

## **WESTERN MICHIGAN UNIVERSITY**

### **NCAA Athletics Certification Tentative Written Plan for Conducting the Self-Study**

#### **A. OBJECTIVES RELATED TO THE SELF-STUDY**

The primary goal is to conduct a comprehensive self-study of Western Michigan University's intercollegiate athletics programs, including a review of the programs' compliance with the NCAA's operating principles. Within this context, the self-study should enhance the WMU community's awareness of the role of intercollegiate athletics, affirm those aspects of the athletics program that are done well and worthy of praise, and identify opportunities for improving the athletics program as related to the overall institutional mission.

#### **Specific Goals of the Self-Study**

- Develop, gather, and interpret data and information relevant to the NCAA's operating principles.
- Evaluate whether the activities of the athletics program are in substantial conformity with the NCAA's operating principles in three areas. These are governance and commitment to rules compliance, academic integrity, and equity and student-athlete well-being.
- Evaluate whether the activities of the athletics program are consistent with the mission of the University.
- Develop specific action plans for improvement in those areas in which WMU is not in conformity with the operating principles.
- Write an accurate and complete self-study report based on broad participation from the WMU community.
- Interact with the NCAA peer-review team during its November 2007 visit to WMU.

#### **First-Cycle Institutional Plans for Improvement**

WMU underwent a first-cycle self-study and institutional certification process that included a peer-review team visit in November 1998. The NCAA Committee on Athletics Certification determined that the institution should be certified, and noted five required strategies for improvement:

- Create and implement a system for periodic evaluation of the institution's compliance program, conducted by an authority outside of the athletics department.
- Develop and implement a mechanism for evaluation of the athletics academic support program by an appropriate authority outside athletics (e.g., athletics board).
- Analyze, explain and address (through specific plans for improvement) by appropriate institutional authorities the declining graduation rates of student-athletes and for various student-athlete subgroups (e.g., by race/ethnicity, team, gender).

- Amend the institution's gender-equity plan to explain how the institution intends to increase female student-athlete participation.
- Develop strategies to address the apparent disparities that exist between coaches' salaries of men's and women's sports that were indicated in the self-study report (p.105, 1997-98 NCAA Division I Athletic Certification Self-Study Report).

### **Identification of Plans from First-Cycle Self-Study**

Hard copies of the following documents are available for review by steering committee and subcommittee members:

- 1997-98 NCAA Division I Athletic Certification Self-Study Report
- NCAA Committee on Athletics Certification Summary of Actions (April 30, 1999)
- Western Michigan University Response to NCAA Athletics Certification Strategies for Improvement (March 1, 2000)
- NCAA Division I Athletics Certification Interim Report (November 15, 2003)

## **B. MAJOR COMPONENTS OF THE SELF-STUDY**

### **The Self-Study Steering Committee and Subcommittees**

The self-study will be directed by a steering committee chaired by the vice provost for institutional effectiveness. The steering committee has clear authority to speak and act on behalf of WMU. The chair has regular and direct access to the president, and has been empowered with clear authority from him in all matters related to the self-study. The chair does not have direct athletics department oversight. There are also three subcommittees which will conduct the work of the self-study: governance and commitment to rules compliance, academic integrity, and equity and student-athlete well-being. The chairs of the subcommittees will serve on the steering committee. Former president Bailey appointed the steering committee chair and approved the members of the steering committee and subcommittees.

The steering committee, under the direction of the chair, will be responsible for coordinating activities of the subcommittees, monitoring progress of the self-study, and reviewing and approving subcommittee information, draft reports, and plans for improvement. It will make all policy decisions related to the self-study process, coordinate the work of the subcommittees, and approve the final self-study document for submission to the NCAA. It will also ensure opportunities for review of, and comment on, draft reports by the general University community, and provide information regarding progress of the self-study to various institutional constituent groups. Finally, it is responsible for interacting with the peer-review team during its evaluation visit, reviewing reports of the peer-review team and the Committee on Athletics Certification, and preparing institutional responses. The steering committee will prepare meeting summaries to document its actions.

The subcommittees will develop procedures to identify, request, and research documents and materials; analyze and evaluate information; and recommend plans for improvement. The

subcommittee chairs will be responsible for the completion of the group's work within the allotted time and for the involvement of all subcommittee members in the entire process. The subcommittees will meet regularly at standing times through the self-study period and will provide meeting summaries to document actions taken by the subcommittee and members in attendance.

Kathy Beauregard, director of Intercollegiate Athletics, will serve in the capacity of senior woman administrator.

