NCAA DIVISION I ATHLETIC CERTIFICATION STEERING COMMITTEE MEETING

MARCH 24, 2010

ACADEMIC BUILDING 5 – ROOM #309

Present:

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

Absent:

Dr. Wilson G. Bradshaw, President
Mr. Bruce Banko, II, FGCU Athletics Booster
Mr. AJ Jani, Student Athlete (class conflict spring 2010)
Ms. Markell Jonaitis, Student

Guest:

Ms. Paula Machlin, Advisor I – Lutgert College of Business, Intern – Office of Curriculum and Instruction

Meeting convened at 1:15PM

I. Welcome and Gathering

Dr. Gray-Vickrey welcomed the Committee and introduced Ms. Paula Machlin who is an Advisor I in the Lutgert College of Business and also an intern in the Office of Curriculum and Instruction. Ms. Machlin will be assisting the Committee.
II. Athletic Director Report – Mr. Kenneth Kavanagh.

Dr. Gray-Vickrey stated that Mr. Kavanagh was running late so the report would be deferred.

III. Chief Report Writer Report – Dr. Cathy Duff and Ms. Marianne Rosenhauer

Dr. Duff stated that there were no comments at this time.

Dr. Gray-Vickrey stated that she has reviewed Sections 1.1 and 1.2 with Dr. Henry. Section 1.1 has been put to bed and is ready to go to the proofreader. After the proof has been completed, Dr. Gray-Vickrey, Dr. Duff and Ms. Rosenhauer will meet with the proofreader to review what has been done. The section will then go to Dr. Gray-Vickrey and then be posted on the web for community input.

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 Tuesday, March 23rd, to fine tune 2.2 and the section will be ready for review by the Committee at the Friday, March 26th, meeting. Dr. Gray-Vickrey stated that there might not be time for the Committee to review the section by the 26th and suggested that it be placed on the agenda for the Wednesday, March 31st, meeting. Ms. Byars stated that the subcommittee was meeting on Monday, March 29th. Marc Laviolette, Director of Undergraduate Admissions, will not be available to attend the March 31st meeting. Dr. Gray-Vickrey stated that she did not believe it necessary for him to attend but asked that if the subcommittee has questions they review the section with him before the March 31st meeting.

• Jorge Lopez – Gender/Diversity and Student Athlete Well Being Subcommittee

Mr. Lopez stated that the subcommittee met on Monday, March 22nd, to review 3.2 and also to make changes to 3.1. The first draft review of 3.2 will be ready for the Friday, March 26th, meeting.

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

Dr. Henry stated the last subcommittee was very productive. Sections 1.1 and 1.2 edits were completed.

Dr. Gray-Vickrey thanked the Committee for all of their hard work especially during these past two weeks.

V. Old Business

a. 1.2 question follow-up status report- Questions 4, 5, 8, 11, 14
• Question 4
Ms. Peterson stated that a Plan for Improvement needs to be done.
Dr. Gray-Vickrey stated that this question can be removed from Old Business.

• Question 5
This section needs to contain a statement regarding United Faculty of Florida (UFF) which will be reviewed by Dr. Hudson Rogers. A copy of the CBA will be placed in the document file.
Dr. Gray-Vickrey stated that this question can be removed from Old Business.

• Question 8
Dr. Gray-Vickrey stated that this question can be removed from Old Business.

• Question 11
This will be covered in the review of 1.2 in New Business.
Dr. Gray-Vickrey stated that this question can be removed from Old Business.

• Question 14
Dr. Gray-Vickrey stated that this question can be removed from Old Business.

b. 3.3 question follow-up status report- Question 9

• Question 9
This section has one minor change. A Plan for Improvement will need to be done.
Dr. Gray-Vickrey stated that this question can be removed from Old Business.

VI. New Business

a. Committee Documentation
Dr. Gray-Vickrey reviewed the support that Ms. Machlin will provide to the Committee. She stated Ms. Machlin will review the instrument and list all documents that are mandatory (Appendix G) and also the documents which are noted. These documents include:

  o Steering Committee Meeting Minutes
    ▪ Academic Integrity Subcommittee Minutes
    ▪ Gender/Diversity and Student Athlete Well Being Subcommittee Minutes
    ▪ Governance and Commitment to Rules Compliance Subcommittee Minutes
Intercollegiate Athletics Committee Minutes
- Athletic Ethnic and Diversity Standing Committee Minutes
- Athletics Health and Wellness Standing Committee Minutes
- Compliance Standing Committee Minutes
- Gender Equity and Title IX Standing Committee Minutes

NCAA Eligibility Committee
- Eagles Club Board of Advisors
- Student Academic Support Athletic Review Task Force
- Eagles Council

All emails and sites that are referenced will also be included.

Ms. Machlin will act as an outside auditor to ensure that we have all documentation. She will review all documents in order to provide a list of additional supporting documents or items that are referenced and which are required.

Mr. Kavanagh stated that he will work with Ms. Blankenship to provide minutes for the files.

