

## **Southeast Missouri State University Tentative Written Plan for NCAA Athletic Certification**

### Objectives of the Self Study

Southeast Missouri State University is participating in the third cycle of the NCAA Division I certification program by completing a comprehensive self-study of the athletics program during the 2010-2011 academic year. This self-study will determine compliance with the outlined NCAA operating principles identified in the certification program. This process will allow Southeast Missouri State University to identify areas in which the program meets or exceeds the outlined operating principles of the NCAA as well as provide feedback for opportunities for improvement. The goals of the self-study are as follows:

### Goals of the Self Study

- To complete a comprehensive review of the athletics program in order to identify existing strengths, weaknesses, and opportunities for improvement.
- To evaluate how Southeast Missouri State University adheres to the NCAA operating principles in the areas of governance and compliance, academic integrity, and gender equity/diversity.
- To engage University staff, faculty, students, administrators, alumni, board of regent members and community members in the completion of the self-study.
- To reaffirm that the athletics program is committed to the institutional mission with respect to serving the needs of the students.
- To report the status of any suggested plans for improvement associated with the second cycle certification.
- To complete an accurate and comprehensive self-study document for submission to the NCAA.

### Second Cycle Institutional Plans for Improvement

The Second Cycle Peer-Review Evaluation Team conducted the on-campus review May 5-8 2002. Based upon information submitted, the committee determined that the institution should be certified.

The Peer-Review Team required responses to ten areas of concern prior to certification during the second-cycle certification. Currently, only eight of the required responses relate to current operating principles:

- Southeast Missouri State should develop a mechanism to fully track countable athletically related activities and better document results.
- Southeast Missouri State should closely analyze the graduation rate data of student-athletes as a whole and analyze any disparity within subgroups, particularly disparity relating to African-American students' graduation rates, as well as identify any additional disparities.
- Southeast Missouri State should revise the appropriate policies and procedures to ensure proper approval and periodic review of the athletics-academic services area by academic authorities outside the athletics department.

- Southeast Missouri State should update the facilities to accommodate all of the women’s sports teams regarding locker rooms.
- Southeast Missouri State should adopt a written plan for the future to include measureable goals that expand opportunities and support for minority student-athletes and athletics department personnel.
- Southeast Missouri State should create a formal process for reviewing student-athlete welfare, establish grievance procedures available to student-athletes in the student-athlete handbook and review policies concerning the assignment of certified athletic trainers for practices and competitions.
- Southeast Missouri should develop policies that ensure student-athletes miss a minimum number of classes.

As part of the third cycle of athletics certification, the University will be expected to address these areas and provide evidence of resolution or alternative solutions.

Committee Structure

President Kenneth Dobbins has appointed a steering committee to lead the University through the self-study process and to complete a final report for submission to the NCAA. President Dobbins has appointed Dr. Chris McGowan, Dean of Science & Mathematics and a member of the senior management team at Southeast Missouri State University, to chair the steering committee. Dr. McGowan has been given clear and direct authority to speak on behalf of the institution and will have direct access to the President when necessary for effective completion of the self-study.

Four subcommittees have been appointed to work collaboratively with the steering committee. These committees are: Governance and Commitment to Rules Compliance, Academic Integrity, Gender/Diversity Issues, and Student-Athlete Well Being. Subcommittee members were appointed in a manner that assured broad-based participation in the self-study process. In complying with the NCAA guidelines, the subcommittees have been appointed by membership inclusive of students, faculty, staff, administrators, board of regents and community members.

Committee members are as follows:

SELF-STUDY STEERING COMMITTEE

Dr. Chris McGowan (Chair)	Dean, College of Science & Mathematics
Dr. Kenneth W. Dobbins	President
Brady Barke (Institutional Liaison)	Assistant Athletics Director/Compliance & Eligibility
John Shafer	Director of Athletics
Dr. Jim Champine	FAR, Chair of Athletics Committee, Professor, Biology
Cindy Gannon	Associate Athletics Director, Senior Woman Administrator
Dr. Allen Gathman	Professor, Biology
Heather Nelson	Head Soccer Coach
Dr. Susan Swartwout	Professor, English/University Press

Janet Esicar	Booster Club Representative
Paige Dossey	Student-Athlete Advisory Committee
Dr. Dennis Holt	VP, Enrollment Management & Student Success
Dr. Francisco Barrios	Dean, College of Liberal Arts
Dr. Christina Frazier	Director of Assessment/Professor, Biology
Dr. Willie Redmond	Professor, Economics & Finance
Dr. Beth Easter	Professor, Health-Human Performance and Recreation
Pam Sander	Professional Staff/Accounting Services
Jim Limbaugh	Board of Regents/Booster Club Representative
Karen Walker	Director, Student Financial Services
Dr. Pat Ryan	Institutional Research

