NCAA D-1 Certification Self-Study Steering Committee Meetings

Agendas & Minutes

August 30, 2007 (Kick-Off Meeting)

October 15, 2007 (Video Conference with NCAA)

November 15, 2007

February 8, 2008

March 14, 2008

April 14, 2008

April 25, 2008

August 25, 2008
NCAA Division I – Self-Study  
Steering Committee  
Kick-Off Reception

**Agenda**

I. Welcome & Introductions  Janet Owen, Chair, 
   Steering Committee

II. Opening Remarks & Charge  President John Delaney

III. Athletic Highlight Video  
    & Spirit Exercise  Student Government

IV. The Process & Timelines  Janet Owen

V. Q & A Session  Steering Committee Members

*Next Meeting:  Monday, October 15, 2007  
   8:00 am-1:00 pm  
   Location:  TBA  
   Subject:  Videoconference with the NCAA*
A Kick-Off meeting and reception was held at 4:00 PM in the President’s Conference Room. Attendees included all those initially invited to serve on the Steering Committee, as well as representatives from Student Government and the SAAC.

UNF President John Delaney welcomed the participants and gave them their charge, after which a high-energy video of recent accomplishments in UNF Intercollegiate Athletics was shown, followed by a “spirit exercise” led by the students.

Steering Committee chair, Janet Owen announced that the purpose of this meeting was to get acquainted with each other and the process. Committee members then introduced themselves and gave a brief background of their work/role at UNF. Janet then distributed notebooks of NCAA material and briefed the committee on the process and the timelines. The committee discussed potential subcommittee chairs and additional members proposed for both the full steering committee and the three subcommittees.

After discussion, the following subcommittee chairs were selected:

**Governance & Commitment to Rules Compliance**  
Karen Stone, Vice President and General Counsel

**Academic Integrity**  
David Jaffee, Assistant Vice President for Undergraduate Studies

**Equity & Student Athlete Well-being**  
Lina Monell, Director, Equal Opportunity Programs

Business concluded at 5:00 PM, with a reception following.

**Next meeting:** Monday, October 15th NCAA Video Conference  
8:30 AM President’s Conference Room
# University of North Florida
## NCAA Athletic Certification Program

## Videoconference Agenda

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<td>8:30 a.m.-8:35 a.m.</td>
<td>NCAA Staff Liaison’s Discussion with Janet Owen, Chair, Steering Committee</td>
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<td>8:45 a.m.-8:55 a.m.</td>
<td>NCAA Staff Liaison’s Discussion with President John Delaney</td>
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<td>9:00 a.m.-10:00 a.m.</td>
<td>NCAA Staff Liaison’s Discussion with the Steering Committee</td>
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<td>10:10 a.m.-11:10 a.m.</td>
<td>NCAA Staff Liaison’s Discussion with Equity and Student-Athlete Well-Being Subcommittee</td>
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<td>11:20 a.m.-12:20 a.m.</td>
<td>NCAA Staff Liaison’s Discussion with Governance and Commitment to Rules Compliance Subcommittee</td>
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<td>12:30 p.m.-1:30 p.m.</td>
<td>NCAA Staff Liaison’s Discussion with Academic Integrity Subcommittee</td>
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The November 15, 2007 Steering Committee Meeting was called to order by Chair Janet Owen.

Members Present:
Dean Billick
Dr. Mary Borg
Michelle Bronner
Dr. Annabel Brooks
Trustee Wilfredo Gonzalez
Dr. Richard Gropper
Dr. David Jaffee
Kathy Klein
Dr. Everett J. Malcolm
Matt Maynor
Lina Monell
Janet D. Owen
Heather Patterson
Karen Stone
Mark Van Alstyne
Kathy Weglicki
The Committee heard status reports from the following subcommittee chairs:

**Karen Stone, Chair, Governance & Commitment to Rules Compliance**
Karen reported that she will be adding a student athlete to the subcommittee. The subcommittee is reviewing the process for decision-making, particularly for consistency and appropriate documentation. Employment contracts will be updated with compliance language, and performance evaluations and job descriptions need updating. Karen is also reviewing the bylaws for the Osprey Club and other policies.

**Lina Monell, Chair, Equity & Student Athlete Well-being**
This subcommittee has held many meetings to date and is collecting data. Lina has made work assignments as there is much data required for this section of the self-study. The subcommittee is reviewing the EADA reports for the past 3 years. They are beginning to build their section of the report. Areas of potential need being reviewed include counseling, team travel and sports medicine.

**David Jaffee, Chair, Academic Integrity**
There is a special task force established for eligibility determination and academic advising. The subcommittee is also updating the absence policy, among many others.

In general discussion following the subcommittee reports, Trustee Gonzalez expressed concern for greater orientation sessions, employee training and the availability of more general knowledge concerning rules compliance, specifically in what is permissible contact in the recruiting process. There should be regular schedule for educational presentations, including the Board of Trustees.

