Kathy Peterson: What are other groups doing? Things should all look the same.

Cathy Duff: I don’t know what they’re doing but we have told them to get to the point. Make it down to the point. No fluff. Get there as soon as possible. Make it as user friendly as possible. If you have acronyms, make sure there’s a list of them so that someone who doesn’t know FGCU will be able to look at just in case they have questions. Keep in mind the reviewer and where they’re coming from. They’re not going to know what we know. It’s hard cognitively to digest all of it until you’re actually sitting there with it. If they have to look in there and it’s buried, it won’t be easy for them.

Dr. Cecil Carter: Make it easy on the reviewer. Concise. Make it easy for them.

Cathy Duff: You understand the questions, make it able for them to understand.

Marianne Rosenhauer: An issue with other sub-committee. Working on different parts and then put in share drive. Then they were going to have one person compile all your information together.

Cathy Duff: If you want to cut into pieces, that’s fine, but at the end, we want it all put together. No underlining, no bolding. This is just strictly text. Not too complicated or long because the reader can get lost in the writing. Web links; student athletes are given handbook etc, but if you use a web link for something that you’re trying to prove, provide the web link. Roni has information in the office. She can go back as needed to look things up.

Marianne Rosenhauer: If anyone has questions, please feel free to call or email. If there’s something that needs to be fixed, let us know.

Cathy Duff: Thank you to Marianne Rosenhauer. We wouldn’t have been able to do this without you. One other thing, if you have a brief timeline of when you think you’re going to have drafts, or work on them, but what are they? Need to know so we can coincide with dates. The system does not have versions, if you go in and remove paragraphs, it’s gone. There’s no backup. Person entering information will need adequate time to put information in so that things are submitted on time.
Timeline would help. You should think like a reviewer! what would you expect to see here? Pretend you know nothing about FGCU. You may know one aspect, but not another.

Jorge Lopez: I will forward the templates. Thank you so much for coming.

Cathy: I think we're off to a good start.

**3:24pm: Cathy and Marianne Rosenhauer leave**

Jorge Lopez: Did anyone get the email about splitting things up? This will be able to make it easier from a scheduling standpoint. The way that we sent out the documents as far as looking at other schools, did that make sense? They are still essentially reference materials. If there's someone who might not be in depth with athletics, those will be useful for us to look at as a guide.

How are your sections going?

Mike Estes: Sunday afternoon while I was here.

Jorge Lopez: have you met with your group?

Mike Estes: 3.3 I went through and picked out what they want and where we can go to find it. I have some ideas about breaking it up and where we can find it.

Jorge Lopez: That's the key; knowing where to go to. See if something is in place and let's review the current policies & procedures.

Kathy Peterson: Any of you guys can call Mike or I at any time. If we can't answer the question, we will find out where to get it from.

Jorge Lopez: I asked Jennifer Crabill for the University's travel policy.

Kathy Peterson: We don't essentially have one, but this is something that we're eventually going to have to write out.

Jorge Lopez: We need to write something and have it be a part of the policy.

Kathy Peterson: It's better to find out now and get it fixed.

Dr. Cecil Carter: We did that. It's something we did and then was ready before they came for their visit.

Mike Estes: Manual on my desk about travel, comm. flights, travel flights, etc. template in manual. In the dept. who are we going to find to write these policies?

Jorge Lopez: We're going to have to develop. The idea, Mike, is to go through things you have come up with and then meet with group and figure out who to go to.

Mike Estes: University and departmental policy coincide and then put into template.
Jorge Lopez: We’re going to have to give a timeline. We sent out meeting times for the future. To be able to get a first draft, on some type of responses, to be able to go to the Steering Committee to make sure we’re on the right track.

Consensus:

Kathy Peterson: I was thinking the beginning of December.

Jorge Lopez: I don’t want us to fall behind in trying to work out schedules. We need to be able provide answers.

Mike Estes: I can’t do afternoons on Tuesdays.

Kathy Peterson: Jenn (Gabou) has practice. Can’t be here

Shannon Murphy: I don’t have practice, so I should be here.

Mike Estes: Is this a target date to have rough draft so that we can all digest and then discuss on the 8th. On the 8th, we should be in a good place.

**Rough draft due on DECEMBER 1**

Jorge Lopez: In terms of the docs we need to have available. I put a list together to see who we can go to. We can confirm those people, I will work with Kathy Peterson to get the list of docs and the list of people and give to respective teams in order to proceed. Kathy, is that good?

Kathy Peterson: Yes, Colleen has EADA. NCAA Financial Reports for the last 3 years. #7 is not due for Gender, but is for Diversity and Well-Being.

The years of data, does it have to be current year or the last 3 complete years? It would be very helpful if we didn’t have to use 09-10.

Jorge Lopez: Shannon did you get the emails?

Shannon: yes

Jorge Lopez: The next meeting November 10

Kathy Peterson: I have already started working on stuff can you send me the templates?

Mike Estes: Can we move the meeting up so that people are here?

Everyone seems to be in agreement...

Students have class...

Shannon has class.

Mike Estes: I can have someone cover.
Meeting moved to 8:30AM, November 10, 2009

***** JORGE PROMISED DUNKIN DONUTS AND COFFEE*****

Mike Estes: Reggie has practice. Can tell coach he has to be out early.

Jorge Lopez: Do I need to coordinate times in each team to meet?

Mike Estes: I can work things out.

Jorge Lopez: Kathy, when do you need me and what do you need?

Kathy Peterson: I will get with group to make meeting later this week or next week.

Jorge Lopez: Are there anymore questions for conference calls on Thursday?

Jorge Lopez: Coordinate with me on team meetings so someone can be there to take minutes whether it is Ashley or myself.

Adjourn: 3:48pm