NCAA DIVISION I ATHLETIC CERTIFICATION STEERING COMMITTEE MEETING

FEBRUARY 3, 2010

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
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
Ms. Colleen Sorem, Athletics Administration Director
Ms. Jessica Rouse, Director of Compliance
Mr. Adam Glick, Student Athlete (replacing Mr. Jani)
Ms. Veronica Forsyth, Administrative Staff for Steering Committee

Absent:

Dr. Wilson G. Bradshaw, President
Ms. Linda Bacheler, Assistant Vice President Administrative Systems and Controller
Mr. Bruce Banko, II, FGCU Athletics Booster
M. Taylor Cooke, Student Athlete
Mr. AJ Jani, Student Athlete (class conflict spring 2010)
Ms. Markell Jonaitis, Student

Meeting Convened at 2:05PM

I. Welcome and Gathering

Dr. Gray-Vickrey stated that she and Mr. Kavanagh met with President Bradshaw last week. She stated that there is a little less than three (3) months before we hit the submit button and that a 100 percent effort was needed to meet the deadline. President Bradshaw will be sending a letter to each Committee member, their immediate supervisor, and their vice president in order that they understand the importance of this process. Dr. Bradshaw stated that the NCAA was the highest priority and that it is critical to the community, to student-athletes, and to the University. Dr. Gray-Vickrey stated that it has been taking two (2) hours for the Committee to review one (1) section. This is the first draft. The second and third draft will go much quicker.
Dr. Gray-Vickrey stated that there are three additional meetings listed on the agenda in #7 (Meeting Schedule) and also a possible retreat on April 2nd. The meeting dates and their locations that are currently scheduled are:

- February 10th - Lutgert Hall 1205
- February 17th - AB5-#309
- February 24th - AB5-#309
- March 10th - AB5-#309
- March 17th - Lutgert Hall 1205
- March 19th - Retreat at Grandezza
- March 24th - AB5-#309
- March 31st - AB5-#309

The tentative date of April 2nd for a second retreat will be revisited. April 2nd is Good Friday. It will be determined closer to that time whether another retreat will be necessary.

Dr. Gray-Vickrey stated that there items that we need to go back to in order to assign an individual to a particular item. This will include who is doing what and when it is due. This will be covered in detail in #5 (Old Business).

II. Athletic Director Report – Mr. Kenneth Kavanagh

Dr. Gray-Vickrey asked Mr. Kavanagh to give the Athletic Director Report. Mr. Kavanagh stated that the key for the process is accuracy and to verify all information. He stated that the data must be pure and gave the example that Mr. Lopez had discovered a female student listed in Banner in baseball rather than softball. Another example was a request for information received from the News Press. This information was also found to be inaccurate but was corrected before it was released. It is important that the source of the information be accurate and reliable. It is also important that the Committee be confident of the data when the NCAA Peer-Review Team visits. Information needs to be double checked so that it won’t send up a red flag. Ms. Rouse and Dr. Vines will work on this.

Mr. Kavanagh stated that this process requires broad based participation and that Athletics will be available for support, they cannot write the report.

Mr. Kavanagh reported that he and Dr. Carter met with President Bradshaw regarding the Intercollegiate Athletics Committee. He stated that the first committee meeting will be on February 11th. He also stated that the Gender Equity Committee and Ethnic & Diversity Committee were close to being finalized.

III. Chief Report Writer Report

Dr. Gray-Vickrey asked Dr. Duff to give the Chief Report Writer Report. Dr. Duff thanked Mr. Kavanagh for his work in forming these committees and that she and Ms. Rosenhauer would now be able to start inputting the information. Dr. Duff cautioned Committee members to only type in the sections labeled “enter your response”.

IV. 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 subcommittee met on January 29th and will meet each Friday during February.

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

Mr. Lopez stated the subcommittee will meet next week on changes in 3.3. The subcommittee is currently working on gender/diversity items and 3.1 will be ready for the Committee within the next couple of weeks.

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

Dr. Henry stated that the subcommittee met on January 25th and reviewed the documents with changes from the December 9th meeting and the January 10th. She stated that additional sections will be available at the February 17th meeting.

Dr. Gray-Vickrey stated that the agenda for the February 10th meeting will be sent along with the attachments on February 4th.

V. Old Business:

a. 1.2 questions 4, 5, 11, 12, 13, 14, 15

- Questions 4 and 5 (page 14)

Dr. Gray-Vickrey stated the following steps should be taken:

1. Contact Human Resources
2. Obtain a list of the individuals
3. Contact Dr. Gray-Vickrey if requested information is not received in a timely manner
4. Dr. Gray-Vickrey will contact Dr. Joe Shepard
5. Dr. Joe Shepard will notify President Bradshaw

It was noted that there are legal restrictions in regarding to faculty concerning their contracts.

