

NCAA Recertification Steering Committee Summary Note #9: September 18, 2007

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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), Eileen Evans, chair (Institutional Effectiveness), Randy Ford (Intercollegiate Athletics), Keith Hearit (Lee Honors College), Mary Lagerwey (Nursing), Jonathan Pugh (Institutional Effectiveness), Joe Reitz (student athlete), Cheryl Roland (University Relations), Fred Sitkins (Industrial and Manufacturing Engineering), Jeff Stone (Intercollegiate Athletics), Amy Washington (Intercollegiate Athletics) **Absent:** James Gilchrist (Student Academic and Institutional Research), Colleen Lewis (Internal Audit), Angela Peoples (Western Student Association), Monty Porter (Intercollegiate Athletics), Cindee Quake-Rapp (Occupational Therapy), Arnold Taylor (Information Technology)

Evans called the meeting to order at 1:31 P.M.

1. **Response to CAC Analysis Report** (Draft #1):

GOVERNANCE AND COMMITMENT TO RULES COMPLIANCE

Hearit distributed copies of e-mail correspondence with Tanya Bellamy of Human Resources, and draft narrative for Questions 1, 2, and 3 below.

1.2 Rules Compliance:

Question 1 (part-time assistant or volunteer coaches):

- Craig and Hearit will work with Porter to ensure that language in personnel documents covers all individuals serving in a coaching role.

Question 2 (all individuals inside athletics department):

- Performance evaluation is based on job descriptions, which have already been revised.
- Compliance falls under “Organizational Awareness” competency.
- DIA will be 100 percent compliant.

Question 3 (all individuals outside athletics department):

- Faculty athletics representative:
 - Hearit will review FAR’s letter of appointment (which comes from the president) with Elena Gaudio, executive secretary to President Dunn.
 - Beauregard will raise this issue with president at Athletic Board meeting on September 20.
- Hearit to ensure that compliance language is contained in his own letter of offer (interim vice provost for enrollment management) and that of Jim Gilchrist, recently appointed vice provost for academic operations and chief information officer.
- Registrar’s office and admissions staff will receive training in NCAA issues related to their jobs on October 30 at the New Orleans Strategic Enrollment Conference.

ACADEMIC INTEGRITY

Stone reported in Quake-Rapp’s absence.

2.1 Academic Standards:

Question 1 (goal statement and plan for graduation rates):

- “GRO” to be written out.
- Evans and Pugh to add historical narrative:
 - Presidents Floyd and Bailey chose not to set specific goals for graduation rates.
 - Interim President Haenicke issued a call to action in regard to recruitment and retention.
 - Written record of Haenicke’s call to action to be added to document file.
- September 20 Athletic Board meeting:
 - President Dunn to be briefed on historical context of goal statement, and on NCAA’s intending to hold WMU accountable for recommendations made in previous self-study reports.

Question 2 (special admissions review of football):

- Narrative contains additional detail, including date.
- Reitz confirmed narrative’s accuracy from student-athlete standpoint.
- Many universities don’t use the term “special admit,” even though they take a flexible approach to admissions.

Question 3 (differences in admission profiles):

- Academic Integrity Subcommittee analyzed this issue and identified no significant concerns.

Question 5 (missed class time):

- Text to be added: “Faculty members are afforded the opportunity to address any issue, including missed class time, via the ‘Professional and Academic Concerns’ standing agenda item at monthly Faculty Senate meetings. In the last three years, no such concerns have been raised at either Faculty Senate or Undergraduate Studies Council.”

EQUITY AND STUDENT-ATHLETE WELL-BEING

3.1 Gender Issues:

Question 1 (accommodation of interests and abilities):

- Equity Subcommittee is satisfied that the narrative answers the process question.

Question 2 (gender-equity plan):

- Equity Subcommittee members should expect to be questioned by peer-review team in regard to coaches’ salaries, grant-in-aid for female versus male student-athletes, and coaches’ discretionary spending.
- Coaches’ written policies are still in process and will be added to document file when complete.
- Reitz confirmed that student-athletes’ comments on equity issues tend to break down along revenue-versus-non-revenue lines rather than gender.
- Final approval:
 - Documentation of approval of plans for improvement may consist of letter from President Dunn to chair of Athletic Board.
 - DIA aims to add president’s letter to document file before peer-review team visit.

3.3 Student-Athlete Well-Being:

Question 1 (procedures for exit-interview surveys):

- Document file will include blank survey form.
- List of selected survey questions and issues raised by respondents will be attached to blank form and signed by Bearegard and Sitkins.

2. Peer-review **team visit**:

Schedule (DeVries):

- DeVries distributed draft #7 of schedule, list of peer-reviewers' work-related needs, and template for team's records requests.
- Green refers to finalized data; data in red is not yet confirmed.
- NCAA staff liaison has requested advance list of attendees' names.
- Welcome reception invitations will include steering committee, Athletic Board, and Senior Leadership Team.

Document file (DeVries):

- DeVries distributed copies of document file table of contents.
- Subcommittee chairs to meet with DeVries to ensure that all relevant documents are included in document file.

Communication plan (Roland):

- Announcement of team visit will be made via the Web, Western News, and local media, and will include the following:
 - The purpose of the visit.
 - The members of the peer-review team.
 - The open sessions held last fall.
- Public session:
 - DeVries will verify whether peer-review team will require a public session to be included on their schedule.
 - Announcement will roll out immediately if no public session is to take place.
 - Roland will ensure that interested parties (in particular, fall open session respondents) are kept informed.
- Evans and Bearegard will brief Senior Leadership Team (Pugh to consult with Jon Andrews, assistant to the president).

3. **Next meeting:** Tuesday, October 2, 1:30 to 3 P.M., Executive Conference Room, Read Fieldhouse.

Evans adjourned the meeting at 3:10 P.M.