The Committee reviewed the list of potential peer-reviewers sent to UNF by the NCAA Liaison to be considered for the Fall 2008 campus evaluation visit. Dr. Helen L. Mamarchev (Illinois State University) was identified as having a potential conflict of interest because she was interviewed for the position of Vice President for Student Affairs at UNF and was not selected. The Steering Committee and the Athletics Department staff did not identify any other potential conflicts from the list of peer review team candidates.

Athletic Director Richard Gropper gave an update on the development of the Hall of Fame, and the completion of Hodges Stadium and its potential economic development impact to the Jacksonville area when fully functional.
NCAA Division I – Self-Study
Steering Committee Meeting
Friday, February 8, 2008

Agenda

I. Welcome & Athletics Update

II. Update: Peer Review Visiting Team Chair & Visit Dates

Chair: Dr. Milton A. Gordon
President, California State University - Fullerton

Additional Evaluation Team Members will be disclosed approximately 4 weeks before the campus visit.

UNF Campus Visit: Tuesday, September 30th – Thursday, October 2nd

III. Update from Subcommittee Chairs

Governance & Commitment to Rules Compliance: Karen Stone
Equity & Student Athlete Well-being: Lina Monell
Academic Integrity: David Jaffee

IV. What Do We Need?

Next Meeting: Friday, March 7, 2008 @ 9:00 a.m.
President’s Conference Room
The February 8, 2008 Steering Committee Meeting was called to order by Chair Janet Owen.

**Members Present:**
- Dr. Mary Borg
- Michelle Bronner
- Dr. Annabel Brooks
- Dr. Richard Gropper
- Dr. Everett J. Malcolm
- Matthew Maynor
- Lina Monell
- Janet D. Owen, Chair
- Heather Patterson
- Ron Salem
- Karen Stone
- Kathy Weglicki

Janet Owen asked Dr. Gropper to give an update on Intercollegiate Athletics. Janet then reported on issues of interest from the NCAA Convention in Nashville, Tennessee, specifically the Knight Commission’s study of faculty perceptions of intercollegiate athletics. Discussion ensued on ways to address the perceptions. Ideas included the involvement of coaches in new student orientation and parent orientation events; better student-athlete recognitions on campus; the A-Sun Honor Roll; recognizing non-athlete scholars at athletic events; Athletic Department involvement and/or data and information on academic performance and academic support services at New Faculty Orientation.

Janet then described the best practices at other institutions presented at the convention in the session entitled *Academic Progress Rate Improvement Plan Guidelines & Best Practices* which included an Academic Game Plan for each athlete – more counselors; better office space; required meetings as freshmen – goal: make them independent learners; bonuses in coaches contracts for APR achievements/improvement.

Janet advised that the chair of the Peer Review Visiting Team and the dates for the visit to UNF have been communicated announced by the NCAA.

**Chair:** Dr. Milton A. Gordon  
President, California State University - Fullerton
The three additional evaluation team members will be disclosed approximately four weeks before the campus visit.

**UNF Campus Visit:** Tuesday, September 30th – Thursday, October 2nd

The committee watched a brief video of Dr. Gordon’s television show on Cal State Fullerton issues and events, and his bio and CV were distributed.

Subcommittee chairs Karen Stone (Governance) and Lina Monell (Equity and Student-Athlete Well-being) updated the committee on the continuing work of their subcommittees.

In the “What Do We Need?” portion of the meeting, the committee discussed the development of an internal website for the self-study process, the updates for the SAAC, the Faculty Association, USPS and A&P Associations, the Intercollegiate Athletics Committee, the Student Senate, and electronic CampusUpdate.

Additionally, the bylaws of the Intercollegiate Athletics Committee are being updated by Janet and should be approved this semester.

**Next Meeting:** Friday, March 14, 2008 @ 9:00 a.m.
President’s Conference Room
NCAA Division I – Self-Study
Steering Committee Meeting
Friday, March 14, 2008

Agenda

I. Welcome & Athletics Update

II. Update from Subcommittee Chairs

   Academic Integrity               David Jaffee
   Equity & Student Athlete Well-being  Lina Monell
   Governance & Commitment to Rules Compliance    Karen Stone

III. What Do We Need?

IV. Reminder: Peer Review Visiting Team Chair & Visit Dates

   UNF Campus Visit: Tuesday, September 30th – Thursday, October 2nd
   Chair: Dr. Milton A. Gordon
          President, California State University - Fullerton

       Additional Evaluation Team Members will be disclosed approximately 4 weeks before the campus visit.

Next Meetings:  Friday, April 11, 2008 @ 9:00 a.m.
                 Friday, April 25, 2008 @ 9:00 a.m.
                 President’s Conference Room

Report Due:      Thursday, May 1, 2008
Chair Janet Owen called the meeting to order at 8:30 a.m. Director of Athletics, Dr. Gropper, gave a brief update on athletics, including the successes in Spring sports, particularly the Men’s Golf Team, as well as an update on the progress of the newly renovated Strength & Conditioning Facility, and construction of the new track.

