

NCAA Recertification Steering Committee Summary Note #3: December 7, 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), Jonathan Pugh (Institutional Effectiveness), Fred Sitkins (Industrial and Manufacturing Engineering), Jeff Stone (Intercollegiate Athletics), Arnold Taylor (Information Technology), Amy Washington (Intercollegiate Athletics) **Absent:** Diether H. Haenicke (President), Mary Lagerwey (Nursing), Monty Porter (Intercollegiate Athletics), Angela Peoples (Western Student Association), Cindee Quake-Rapp (Occupational Therapy), Joe Reitz (student athlete), Cheryl Roland (University Relations)

Evans called the meeting to order at 11:42 A.M.

1. Review and approval of **summary notes**:

- Orientation Videoconference (Steering Committee Chair): Note was approved as written.
- Orientation Videoconference (Steering Committee): Note was approved as written.
- Summary Note #2 (9.28.06): Note was approved as written.

2. Progress reports from **subcommittee chairs** (using Document H and Top 10 Issues list):

- Governance and Commitment to Rules Compliance (Hearit):
 - Two-thirds of draft is complete.
 - Subcommittee is on schedule to meet January 24 deadline.
 - Subcommittee to review new Mid-American Conference compliance review report:
 - DeVries has given copy of report to Hearit.
 - Wachler's replacement is likely to be Dell Robinson, MAC associate commissioner for legislative and compliance services.
 - Compliance oversight:
 - First-cycle report and 2003 interim report recommended that WMU set up a financial oversight board driven by Academic Affairs.
 - In 1999, DIA established Campus Athletic Compliance Committee as standing committee of Faculty Athletic Board.
 - Reconstituted committee, with new leadership and members, reconfirmed its charge in October 2003.
 - Committee established three-year cycle of compliance audits; findings are to be presented to MAC for its compliance review.
 - Committee members include representatives from Financial Aid (scholarships), Admissions, and Registrar's Office.
 - First audit cycle will be reviewed by compliance committee during Summer 2007.
 - Although DIA remains in compliance in terms of financial oversight, Governance subcommittee report will identify need for institutionalizing of this area.
 - Oversight of booster organizations, etc.:
 - DIA needs to formalize oversight process.
 - Subcommittee report will recommend that each organization designate an informed rules-education representative to liaise with DeVries.
 - Subcommittee may recommend that a brief bylaw manual be drawn up.
 - Organizations will be answerable to Athletic Director rather than compliance officer.
 - Rules compliance in personnel matters:

- Subcommittee is working with associate vice president for human resources to insert compliance language into personnel documents (job descriptions, letters of appointment, performance evaluations).
 - All three documents are to contain relevant language from this point onwards.
 - Personnel may also be reminded periodically of their compliance responsibilities: reminder would be in the form of an e-mail link to the web page containing the policy.
 - Equity and Student-Athlete Well-Being (Craig):
 - Subcommittee has met three times: October 18, November 1 and 15.
 - Three subgroups have begun assessing data needs:
 - Operating Principle 3.1: Gender Issues (chaired by Van Zoest)
 - Operating Principle 3.2: Minority Issues (chaired by Meister)
 - Operating Principle 3.3: Student-Athlete Well-Being (chaired by Delorey)
 - Some required data were available on DIA web site (e.g., EADA reports) or elsewhere within University.
 - Craig is hopeful that Minority and Well-Being subgroups will present drafts at December 13 subcommittee meeting.
 - Information still needed by Gender Issues subgroup:
 - Program Areas 3 through 13.
 - Operating Principle 3.1.6 and 3.1.7.
 - Corbin has agreed to help collect necessary data.
 - Craig: In the absence of this information in the very near future, the subgroup and in turn the subcommittee will be unable to provide the steering committee with a draft by the January 24 deadline.
 - Proposal 2:
 - Passage of constitutional amendment raises issues for Gender and Minority subgroups.
 - At a minimum, subcommittee draft report will include disclaimer to effect that self-study addresses Gender and Minority issues in accordance with Michigan law.
 - Academic Integrity (Stone, for Quake-Rapp):
 - Subcommittee last met on December 5.
 - Members' attendance has been satisfactory.
 - Plans for improvement will be discussed at next subcommittee meeting.
 - First draft is 75 percent complete.
 - Information still needed:
 - ACT data for 2005 and 2006.
 - Data for charts should be available within a week.
 - Academic Integrity "Top 10 Issues":
 - Issue #2 (Operating Principle 2.1): Subcommittee to address men's basketball.
 - Issue #6 (Operating Principle 2.2): Academic Oversight Subcommittee of Faculty Athletic Board met in 2003 and 2006 and will meet in June each year from now on.
3. Input from **outside consultant**: After NCAA liaison Charnele Kemper confirmed that WMU would need prior written approval before engaging services of outside consultant, Evans and Beaugard decided not to invite input from Frank Pergolizzi.
 4. Review of revised **Written Plan**: Plan was approved as revised.
 5. Review of selection process for **evaluation visit team**:
 - No conflicts of interest were identified.
 - Name of evaluation team's chair will be confirmed in the new year.
 6. Evans and Beaugard to **update constituencies** on progress of self-study:

- Western Student Association (with Peoples): January 10, 2007.
- Faculty Senate: January 11.
- Senior Leadership Team: January 29.
- Public comment sessions: February or March:
 - All steering committee members are welcome to attend.
 - Subcommittee chairs to decide on how they want their draft reports disseminated for public comment.

7. **Next meeting:** Wednesday, January 31, 11:30 A.M. to 1:30 P.M., Seelye Center Conference Room.

Evans adjourned the meeting at 1:17 P.M.