Dr. Duff stated that hard copies are preferred. She suggested that each document be labeled with the appropriate file name. She also stated that the NCAA format does not allow links within the instrument.

Both Dr. Henry and Ms. Sorem stated that they were gathering the documents that need to be included.

All hard copy documents should be forwarded to Ms. Forsyth for the files.

b. Review of Governance and Commitment to Rules Compliance 1.2

- Question 4

4(a). The second sentence in the first paragraph should read “An addendum to all athletic staff letters of appointment …of athletics staff.” The fourth sentence should read “The contract and the addendum state…” The fifth sentence should read “Both state that…”

4(b). Ms. Rouse is confirming with Human Resources that all Athletic Department descriptions have been completed.

4(c). Performance evaluations are in the Plan for Improvement.

- Question 5

5(a). The second paragraph will be rewritten. The subcommittee will ask Dr. Hudson Rogers for input.

Updates to contracts and appointment letters are done. Evaluation will be included in the Plan for Improvement.

5(b). Rewrite section. Include generic description for faculty advisors provided by the SUS.
5(c). Include statement that faculty members are reviewed annually but rules compliance is not part of the process. This will be included in the Plan for Improvement.

- **Question 8**

8(a). The first sentence should read “Dr. Cecil Carter,…University include but not limited to:…”

Dr. Carter stated that the job description does match the job description in Human Resources.

8(b). The fourth sentence should read “The AD is…” The fifth sentence should read “The AD also plays a key role…”

8(d). The order of the lists should be changed. The first list should be the head coaches, the second assistant coaches, and the third volunteers. Below are the updates to the lists.

- **Head coaches**
  - Add “Dr.” to Jim Suttie

- **Assistant Coaches**
  - Remove Athletic Academic Coordinator title for Patricia Stringham and delete Kathy Peterson’s name
  - Delete Mario Rincon – add TBA – delete (not current) add (currently vacant)
  - Delete volunteer for Leon Miller – add Assistant to Men’s Basketball Coach
  - Delete Graduate for Chelsea Dermyer

- **Volunteers**
  - Delete Samantha Waldron
  - Delete Chelsea Garner
  - Delete Jordan Oyer
  - Delete Bryan Spiewak
  - Delete Peter Mellor
  - Delete passed recruiting test… for James Bartholomew
  - Delete Volunteer Men’s… for Matthew Raidbard – add Video Coordinator
  - Men’s Basketball…

Ms. Peterson will provide updated information on volunteers closer to the Peer Review Team visit.

The Athletics Department Staff Directory should be added to the web.

- **Question 9**

Policies for each should be available for review in the file.

- **Question 10**

The last sentence in the first paragraph should read “An email reminder…was sent to all Athletic staff on 12/18/09.”

Delete the second sentence in the second paragraph.
The last paragraph in this section should read “The FAR send an e-mail to all faculty and adjuncts…” Dr. Carter will be sending the letter in March 2010.

- Question 11

11(a). The second sentence should read “This brochure is…via email and/or regular mail…”

The second paragraph should include a statement that additional information can be found in 11F. Also, no email date is required.

11(b). The second sentence should read “There is also both required and optional…year.” Under the list of seminars add “optional” after nutrition.

- Question 13

The first sentence under the list should read “At the time of…submitted its first…” The second sentence should read “Currently, the institution has submitted…”

- Question 14

The process has been received.

- Question 15

Governance and Organization

1. There are four (4) standing committees under the Intercollegiate Athletic Committee (IAC).

The four standing committees are:

- Athletic Ethnic and Diversity Standing Committee Minutes
- Athletics Health and Wellness Standing Committee Minutes
- Compliance Standing Committee Minutes
- Gender Equity and Title IX Standing Committee

The Athletic Health Task Force Committee should have its name changed to Athletic Health and Wellness Committee which will better reflect the charge of the standing committee. The by-laws of the IAC will need to be changed to include the Athletic Health and Wellness Committee.

2. The first sentence should read “The Director…met monthly in the fall 2010.”

5. The first sentence should read “The Director of Compliance…reports directly to the Director of Athletics and in addition has direct access to the President.”

APP

2. Title should read “Implementation of the Curriculum Advising Program Plan CAPP degree audit system.” The first sentence should read “The development of the CAPP system…” The second sentence should read “This system…”

3. Title should read “Approval by President Bradshaw…”
Rules Education

2. The first sentence should read “At the end of the…returning student-athletes will receive a detailed packet of rules…”

4. Rewrite.

Playing and Practice Session

1. The second sentence should read “As additional student-athletes attend summer school…developing an enhanced monitoring system.” The third sentence should read “The summer packets include…”
2. The second sentence should read “As more student-athletes…teams, an enhanced process…”

Student-athlete Employment

A statement should be added to this section regarding summer employment for student-athletes including the restrictions and requirements. Restrictions and requirements are provided to student-athletes in writing at the end of each spring semester.

Amateurism

Change the number sequence in this section.

Further explain the reason(s) why only baseball has a do’s and don’ts list specific to their sport. Include professional opportunities, the draft, etc.