Janet and Heather then introduced the committee to the new certification website with a brief demonstration.

Academic Integrity Subcommittee Chair, Dr. David Jaffee, reported on his committee’s progress in reviewing data tables and the need for a review of academic support services.

Equity & Student Athlete Well-being Subcommittee Chair, Lina Monell, reported that the work of her committee is complete.

Governance & Commitment to Rules Compliance Subcommittee Chair, Karen Stone, reported on the updated Osprey Club bylaws and compliance language in employee contracts.

Next Meeting:  
Friday, April 25, 2008 @ 9:00 a.m.  
President’s Conference Room

Report Due:  
Thursday, May 1, 2008
Review draft Self-Study Report
The April 25, 2008 Steering Committee Meeting was called to order by Chair Janet Owen.

**Members Present:**
- Dr. Mary Borg
- Michelle Bronner
- Dr. Annabel Brooks
- Dr. Richard Gropper
- Dr. Everett J. Malcolm
- Lina Monell
- Janet D. Owen, Chair
- Heather Patterson
- Karen Stone
- Kathy Weglicki

The purpose of this meeting was to review a draft of UNF’s Self-Study Report and discuss recommendations for changes/revisions/additions.
The August 25, 2008 Steering Committee Meeting was called to order by Chair Janet Owen.

Members Present:
Dr. Mary Borg
Michelle Bronner
Dr. Annabel Brooks
Dr. Richard Gropper
Dr. David Jaffee
Kathy Klein
Dr. Everett Malcolm
Matthew Maynor
Lina Monell
Janet Owen
Heather Patterson
Dr. Ronald Salem
Karen Stone
Kathy Weglicki

Janet Owen asked Dr. Gropper to give an update on Intercollegiate Athletics. Dr. Gropper announced that Marcie Hickey, former head coach at the University of Vermont, has been hired as the new women’s softball coach. He also informed the committee of Hodges Stadium completion and mentioned that the new strengthening and conditioning facility will be open in the next few weeks.

Janet Owen then gave a quick review of the Self-Study report and the Plans for Improvements for each section. She also discussed the supplemental information submitted to the NCAA Certification Committee at the recommendation of Jobrina Perez, NCAA Liaison. Janet also shared with the committee the Athletics Certification Committee Analysis Report highlighting three potential issues deriving from the Self Study report. They are related to (1) the need to conduct an academic support services review by September 15th and outline a process to complete this task every three years (2) formally adopt a written plan to create equitable lock room facilities for women’s
swimming and diving and office space for the women’s softball coaches and (3) provide further evidence via formal review and evaluation that the University is committed to the health and safety of our student-athletes.

Janet Owen outlined a plan created to address each item. Issue #1 related to Academic Support (Operating Principle 2.2) has been assigned to Dr. Doug Eder, Associate Provost, who has agreed to compile this information. A suggestion was made by committee members to have the IAC charged with reviewing this study every three years.

Issue #2 related to Gender Issues (Operating Principle 3.1) was addressed by Dr. Gropper’s plan to raise the athletic fee by $1.00 to create revenue that would be used to pay the debt service on a facility enhancement bond. The fee would require approval of the University’s fee committee which is scheduled to meet in October. The committee asked about a possible plan B should the fee increase not pass through the Fee Committee, Janet Owen referred the Steering committee members to the document entitled “Gender Equity/ Facilities Enhancement Improvement Plan”. This handout provided a narrative that will accompany the bonding plan submitted by Dr. Gropper which aims to describe simultaneous efforts for fundraising related to the Varsity Village Project. The narrative states that cooperative private fundraising efforts are underway and focused on the facility enhancements needed to address the areas of deficiency. Dr. Gropper will seek approval from the President and Title IX Committee before taking the issue to the Fee Committee.

Issue #3 related to Student-Athlete Well Being (Operating Principle 3.3) created discussion from the committee. Dr. Annabel Brooks and Dr. Everett Malcolm agreed that the Healthy Osprey Initiative addressed the areas of interest and concerns as it relates to assessing and responding to the health and welfare needs of the UNF community. Janet Owen stated that she plans to meet with Dan Endicott to discuss the facilities aspect of this principle. The group agreed that the analysis of the facilities is probably being done but not reported in a formal setting. Mary Borg offered the notion that the IAC should review and report an evaluation of this area each year. Dr. Gropper added that the Athletics Director could responsible for submitting an annual report to the IAC for approval.

Janet Owen gave an overview of the Peer Review Visiting Team’s composition and schedule. She requested and received input from the Committee regarding what UNF staff should be invited to which meetings. Matt Maynor suggested that we have staff people on hand at each location on the facilities tour to answer any questions. Dr. Gropper offered to lead the tour.

The meeting concluded with an update by Karen Stone, Chair of the Athletic Director Search Committee. She thanked Matt Maynor and Mary Borg for agreeing to serve on the search committee. Karen added that all meetings are opened to the public and encouraged participation and feedback from all committee members and that the President is ready to move forward with the search this Fall.