

NCAA Recertification Steering Committee Summary Note #2: September 28, 2006

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Attending: Kathy Beauregard (Intercollegiate Athletics), Dennis Corbin (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 (Western Student Association), 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), Monty Porter (Intercollegiate Athletics), Brad Wachler (Mid-American Conference)

Evans called meeting to order at 11:33 A.M.

1. Review and approval of **Summary Note #1** (9.14.06): Note was approved as written.
2. **Announcements:**
 - Additions to subcommittee rosters:
 - Academic Integrity: Halbert Bates, director of advising, Haworth College of Business.
 - Equity and Student-Athlete Well-Being: Laura Van Zoest, associate professor, mathematics.
 - September 26: University Relations issued news release under heading “WMU begins year-long NCAA recertification process.”
 - October 20: Chief report writer’s teleconference.
 - October 26: Orientation videoconference.
 - Beauregard proposed that the steering committee invite input, post-videoconference, from Frank Pergolizzi, WMU alumnus and former athletics director, peer-reviewer, and member of NCAA certification committee. Steering committee agreed that Pergolizzi will:
 - Meet once with subcommittee chairs to offer general advice on the certification process.
 - Read final drafts of subcommittee reports and main report as an independent reviewer.
 - January 2007: Evans to update constituent groups on progress of self-study:
 - Faculty Senate Executive Board and Faculty Senate (with Beauregard).
 - Western Student Association (with Beauregard and Peoples).
 - President’s senior leadership team.
 - TBA: Intercollegiate Athletics to notify alumni, season ticket holders, etc. of open community forum.
 - Spring 2007:
 - Each steering committee member to receive a hard copy of final self-study report.
 - Five additional copies to be kept for archival purposes.
3. Review of **Draft Written Plan #2:**
 - NCAA requests that written plan be succinct.
 - WMU drew up similar plan for 1998 self-study.
 - Subcommittees are charged with addressing all first-cycle required actions that remain relevant.
 - DeVries, Washington, and Pugh will distribute first-cycle documents to steering committee.
 - Committee approved Draft Written Plan #2 with following changes:
 - Page 2: Cite source.
 - Pages 3 and 4: Change Sitkins’ title to “Faculty Athletics Representative.”
 - Page 4: Change Quake-Rapp’s title to “Chair, Occupational Therapy.”
 - Page 5: Change “Kennedy” to “Kemper.”
 - Page 7: Remove split infinitive.

- Draft #3 to be approved by President Haenicke and then submitted to NCAA.

4. Review of **Self-Study Instrument**:

- Instrument consists of three sections, each corresponding to a subcommittee and formatted as follows:
 - Operating Principle.
 - Self-Study Items, including plans for improvement.
 - Documentation to be available for evaluation-visit team.
 - Repeat for each Operating Principle.
- Data requirements:
 - Most data to be provided by Intercollegiate Athletics (DeVries and Stone) and Student Academic and Institutional Research (Gilchrist). All data to be forwarded to Pugh and DeVries, preferably in PDF format. Pugh to keep record of all interim drafts.
 - Beauregard to distribute Intercollegiate Athletics organizational chart to steering committee.
 - Subcommittee chairs' responsibility is to submit an accurate, complete, and timely report, to which end they are permitted to seek information from a variety of sources.
 - October 20 teleconference: Pugh to clarify NCAA policy on appendices/attachments.
 - WMU is not permitted to cite personnel change or lack of funding as reasons for any deficiency. However, report will acknowledge ongoing changes in senior leadership.
- Required actions and recommendations:
 - Following 1998 self-study, NCAA identified five required actions (N.B. WMU was fully certified without conditions).
 - NCAA also made recommendations regarding specific issues in each of the three areas of focus.
 - Interim report (2003) addressed progress made on five required actions.
 - 2007 report will address required actions (mandatory) and recommendations (strongly advised).
- Each subcommittee must draw its own conclusions based on data (i.e., Intercollegiate Athletics does not determine report findings).
- Certain subcommittee issues will overlap (e.g., educational well-being, which concerns both the Equity and the Academic Integrity subcommittees).

5. Subcommittee **data-gathering meetings**:

- DeVries, Gilchrist, Stone, and subcommittee chair will identify necessary data, agree upon their respective responsibilities, and establish deadlines. Meetings are scheduled as follows:
 - Governance (Hearit): Thursday, October 5, 12 P.M. to 1 P.M.
 - Equity (Craig): Tuesday, October 3, 4 P.M. to 12 P.M.
 - Academic Integrity (Quake-Rapp): Friday, September 29, 11 A.M. to 12 P.M.

6. First **subcommittee meetings**:

- Handbook and Self-Study Instrument will be made available to all subcommittee members in advance of their first meeting.
- Evans and Beauregard will attend.

7. Draft agenda for October 26 **Orientation Videoconference**:

- Committee approved draft agenda.
- Agenda to be approved by President Haenicke and then submitted to NCAA.
- An NCAA contractor will be contacting Brian Carnell, media services manager in Academic Technology and Instructional Services, regarding technical arrangements for the videoconference.
- All steering committee members are expected to attend from 11:15 A.M. to 12:45 P.M.

8. **Next meeting**: Thursday, December 7, 11:30 A.M. to 1 P.M., Seelye Center Conference Room.

Evans adjourned the meeting at 12:38 P.M.