Paul DeVries, director of compliance, will serve as institutional liaison to the NCAA. As such, he will be responsible for coordinating the collection and dissemination of information to and among subcommittees; assisting in keeping subcommittees on schedule; forwarding questions from the subcommittees or the steering committee to NCAA representatives; coordinating the peer-review visit, including arranging travel and lodging; and scheduling interviews and other peer team activities.

Cheryl Roland, interim associate vice president, university relations, will serve as the athletics certification liaison and will help coordinate all communications efforts within the University as well as with the local media and the NCAA public information staff.

### **Committee and Subcommittee Rosters**

#### *Steering Committee*

Eileen Evans (Chair)	Vice Provost for Institutional Effectiveness
Kathy Beauregard	Director, Intercollegiate Athletics
Dave Corstange	Senior Associate Athletic Director, Intercollegiate Athletics
Carrick Craig	Associate General Counsel
Paul DeVries	Director of Compliance, Intercollegiate Athletics
Randy Ford	Coach, Men's Baseball, Intercollegiate Athletics
James Gilchrist	Vice Provost for Academic Operations
Diether H. Haenicke	President
Keith Hearit	Interim Dean, Lee Honors College
Mary Lagerwey	Associate Professor, Nursing; President, Faculty Senate
Angela Peoples	Student, Political Science
Cindee Quake-Rapp	Professor and Chair, Occupational Therapy
Joe Reitz	Student athlete, Finance
Cheryl Roland	Interim Associate Vice President, University Relations
Fred Sitkins	Professor, Industrial and Manufacturing Engineering; Faculty athletics representative
Jeff Stone	Associate Athletic Director
Arnold Taylor	Director, Customer Success, Information Technology
Dell Robinson	Associate Commissioner, Legislative and Compliance Services, Mid-American Conference

*Governance and Commitment to Rules Compliance Subcommittee*

Keith Hearit (Chair)	Interim Dean, Lee Honors College
Jeanine Bartholomew	Director, Academic Advising, Health and Human Services
Bob Boughner	Faculty Emeritus, Gary Fund
Dave Corstange	Senior Associate Athletic Director, Intercollegiate Athletics
Paul DeVries	Director of Compliance, Intercollegiate Athletics
David Hartmann	Chair, Sociology
Colleen Lewis	Director, Internal Audit
Jake Moreland	Assistant Coach, Men's Football, Intercollegiate Athletics
Joseph Reish	Dean, University Libraries
Fred Sitkins	Professor, Industrial and Manufacturing Engineering; Faculty athletics representative
Chandra Smith	Student athlete, Biology
Igor Znidarcic	Student, Business Administration

*Equity and Student-Athlete Well-Being Subcommittee*

Carrick Craig (Chair)	Associate General Counsel
Dennis Corbin	Assistant Athletic Director, Medical/Support Services, Intercollegiate Athletics
Mark Delorey	Director, Student Financial Aid
Paul Eenigenburg	Professor, Mathematics
George Fierro	Director, Academic Advising, Aviation
Tim Hiller	Student athlete, Pre-Business
Darrell Johnson	Dean, Extended University Programs
Carl Lawrence	Student, Counseling Psychology
Mike Meister	Director, Office of University Budgets
M. Montgomery Porter III	Associate Athletic Director, Intercollegiate Athletics
Mary Randall-Marchese	Assistant Coach, Women's Basketball, Intercollegiate Athletics
Carolyn Robertson	Director, Health Promotion and Education, Sindecuse Health Center
Richard Schaper	Manager, Retirement Services, Human Resources
Laura Van Zoest	Associate Professor, Mathematics; Faculty Athletic Board
Lewis Walker	Chair, Arts and Sciences; Sociology; Gary Fund; community member; faculty emeritus

*Academic Integrity Subcommittee*

Cindee Quake-Rapp (Chair)	Chair, Occupational Therapy; Chair, Organization of Chairs, Heads and Directors
Halbert Bates	Director, Recruitment and Retention, Haworth College of Business; Faculty Athletic Board
Lois Ellis	Community member
Damodar Golhar	Professor, Management
Dan Jacobson	Professor, School of Music

Kevin Knutson	Director, Academic Advising, Arts and Sciences
Betsy Kuhle	Coach, Women's Tennis, Intercollegiate Athletics
Pam Liberacki	Associate Director, Admissions
Barbara McKinney	Registrar
Suzie Nagel	Associate Dean of Students, Student Affairs
Christopher Reed	Student, Health, Physical Education and Recreation
Shayna Sangster	Student athlete, Management
Jeff Stone	Associate Athletic Director, Intercollegiate Athletics