- Question 11 (page 16)

It was determined that a, b, c, d, and f have been completed. E was the only one that remained to be completed. Dr. Gray-Vickrey stated that an email needed to be sent to all faculty regarding rules compliance. She asked Dr. Carter to draft the email so that it could go out next week.

- Question 12 (page 16)
Completed.

- Question 13 (page 16)

Completed.

- Question 14 (page 17)

Dr. Gray-Vickrey stated that the Ice Miller Report would need to be reviewed in order to complete this question. Mr. Kavanagh reported that Mr. Rouse, Dr. Carter, and he had met with President Bradshaw and that this meeting met the requirements of this question. He stated that he would forward the information to Dr. Henry within the next couple of weeks.

Mr. Kavanagh reported that there was a Compliance Committee in the process of being formed. The committee would consist of Dr. Carter, Ms. Rouse, Mr. Lopez, and additional members who have not as yet been chosen.

Question #15 (page 17)

Mr. Kavanagh stated that this question is a continuation of question #14 and needs to follow the categories listed in question #13. He also stated that Mr. Steve Sturek was here when the Ice Miller Report was done and that Mr. Sturek was visiting campus on April 21st and 22nd.

b. 3.3 questions 4, 9

- Question #4

Mr. Lopez stated that Mr. Kavanagh was sending him a copy of the exit interview which will complete this question.

- Question 9 (page 9)

Dr. Gray-Vickrey stated that this would be reviewed at the February 10th meeting. She asked Dr. Carter to have this reviewed also by the IAC.

VI. New Business:

a. Review of Academic Integrity 2.1 (assignments as needed)

- Question #4 (page 1 and 2)

Dr. Gray-Vickrey stated that the process should be included in the file.

The Committee requested the following

- Clarify Admissions Process (paragraph 4)
- List the names of the members of the Undergraduate Admissions Advisory Committee and state purpose of committee (paragraph 5)
- Clarify “d” (paragraph 6)
• Question 5 (page 3)

The Committee requested the following:

- Explain the Faculty Admissions Appeal Committee (paragraph 1)
- Criteria for admission under exception (paragraph 2)
- Define *Step Ahead* (paragraph 4)
- Clarify 10% exceptions (paragraph 5)

• Question 6 (page 4)

The Committee requested that the second sentence of paragraph 3 be rewritten. Dr. Duff cautioned the Committee on use of adjectives.

• Question 7 (page 5)

The Committee asked the meaning of “athletics aid” in the second sentence of the question. Mr. Kavanagh stated that this was scholarship based on ability.

Dr. Duff stated that it was best to use factual and neutral language when writing the report.

• Question 8 (page 5)

Committee working on question.

• Question 9 (page 6)

Committee working on question.

• Question 10 (page 6)

In paragraph 1 an Assistant Director of Admissions has been appointed – Ms. Meredith McClean.

As a part of the process for certifying initial certification, the names of individuals who need to sign off should be listed. Their titles should also be included.

• Question 11(6)

In “c” the names and titles of academic advisors in the colleges should be listed.

• Question 12 (page 8)

In “a” the names and titles of academic advisors in the colleges should be listed.

• Question 13 (page 8)

Committee working on question.
• Question 14 (page 8 and 9)
Committee working on question. Dr. Gray-Vickrey stated that she would ask for clarification of this question from Ms. Teetzel.

• Question 15 (page 9)
The Committee asked that the response be expanded explaining why we do not have the data.

• Question 16 (page 9)
The Committee asked that the response be expanded explaining why we do not have the data.

• Question 17 (pages 9 and 10)
The Committee asked that the response be expanded explaining why we do not have the data.

• Question 18 (page 10)
On agenda for next meeting.

• Question 19 (page 10)
On agenda for next meeting.

• Question 20 (page 10)
Committee working on question.

• Question 21 (page 10)
Committee questions the meaning of “administrative staff”. Mr. Kavanagh stated that this means “University” staff not athletics. The Committee agreed that the answer should be rewritten and reviewed again after questions 18 through 20 have been answered.

• Question 22 (page 10)
Committee working on question.

Dr. Lindsey stated that he was following up on the fact that finals are being given the week before the actual finals week.

Ms. Sorem stated that she would contact Mr. Laviolette regarding the information in the charts and would email Dr. Duff once she heard back from him.

b. Identification of additional meeting dates (see tentative dates below with *)
Discussion of additional meeting dates occurred in Dr. Gray-Vickrey’s statement.
VII. Meeting adjourned at 3:55PM.