NCAA DIVISION I ATHLETIC CERTIFICATION STEERING COMMITTEE
MEETING

NOVEMBER 12, 2009

ACADEMIC BUILDING 5 – ROOM #309

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
Dr. Donna Price Henry, Governance and Commitment to Rules Compliance Subcommittee Chair
Mr. Steve Magiera, Vice President for University Advancement
Ms. Linda Bacheler, Assistant Vice President Administrative Systems and Controller
Dr. Chuck Lindsey, Faculty Senate President
Ms. Colleen Sorem, Athletics Administration Director
Mr. Bruce Banko, II, FGCU Athletics Booster (via conference call)
Ms. Marianne Rosenhauer, Assistant to the Chief Report Writer
Ms. Jessica Rouse, OPS Compliance Assistant
Mr. AJ Jani, Student Athlete
Ms. Markell Jonaitis, Student
Ms. Veronica Forsyth, Administrative Staff for Steering Committee

Absent:

Dr. Wilson G. Bradshaw, President
Ms. Lisa Banks, Staff Advisory Council President
Dr. Cecil Carter, Faculty Athletic Representative
Ms. Taylor Cooke, Student Athlete
Dr. Cathy Duff, Chief Report Writer

Meeting Convened at 2:05PM

I. Welcome and Gathering

Dr. Gray-Vickrey welcomed the committee members and explained that Dr. Bradshaw was at a Board of Governors meeting and would not be attending today’s meeting.

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. Approval of Minutes

Dr. Gray-Vickrey asked the Committee what process they would like to use to review and approve Committee minutes. It was agreed that a draft of the minutes would be emailed to each Committee member with three (3) days in which to respond with any comments or changes. The minutes will be posted on the web site when this process is completed.
IV. Opening Remarks

Dr. Bradshaw was not in attendance.

V. Athletic Director Report

Dr. Gray-Vickrey asked Mr. Kavanagh to give the Athletic Director Report. Mr. Kavanagh reported that the organizational chart for Athletics is being updated. There is a new Director of Corporate Sales and Marketing, Denise Da Silveira. Once the chart has been updated, Mr. Kavanagh will verify the information and forward the chart to Dr. Henry.

Mr. Kavanagh reported that the Intercollegiate Athletic Committee (IAC) membership is being finalized. He stated that there are three (3) subcommittees:

- Ethnic Diversity Athletics Committee
- Gender Equity Athletic Committee
- Compliance Athletics Committee

He stated that there would be members each from the Faculty Senate, SAC, and Student Government on the Ethnic Diversity and Gender Equity Subcommittees. The Compliance Committee would involve two members of the IAC and the Director of Compliance from Athletics. Meetings should begin next month.

VI. Chief Report Writer Report

Dr. Gray-Vickrey asked Ms. Rosenhauer to give the Chief Report Writer Report. Ms. Rosenhauer stated that she and Dr. Duff have met with each of the subcommittees and passed out templates to be used in input information into ACS. She asked that if anyone has any questions or problems that they please contact either Dr. Duff or her. She reported that Dr. Gray-Vickrey, Dr. Duff, and she will be having a conference call on Friday, November 13th, with Danielle Teetzel regarding the ACS program.

VII. 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 stated that the Academic Integrity Subcommittee met on October 30, 2009. She reported the attendance of subcommittee members at this meeting was 80 per cent.

Ms. Byars stated that the target date for the initial draft is the December 4th meeting. Mr. Kavanagh will not be able to attend this meeting but has provided his information.

Ms. Sorem stated that a Student Academic Support Athletic Review Committee needs to be set up to evaluate academic support systems and that Ms. Byars has recommendations for committee members. Faculty Senate will provide names. This committee cannot be set up by the Athletics Department. There are three (3) or four (4) questions that need this committee in order to be answered. This will need to be done each year.

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

Mr. Lopez stated that the Gender/Diversity and Student Well Being Subcommittee met on November 10, 2009. He also stated that the committee has been split into three (3) subcommittees and that attendance has improved since the split.
Mr. Lopez stated that the target date for information from each group is December 1st.