SELF-STUDY SUB-COMMITTEES

Governance & Commitment to Rules Compliance

Francisco Barrios, Chair  
 Jim Limbaugh  
 Margaret Noe, Dean, College of Education  
 Danielle Alspaugh, Associate Director Enrollment Management  
 Brady Barke  
 Colt McCauley, Football Student-Athlete

Academic Integrity

Allen Gathman, Chair  
 Sharon Burgard, Coordinator/Athletics-Academic Services  
 Sandy Hinkle, Registrar  
 Jim Champine  
 Janet Esicar  
 Margaret O'Neal, Gymnastics Student-Athlete

Gender/Diversity

Dr. Christina Frazier, Director of Assessment/Professor, Biology, Chair  
 Paige Dossey, Volleyball Student-Athlete  
 Cindy Gannon  
 Beth Easter  
 Torry Rollins, Asst. Athletics Director/Business Affairs

Student-Athlete Well-Being

Dennis Holt, Chair  
 Renata Heard, Volleyball Coach  
 Ashley Rockey, Athletic Trainer  
 Bruce Skinner, Director/Residence Life  
 Cole Bieser, Baseball Student-Athlete  
 Troy Vaughn, Director/Recreational Services

### Committee Responsibility

The appointed steering committee has been given oversight for the self-study process. The responsibilities of the steering committee are outlined by the NCAA which will include broad-based participation and proper dissemination of information to internal and external constituencies. The steering committee will be responsible for collection and organization of data; coordination of the activities of the subcommittees, monitor the progress of the self-study, review the reports of each subcommittee, and solicit input from campus groups. This will include interactions during the campus visit, providing necessary documentation for review by the NCAA, and completing responses to questions that arise during interactions with the NCAA and the peer review team.

Each subcommittee will assume specific responsibility for gathering information, assessing the information, making recommendations and developing timetables for its particular area of study. Each subcommittee will utilize the 2010-2011 Self-Study Instrument for Division I Athletics Certification as a starting point for its analysis. The subcommittees will develop responses to each self-study item as outlined by operating principles of their specific topic. It is the duty of each subcommittee chair to identify an individual or individuals to track meeting attendance by members, record the minutes of each meeting, and act as the lead member in writing sections of the self-study that fall under the purview of the subcommittee. These responses will include a review of plans for improvement developed as a result of the 2002 self-study. The steering committee chair, institutional liaison, and the chief report writer will coordinate the subcommittees' individual reports.

### Campus Contact

Brady Barke, Assistant Athletics Director for Compliance will serve as the institutional liaison working collaboratively with the chair of the steering committee, Dr. Chris McGowan. He will:

- Provide direction regarding dissemination of information regarding the self-study to internal and external constituencies;
- Act as a point of contact with NCAA representatives and assure that questions or inquiries are directed to the appropriate institutional personnel;
- Coordinate travel, lodging, and scheduling associated with the evaluation visit;
- Provide assistance in the collection of study-related data;
- Coordinate follow-up studies or reports required by the NCAA.

### Report Writing

Dr. Chris McGowan will serve as the chief report writer responsible for completing the final report and submission of the report via the Athletics Certification System (ACS). He will integrate reports completed by the various committees, oversee editing of the final report, and develop a final version of the report for ACS submission. Draft versions of the subcommittee reports will be reviewed by the steering committee and the committee will review and edit the final version of the self-study prior to submission.

### Conference Office Assistance

Southeast Missouri State University does not intend to have the Ohio Valley Conference office play a formal role in this self-study. We anticipate that informal contacts may occur from time to time to clarify issues and request guidance. The university will not employ outside consultants.

### Schedule for Completing the Self Study

July 2010 – Steering committee chair appointed  
July 2010 – Committee members appointed  
September 2010 – NCAA orientation videoconference  
October 2010 - Initial meeting of all subcommittees  
October 2010 – Meeting of steering committee and all subcommittees  
November 2010 - Meeting of steering committee and all subcommittees  
December 2010 - Meeting of steering committee and all subcommittees  
January 2011 - Meeting of steering committee and all subcommittees  
February 2011 - Meeting of steering committee and all subcommittees  
February 2011 – Presentation to Chair – Subcommittees’ responses to self-study items  
March 2011 – Presentation of Self-Study Report to University Athletics Committee  
March 2011 – Presentation of Self-Study Report to Administrative Council  
March 2011 – Presentation of Self-Study Report to the Board of Regents  
April 2011 – Deadline for submission of Self-Study Report to NCAA  
July 2011 – Initial NCAA Committee Review of Self-Study Report  
September 2011 – Evaluation visit by Peer Review team  
December 2011 – President responds to Peer Review Team Report  
February 2012 – Final decision on certification is reported to the President by the NCAA

### Self-study report

The Steering Committee and Sub-Committees will use internal resources from the Office of the President and University Relations to produce and disseminate report drafts. The on-going work of the Steering Committee will be communicated to the University community and the general public, primarily through the use of the University website with the exception of releases to the student newspaper and local media by way of the University Relations Department.