### **Schedule for Completing the Self-Study**

*2006*

July 11	Planning group meeting
July 17	Introductory phone conversation between Eileen Evans and Charnele Kemper, assistant director of membership services at NCAA national office
Aug. 9	Planning group meeting
Aug. 10	Selection and appointment of steering committee and subcommittees, athletics certification communications liaison, self-study writer, and public relations coordinator
Aug. 16	Planning group meeting
Sept. 14	Initial meeting of steering committee
September	Announcement of self-study to WMU and community
September	Web site developed for self-study, including contact for input and work on steering committee and subcommittees
September	Planning for data collection by appropriate individuals to prepare for work of steering committee and subcommittees
October	Subcommittees receive overview of process to prepare for orientation
October	Subcommittees begin review and research of topic areas and operating principles; data supplied to all subcommittees by appropriate groups
Oct. 20	Chief report writers' orientation conference call with Charnele Kemper
Oct. 26	Steering committee and subcommittees' orientation videoconference with Charnele Kemper

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November	Subcommittees review and evaluate data and information, compile information to be provided to peer-review team, begin drafting reports and improvement plans
Nov. 1	WMU president and steering committee chair receive NCAA's list of potential peer-review team members
Dec. 1	Deadline for reviewing peer-review team list and providing comments to NCAA
Dec. 7	Steering committee meets to review progress
<i>2007</i>	
January	Steering committee chair updates Faculty Senate Executive Board, Faculty Senate, Western Student Association, and president's senior leadership team on progress of self-study
Jan. 24	Subcommittees submit first draft reports and improvement plans to steering committee for review and comment
Jan. 24	Beginning of period for campuswide comment on subcommittee draft reports
Jan. 31	Steering committee meets to review subcommittee draft reports
Feb. 7	Open meetings for campuswide comment on subcommittee draft reports
Feb. 14	End of period for campuswide comment on subcommittee draft reports
Feb. 14	Draft reports returned to subcommittees for revision
Feb. 21	Subcommittee second draft reports due to steering committee
Feb. 27	Subcommittee draft reports reviewed by steering committee
March 27	Steering committee review and approval of public draft of self-study report
March 29	Beginning of period for University and community comment on self-study report
April 5/ April 6	Open meetings for University and community comment on self-study report
April 10	End of period for University and community comment on self-study report
April 12	Review of self-study by president, steering committee chair, and athletic director
April 12	Faculty Athletic Board review of self-study, including review and approval of plans for improvement

April 13	Steering committee review of editing based on University and community input
April 20	Steering committee final approval of self-study report
April 27	Self-study report submitted electronically to NCAA
May 1	NCAA deadline for electronic submission
July	Initial committee review
Oct. 30 -Nov. 1	Evaluation visit week
2008	
February	Final committee review

### **Conference Office Involvement**

The Mid-American Conference office has been invited to participate fully in the self-study process. As the need arises, Dell Robinson, associate commissioner in the conference's Legislative and Compliance Services, will consult with the steering committee regarding the peer-review visit and the implementation of any corrective actions.

### **Self-Study Report**

The self-study report will be written by Jonathan Pugh, research fellow, Office of Institutional Effectiveness. The office will supply appropriate computer support and equipment, as well as internet access and staff assistance in reproducing copies of report drafts. Requests for data will be filled by the Office of Student Academic and Institutional Research, working with other offices as appropriate.

### **Process for Reviewing Reports**

The steering committee will review subcommittee drafts to ensure 1) accuracy and completeness, 2) all operating principles and self-study items are appropriately addressed, and 3) appropriate evaluation is conducted and action plans developed. The steering committee will review and approve the final self-study report.

### **Communication Plans**

President Haenicke will announce the formation of the self-study committee and a description of its tasks to the entire WMU community via a news release, an article in the *Western News*, and an announcement on the WMU Web page. The steering committee chair will update the president's senior leadership team, the Western Student Association, and Faculty Senate on the progress of the self-study at meetings of these constituent groups.

Draft reports of the steering committee and subcommittees will be made available at [www.wmich.edu/poapa/NCAAcertification/](http://www.wmich.edu/poapa/NCAAcertification/). Comments will be invited on the draft reports from all members of the community prior to preparation of the final report.

Each subcommittee will schedule two open meetings to which members of the University community will be invited. The subcommittees will work with the communications liaison to inform the campus of the time, date, and location of the meetings.

Periodic updates will also be communicated via the *Western News* and the WMU Web page. Results of the certification process will be communicated to the University community and alumni through the *Western News*, *WMU Magazine*, and WMU Web page, and to the local community through news releases prepared by the Office of University Relations.

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