

# **NCAA Steering Committee**

*December 19, 2007*

*~ Meeting Notes ~*

Present: Drew Appleby, Trudy Banta, Charles Bantz, Karen Black, Peter Brasovan, William Kulsrud, Michael Moore, Mary Beth Myers, Denise O'Grady, Bernadette Rodak, Roger Schmenner, Angie Torain, and Greg Wright

Guest: Linda Durr

## **Welcome and Introductions:**

Chancellor Bantz welcomed the committee and members introduced themselves. Chancellor Bantz stressed the importance of the work of the Steering Committee and encouraged the group to keep working diligently to meet the February 1 deadline for submitting the first draft reports.

## **Review of Documents Provided at First Meeting:**

Karen Black reviewed the following items (1) Measurable standards, (2) Institutional plans for improvement (3) Helpful hints, and (4) Top ten lists of issues. All of these documents are included in the NCAA Athletics Certification Process notebook that was distributed to each member at the September 6 orientation sessions. It will be important that the committee members refer to these documents often as they write their sections of the self-study.

## **Draft of a Plan for Garnering Wide Participation in Review:**

Karen Black distributed a draft document which included ways in which to get the word out about the NCAA self-study process (see attached). The document includes a list of communication vehicles and a list of committees, units and groups to be notified, etc. If you have anything to add to this list, please send that information to Karen.

## **Reminder to Keep Notes of Meetings:**

Linda Durr reminded the committee that the NCAA requires records of all meetings including attendance at the meetings. The peer review team may ask to see subcommittee meeting minutes during the site visit. Please send your committee minutes to Linda electronically. The minutes of all the committees will be put on the Planning and Institutional Improvement website <[www.planning.iupui.edu](http://www.planning.iupui.edu)> as we receive them.

## **Formatting of Drafts and Final Report:**

The NCAA now has gone to a web-based format. Trudy's office will be responsible for entering (copying and pasting) the text of the self-study on the website using the reports submitted to her office. Basically, the Word documents should be sent electronically to Trudy and/or Linda in a very simple format. No underlining, bolding, italics, indenting, bullets, etc. Please see the attached document for details or call Linda Durr at 278-2090 if you have questions.

Directions for viewing the NCAA website are also included in this document. Members will have the capability to view what is there but will NOT have the capability to edit the report at that site. Linda suggested that members might want to check it out to see how the web version compares to the self-study instrument. For your convenience, the link and logon directions are included below:

[https://goomer.ncaa.org/wdbctx/ncaass/AdminMDB.AC\\_InstMenu.ACSHomePage](https://goomer.ncaa.org/wdbctx/ncaass/AdminMDB.AC_InstMenu.ACSHomePage)

Click on Log On

Institutional ID: **2699**

Institutional Password: **(leave this blank)**

Access Password: **(view)**

**The above are case sensitive**

In the middle of the screen you will see:

2008 Self-Study - *Institution editing Self-Study report* [Self-Study](#)

Click on [Self-Study](#)

At the left margin menu: Click on the PLUS SIGN next to *Self-Study Inst. & Certification Report* to expand the menu options

Then you will see listed each section of the Self Study Report to be completed. As you continue to expand the menu options, you'll see the Operating Principles.

### **Committee Updates:**

Drew Appleby reported that the **Academic Integrity Subcommittee** has met five times to date. He distributed a document summarizing the information they have collected thus far. Drew also pointed out some discrepancies in policies related to conditional admits and faculty sponsorships of students. Mary Beth Myers said that there is information available and will send a report to Trudy, Karen and Denise. There are ways to note this information during the admission process but the question is who is tracking the students to make sure that certain conditions are being met?

In Karen Whitney's absence Angie Torain reported that the **Equity and Student-Athlete Well-Being Committee** had met and that they formed three subcommittees and each one is beginning to gather information. Trudy will contact Karen and ask that she send a report on what her committee has done thus far.

Bill Kulsrud, Chair of **Governance and Commitment to Rules Compliance**, reported that his committee has not yet met, but that he has distributed questions to his members and they are working on gathering information.

