

NCAA Recertification Steering Committee Summary Note #1: September 14, 2006

www.wmich.edu/poapa/NCAACertification/

Attending: Kathy Beauregard (Intercollegiate Athletics), Dave Corstange (Intercollegiate Athletics), Carrick Craig (Legal Affairs and General Counsel), Paul DeVries (Intercollegiate Athletics), Randy Ford (Intercollegiate Athletics), Keith Hearit (Lee Honors College), Eileen Evans, chair (Institutional Effectiveness), James Gilchrist (Student Academic and Institutional Research), Mary Lagerwey (Nursing), Angela Peoples (WSA), Monty Porter (Intercollegiate Athletics), Jonathan Pugh (Institutional Effectiveness), Cindee Quake-Rapp (Occupational Therapy), Joe Reitz (student athlete), Cheryl Roland (University Relations), Fred Sitkins (Industrial and Manufacturing Engineering), Jeff Stone (Intercollegiate Athletics), Arnold Taylor (Information Technology), Amy Washington (Intercollegiate Athletics) **Absent:** Diether H. Haenicke (President), Brad Wachler (Mid-American Conference)

Evans called meeting to order at 11:55 A.M. and welcomed committee members.

1. **Overview** of NCAA certification:

- NCAA-certified institutions go through recertification process every 10 years.
- The most recent self-study for five-year interim certification was done in 2003. Interim certification has since been eliminated.
- Recertification self-study comprises steering committee report and three standalone subcommittee reports. All documents must be submitted electronically no later than May 1, 2007. NCAA staff will review self-study before forwarding it to peer-review committee, which will identify areas of focus for November 2007 visit.
- Findings of self-study and of NCAA visit report are examples of institutional assessment and evaluation for ongoing program improvement.
- Certification should be viewed as an important opportunity for WMU to identify what it does well, and what it wants to do better.

2. **Roles** of steering committee and subcommittee members:

- Steering committee members' names, titles, and responsibilities have been submitted to NCAA (see p. 13 of Handbook).
- Steering committee and three subcommittees represent broad cross-section of the University—academic affairs, staff, intercollegiate athletics, students, colleges and disciplines, business and finance, student affairs, information technology, the community, faculty athletics board.
- DeVries is institutional liaison for November 2007 peer-review visit.
- Wachler will serve as Mid-American Conference liaison.
- Steering committee will assemble library of information to help peer-review group assess subcommittees' self-study reports.
- Gilchrist and SAIR will supply institutional data, with help from DeVries and Stone:
 - Data-dissemination process will be as transparent as possible.
 - Decisions regarding which data to include will be addressed on subcommittee-by-subcommittee basis.
 - Following review and approval by committee members, summary notes from each meeting will be posted to www.wmich.edu/poapa/NCAACertification/.
- Beauregard's staff will help to clarify issues specific to intercollegiate athletics.
- Roland will coordinate communication plan, which is to include opportunities for public comment.
- Pugh will serve as chief report writer. In addition to scheduling committee meetings, he will submit summary notes for their respective committees' approval before posting them to web.
- Steering committee and subcommittees have two student members.
- Although not a member of steering committee, Corbin will attend meetings.

3. **Videoconference orientation:**

- Videoconference has been tentatively rescheduled for October 26, from 10:30 A.M. to 5 P.M. in the Fetzer Center. Evans is awaiting confirmation of date and time from NCAA.
- Each chair is required to attend steering committee discussion in addition to his or her own subcommittee orientation, but may also attend other subcommittee orientations.
- Written plan for self-study must be reviewed by President Haenicke and submitted to NCAA two to three weeks before videoconference (i.e., by October 5). President has copy of written plan checklist (p. 14 of Handbook).

4. **Time line** (pp. 2-4 of draft written plan):

- Letters of invitation to be sent to subcommittee members, after which subcommittee chairs will schedule data-gathering meetings.
- Steering committee to review time line as part of draft written plan.
- Roland to prepare news release regarding NCAA recertification process, formation of steering committee and subcommittees, dissemination of information, etc.
- Pugh to incorporate first-cycle institutional plans and required actions into revised draft of written plan.
- Chief report writers' orientation conference call is scheduled for October 21.
- Committee to review revised draft of written plan against outline provided by NCAA.
- Final draft of written plan to be submitted to President Haenicke immediately after next steering committee meeting.

5. **Next meeting** (Thursday, September 28, 11:30 A.M to 12:30 P.M., Seelye Center Conference Room):

- Committee to review Summary Note #1 (9.14.06), Draft Written Plan #2, 2006-07 NCAA Division I Athletics Certification Self-Study Instrument, subcommittee data-identification meetings, subcommittee overview meetings, agenda for October 26 Orientation Videoconference.

Evans adjourned the meeting at 12:54 P.M.