Present:

Dr. Peg Gray-Vickrey, Chairperson
Mr. Kenneth Kavanagh, Director of Athletics
Ms. Kathy Peterson, Senior Woman Administrator/Athletics Certification Liaison
Ms. Susan Byars, Academic Integrity Subcommittee Chair
Mr. Jorge Lopez, Gender/Diversity and Student Athlete Well Being Subcommittee Chair
Mr. Steve Magiera, Vice President for University Advancement
Ms. Linda Bachelor, Assistant Vice President Administrative Systems and Controller
Dr. Cathy Duff, Chief Report Writer
Ms. Marianne Rosenhauer, Assistant to the Chief Report Writer
Dr. Chuck Lindsey, Faculty Senate President
Dr. Cecil Carter, Faculty Athletic Representative
Ms. Lisa Banks, Staff Advisory Council President
Mr. Bruce Banko, II, FGCU Athletics Booster
Ms. Colleen Sorem, Athletics Administration Director
Ms. Jessica Rouse, Director of Compliance
Mr. Adam Glick, Student Athlete (alternate – representing AJ Jani)
Ms. Veronica Forsyth, Administrative Staff for Steering Committee

Absent:

Dr. Wilson G. Bradshaw, President
Dr. Donna Price Henry, Governance and Commitment to Rules Compliance Subcommittee Chair
M. Taylor Cooke, Student Athlete
Mr. AJ Jani, Student Athlete
Ms. Markell Jonaitis, Student

Meeting Convened at 2:10PM

I. Welcome and Gathering

Dr. Gray-Vickrey welcomed the Committee members.

She stated that President Bradshaw would not be attending the scheduled Steering Committee meetings unless specifically requested to do so due to conflicts with his schedule. She stated that she would be briefing the President after each meeting. She also emphasized that this is not a change in the President’s commitment to the NCAA certification process, but rather a way to best utilize his time and expertise.

Dr. Gray-Vickrey stated that there are two (2) documents in the Self Study Instrument that she would like to bring to the Committee’s attention.

- Appendix G – Documents to be Available for Peer-Review Team Visit (pages 84-86)

She stated that the subcommittees should be collecting the documents listed in each section and should provide a hard copy for the file. These documents will be available for the Peer-Review Teams review.
Dr. Duff stated that the subcommittees should not only be analyzing the information but also stating the process used in the analysis.

Ms. Peterson reported that Student Athlete Exit Interviews will be part of the file.

Mr. Kavanagh stated that he has spoken with Steve Sturek, Senior Associate Commissioner, and Ted Gumbart, Commissioner, from the Atlantic Sun Conference. He reported that Mr. Sturek suggested meeting on April 21st and 22nd. Mr. Kavanagh stated that he thought this would be too late in the process and recommended forwarding a final copy of the document to Mr. Sturek for his review. The Committee was agreeable to asking for Mr. Sturek’s input.

Dr. Gray-Vickrey introduced Adam Glick who will serve on the Steering Committee as an alternate for Mr. Jani. She reported that Ms. Cooke is in the process of looking for a student who will serve as an alternate for her. Both Mr. Jani and Ms. Cooke are unable to attend meetings this semester due to conflicts in their schedules.

II. Approval of the Agenda

Dr. Gray-Vickrey asked whether anyone had anything that they would like to add to the agenda. No one had any additional items.

III. Opening Remarks – Dr. Wilson G. Bradshaw

Dr. Bradshaw was not in attendance.

IV. Athletic Director Report – Mr. Kenneth Kavanagh

Dr. Gray-Vickrey asked Mr. Kavanagh to give the Athletic Director Report. Mr. Kavanagh reported he was working on the organizational flow chart for Athletics.

V. Chief Report Writer Report

Dr. Duff recommended that when the subcommittees are in the process of answering a question they reread the Principle to confirm that they are answering the question as asked. She used Gender/Diversity Issues and Student-Athlete Well-Being Operating Principle 3.1 (page 41) as an example. She also recommended reviewing Appendix G and the Top 10 Issues document during the process.

Use of the NCAA By-laws in the process was also discussed. The 2009-2010 NCAA Division I Manual (PDF download – 431 pages) can be found at the below site:


VI. Subcommittee Reports

Dr. Gray-Vickrey called on each of the subcommittee chairs to give an update to the Steering Committee.

- Susan Byars – Academic Integrity Subcommittee

Ms. Byars reported that the editing of 2.1 was completed and had been forwarded electronically to Dr. Gray-Vickrey. She stated that the subcommittee would meet again next week and that attendance at meetings has been good.
Ms. Sorem stated that she had been in contact with the Compliance Officer at the University of North Florida. She reported that UNF had to have all contracts completed before the Peer-Review Team visit. UNF will be forwarding further information on this point.

- **Jorge Lopez-Gender/Diversity and Student Athlete Well Being Subcommittee**

  Mr. Lopez informed the Committee he has been finding errors when comparing data in Banner, Financial Aid, and Athletics. He has been crosschecking the data to confirm accuracy. He stated that recent data is more accurate than previous years. He believes that process of entering data has improved over time.

- **Dr. Donna Price Henry–Governance and Commitment to Rules Compliance Subcommittee**

  Dr. Gray-Vickrey stated that Dr. Henry is in Washington, DC attending the AACU Conference.

  VII. Old Business: None

  VIII. New Business:

  Review of Operating Principle 3.3 Student-Athlete Well-Being

  The Committee reviewed and made changes to the first draft document through question #8. The subcommittee will continue the review of question #9 (page 6 through page 18) utilizing Appendix G and Top 10 Issues.

  Mr. Lopez stated that he will provide Committee members with a copy of the Exit Interview. Mr. Kavanagh stated that the Student Athlete Exit Interview form has been updated. He also reported that Athletics has implemented a survey which is given to each athlete at the end of their season. Response to the survey has been favorable.

  The agenda for the next meeting which is scheduled for February 3, 2010 from 2:00PM to 4:00PM in AB5-#309 is:

  - Review Section 2.1 of Academic Integrity with Ms. Byars.

  IX. Meeting adjourned at 3:50PM.