Linda agreed to send to the Steering Committee a membership roster for all the committees that includes their email addresses (see attached).

The first drafts are due on February 1, 2008. Trudy suggested that the Steering Committee meet soon after that so that they can review the drafts. Linda will be in touch soon with some meeting options.

## Formatting of NCAA Self-Study Drafts and Final Report

In answering questions, please submit Microsoft Word single-spaced documents, with Times New Roman 12 font and no extra formatting of any kind (i.e., no underlining, bolding, italics, no indenting, tabs (including no beginning paragraph tabs), centering, bullets, numbering, columns...).

If you need to show where one paragraph ends and another one begins, please enter two returns at the end of the paragraph.

If you need to list items, at the left margin type: Dash/spacebar/spacebar/Type your text.

Please clearly identify the applicable section, the applicable operating principle, and the question you are answering. Each answer you provide will be individually pasted into an appropriate text box online.

Each cell is limited to 30,000 characters which is approximately 12 pages of text.

Templates for tables, charts, and plans for improvement have been included in the self-study instrument section of your binder. Please use these templates to submit your responses.

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**If you would like to VIEW the online Athletics Certification System (ACS) -- here is the link:**

[https://goomer.ncaa.org/wdbctx/ncaass/AdminMDB.AC\\_InstMenu.ACSHomePage](https://goomer.ncaa.org/wdbctx/ncaass/AdminMDB.AC_InstMenu.ACSHomePage)

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*Self-Study Inst. & Certification Report* to expand the menu options

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# NCAA Steering Committee

*February 6, 2008*

*~ Meeting Notes ~*

**Present:** Charles R. Bantz, Trudy W. Banta, Drew C. Appleby, Karen E. Black, Peter A. Brasovan, Bill N. Kulsrud, Mike R. Moore, Mary Beth Myers, Denise C. O'Grady, Larbi Oukada, Bernadette F. Rodak, Angie A. Torain

Charles Bantz convened the Steering Committee meeting and Trudy Banta informed the members of the identity of the new chair of the NCAA review team—Anthony DiGiorgio—and of the new dates—September 24-26, 2008—for the team visit. Then progress reports from each of the subcommittee chairs were requested.

Bill Kulsrud distributed a draft of the report of the Governance and Commitment to Rules Compliance Subcommittee. He asked how matters involving IUPUI athletics are brought to the attention of Indiana University Trustees. Chancellor Bantz said that he takes employment contracts and other matters such as budgets and requests for use of our facilities to the Board of Trustees just as he takes other items of information or business. Some of these items are assigned to committees, while others go to the Board as a whole. The Trustees will be informed of our recertification process. Roger Schmenner, who was out of town for this meeting, will supply Bill Kulsrud's committee with copies of appointment letters for staff and coaches.

Drew Appleby distributed a draft of the report of the Academic Integrity Subcommittee. Appleby and Denise O'Grady asked for clarification regarding the definition of the 'special admit' student admission category. We need to determine if any student athletes have been admitted in this category. Scott Evenbeck, who also was out of town, will be asked to provide more information about this. Otherwise, all self-study items have been covered and now subcommittee members are making judgments about the extent to which the standards are met. Information about support for student athletes will be provided by the Governance and Commitment to Rules Compliance Subcommittee.

Karen Whitney, chair of the Commitment to Equity and Student-Athlete Well-Being Subcommittee was out of town, but the work of her subcommittee was reviewed for the Steering Committee by Angie Torain, Mike Moore, and Denise O'Grady. Three task forces are gathering data and the chair will review all materials and compile a draft to which all members will react. The importance of integrating references to the Summit League plan for gender equity was emphasized.

The draft of the report emanating from Whitney's subcommittee is expected next week.

Complete drafts for all subcommittee plans will be submitted by the end of February. The Steering Committee will review the drafts and send comments to the three chairs. In March, revised drafts will be placed on the Web, and comments from internal and external constituents will be solicited.