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

Dr. Henry stated that the Governance and Commitment to Rules Compliance Subcommittee met on October 27, 2009. Meeting participation was good.

Dr. Henry stated that each Committee member reported on their portion and that they will post a draft on the share-drive on November 16th. The Governance Subcommittee will present their first draft report to the Steering Committee at the December 11th meeting.

VIII. Old Business: None

VII. New Business:

A. Campus Communication of Certification Process

Dr. Gray-Vickrey stated that their needs to be communication with key University constituents in regard to the certification process and that guidelines and criteria for input from constituents will have to be decided.

She stated that in accordance with the Tentative Written Plan

- The web site is up and running.
- A monthly email should be established to communicate with constituents.

Discussion followed as to whether the email to constituents should come from the President or the Chair and what groups of individuals should receive it. It was decided that the email should come from the Chair of the Steering Committee, Dr. Gray-Vickrey. It was also decided that the following groups should be included

- Faculty/Staff
- Faculty Senate
- SAC
- Student Government
- Eagles Council (Student-Athlete Advisory Council)
- Eagles Club Board of Advisors (Boosters)

Discussion followed on setting times during March for University forums for the key constituent groups in order to receive their feedback. Several different options for meeting with constituents were given.

- Forums tailored to each specific set of constituents
- Committee members meeting with individual constituent groups
- Multiple forum dates offered to constituents including an evening forum

It was also agreed that a link should be provided which will give information to constituents.

Mr. Kavanagh stated that a hard copy of the final certification report should be located in the Library and that it should also be posted on the web. He also stated that he would check with Kennesaw State and the University of North Florida to see what they did.

Dr. Lindsay stated that he would keep the Faculty Senate updated on the progress of the Committee.
It was suggested that there should be two (2) meetings with Student Government. The first meeting would be to explain the certification process and the second to receive input.

The Board of Trustees will be updated at their meetings.

Ms. Bacheler suggested that there should be an article in the Eagle News explaining the process.

**B. Timeline and Process for Review of Subcommittee Drafts**

Dr. Gray-Vickrey stated that the review is a lengthy process and that we need to be sure that we have enough information and also that the information answers the question. All final documents will go to Dr. Duff. She will make sure that the document appears seamless.

She stated the following is the planned timeline.

- March 1, 2010 – First drafts completed.
- March 31, 2010 – Second drafts completed.
- March 31, 2010 – Steering Committee to approve full draft.
- April 20, 2010 – Last report to the Board of Trustees.
- April 29, 2010 – Self-Study Submission.

She also stated that drafts should be posted at least one week prior to the meeting.

Dr. Gray-Vickrey led a discussion on the frequency of meetings for the Steering Committee. It was decided that the Committee would meet twice monthly and that the meeting time will increase to two (2) hours each. Dr. Gray-Vickrey will work with Ms. Forsyth to set the dates. She stated that Dr. Duff and Rosenhauer will need all of April to bring the reports from the subcommittees into one report for submission.

It was discussed whether the Committee should be broken into smaller committees to review the work of the subcommittees. Mr. Kavanagh stated that he believed the Steering Committee as a whole needs to review each subcommittees work to satisfy the expected “broad based” review requirement.

Dr. Gray-Vickrey stated that she had spoken with the NCAA regarding the Peer Review visit. There had been a problem that an individual had been chosen who had been on the list that we submitted but this has now been worked out. The date of the visit has not been confirmed. There is a conflict with the schedule of the president who will chair the visit. The NCAA will contact us once this has been worked out.

Mr. Lopez asked for confirmation for when you reference University policy if the policy will need to be provided. Dr. Gray-Vickrey stated that hard copies for all documentation will need to be provided at the time of the visit. She also stated that there is a filing cabinet for each subcommittee in Ms. Forsyth’s office.

**VIII. Meeting Adjourned at 2:55PM.**