- Question 16

Dr. Henry is emailing the Ice Miller Report to Dr. Duff and Ms. Rosenhauer.

Governance and Commitment to Rules Compliance will be forwarded to Dr. Gray-Vickrey once the subcommittee makes the necessary changes. Dr. Gray-Vickrey will forward to the proofreader. Once return to Dr. Gray-Vickrey, she will give it a final review and the section will be posted on the web for community input.

c. Review of Governance and Commitment to Rules Compliance 1.2 Plan for Improvement

The Committee reviewed the Improvement Plan provided by Dr. Henry.

1) Issues
   No change.
   Measureable Goals
   No change.
   Steps to Achieve Goals
   No Change.
   Individuals/Officers Responsible for Implementation
   Associate Provost for Academic Affairs
Provost and Vice President of Academic Affairs
United Faculty of Florida (UFF) Representatives
Director of Compliance
Specific Timetable for Completing the Work
Bargaining for the 2010-2013 CBA began February 2010.

2) Issues
No change.

Measureable Goals
Rewrite to read “Steve Sturek, Atlantic-Sun Conference Senior Associate Commissioner for Compliance and Legal Issues, will review…April 2010.”

Steps to Achieve Goals
Rewrite to read “Provide APP data and procedures to Steve Sturek, Atlantic-Sun Conference Senior Associate Commissioner for Compliance and Legal Issues.”

Individuals/Officers Responsible for Implementation
No change.

Specific Timetable for Completing the Work
No change.

Once the appropriate recommended changes are made, the above Plan for Improvement will be forwarded to Dr. Gray-Vickrey for review and then to the proofreader. The proofreader will return the Plan to Dr. Gray-Vickrey for a last review and the Plan will then be posted on the web.

d. Review of Academic Integrity 2.2 Plan for Improvement

The Committee reviewed the Improvement Plan provided by Ms. Byars.

3) Issues
Rewrite to be more specific of the issue that is in the Plan.

Measureable Goals
Change wording to include part-time to full time and add that the goal is to maintain an appropriate ratio of student-athlete to advisor.

Steps to Achieve Goals
Statement should be to transition from part-time to full-time.

Individuals/Officers Responsible for Implementation
Director of Athletics
Associate AD/Senior Woman Administrator
Assistant AD for Business
Direct Supervisor

Specific Timetable for Completing the Work

4) Issues
Rewrite to read “Current mentoring program is campus wide an additional program is needed for student-athletes.”

Measureable Goals
No change.

Steps to Achieve Goals
Rewrite to read “Create, establish, and coordinate new program with guidance from the College of Education’s…”

Individuals/Officers Responsible for Implementation
Specific Timetable for Completing the Work
Change to Fall 2012.

5) Issues
Rewrite to read “Current orientation is campus wide a supplemental orientation is needed for student-athletes.”

Measureable Goals
Rewrite to read “Establish a new student-athlete supplemental orientation… student-athletes in addition to the campus wide student orientation. This supplemental orientation would be provided in January and August to accommodate new student-athletes.”

Steps to Achieve Goals
No change.

Individuals/Officers Responsible for Implementation
Director of Athletics
Associate AD/Senior Woman Administrator
Athletic Academic Coordinator
Direct Supervisor
Life Skills Coordinator
Director of Compliance

Specific Timetable for Completing the Work
No change.

Once the appropriate recommended changes are made, the above Plan for Improvement will have a second review on Friday, March 26th. Ms. Sorem will provide hard copies.

The Director of Athletics will have final approval of all Plans for Improvement. Once approved, the document will be forwarded to Dr. Gray-Vickrey. The Plan will then go to the proofreader and then to Dr. Gray-Vickrey for a final review. The Plan will then be placed on the web. All Plans for Improvement will be submitted separately.

e. Review of Gender/Diversity and Student Athlete Well Being 3.1

This items was moved to the agenda for the Friday, March 26th, meeting.

VII. Meeting Schedule

Dr. Gray-Vickrey stated the tentative agendas for the remaining scheduled meetings are as follows:

- March 26, 2010  8:00AM-Noon  AB5-309 (half day retreat)
  
  • Governance and Commitment to Rules Compliance 1.2 Plan for Improvement
  • Gender/Diversity Issues and Student-Athlete Well-Being 3.2 Diversity Issues (1st Review)
• Gender/Diversity Issues and Student-Athlete Well-Being 3.1 Gender Issues (final Review)

  ▪ March 31, 2010  1:00PM-5:00PM  AB5-309

    • Academic Integrity 2.1 Academic Standards (2nd Review)
    • Academic Integrity 2.2 Academic Support (2nd Review)
    • Gender/Diversity Issues and Student-Athlete Well-Being 3.2 Diversity Issues (2nd Review)
    • Items not completed

  ▪ April 2, 2010  8:00AM-Noon  AB5-309 (half day retreat)

    • No agenda items discussed for this meeting.

VIII. Meeting adjourned at 4:20PM.