

Southeast Missouri State University

Plan Report for Operating Principle 1.2 Rules Compliance.

Elements	Goals	Steps		
Issues in the Self-Study	Measurable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
The institution does not have written procedures in place for the NCAA Division I Academic Performance Program (APP).	Create written procedures for the Academic Performance Program. Specifically, develop step-by-step procedures for data collection, penalty implementation, disseminating "real-time" APR data, and providing rules education.	The Compliance office will work to create written procedures for all identified areas of the Academic Performance Program. The procedures will be included in the institution's "Guide to NCAA Compliance Procedures" that is disseminated to coaches and staff annually.	The Assistant AD/Compliance will be responsible for creating the written procedures.	Procedures will be drafted and incorporated into the "Guide to NCAA Compliance Procedures" by Fall 2011.
The institution does not currently have statements regarding the importance of NCAA rules compliance in job descriptions and performance evaluations for all individuals within the athletics department and those outside of the department who have compliance responsibilities.	Create statements regarding the importance of rules compliance and place them in job descriptions and performance evaluations for all staff members within athletics, as well as those outside of athletics who have compliance responsibilities.	The Department of Athletics will work with Human Resources to create statements emphasizing the importance of rules compliance. These statements will be placed in job descriptions for all those within the Department of Athletics, as well as those outside of athletics who have compliance responsibilities.	Assistant Athletic Director/Compliance; Associate Athletic Director/SWA; Director of Human Resources	Institution plans to begin incorporating statements into job descriptions beginning Fall 2011.
		Once statements regarding the importance of rules compliance have been placed in job descriptions, the Department of Athletics will work with Human Resources to create statements that will be included in annual performance evaluations.	Assistant Athletic Director/Compliance; Associate Athletic Director/SWA; Director of Human Resources	Institution will begin placing statements in performance evaluations in Fall 2011. Formal evaluation will occur once statements have been incorporated into job descriptions.

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Plan Report for Operating Principle 2.2 Academic Support.

Elements	Goals	Steps		
Issues in the Self-Study	Measurable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
No formal policy mandating periodic review of academic support services was in existence as of January, 2011.	Institute formal policy mandating periodic review of academic support services.	Draft policy for periodic review of athletics academic support services.	Academic Integrity subcommittee of NCAA Certification Steering Committee.	Prior to UAC meeting February 2, 2011.
		Obtain approval of University Athletic Committee.	University Athletic Committee.	Policy approved at UAC meeting February 2, 2011.
Review of Academic Support Services recommended that the Coordinator of Athletics Advising and Academic Support should report dually to the Provost as well as to the Associate Athletic Director for Internal Operations.	Change reporting structure so that Coordinator of Athletics Advising and Academic Support reports dually to the Provost as well as to the Associate Athletic Director for Internal Operations.	Recommend action to the Provost.	NCAA certification steering committee.	February 11, 2011.
		Approve reporting change.	Provost.	Edit step to input step's timetable.

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Plan Report for Operating Principle 3.1 Gender Issues.

Elements		Goals	Steps		
Program Area	Issues in the Self-Study	Measurable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Accommodation of Interests and Abilities.	No issues identified	Continue to evaluate the interest of the underrepresented gender to make sure that the institution is accommodating those interests.	<ol style="list-style-type: none"> 1. Evaluate the interest of abilities of the underrepresented gender by surveying all freshman and transfer students annually. 2. Evaluate the participation rates of high school athletes in the state of Missouri. 3. Address requests from female students and club teams to add an additional team. 	<ol style="list-style-type: none"> 1. The Associate Athletic Director/ SWA will work with Information technology to continue to administer the interest and ability survey reporting data to Athletics, the University Athletics Committee, and the Vice President for Student Affairs and the President. 2. The Associate Athletic Director/SWA will track high school participation rates provided by the Missouri State High School Activities Association. Data will be reported to Athletics, the University Athletics Committee, and the Vice President for Student Affairs and the President. 	<ol style="list-style-type: none"> 1. Interests and ability survey will be conducted annually in the fall semester via the university student portal. 2. Evaluation the school participation rates will continue in the fall of 2011 and will be evaluated every three years for that point forward.
Athletics Scholarships.	Southeast currently provides scholarships to female athletes in excess of their participation rate.	Continue to fund the women's programs consistent with participation rates.	<ol style="list-style-type: none"> 1. Continue to recommend target roster numbers in accordance with national FCS averages. 2. Continue to evaluate expenditures of female athletic teams to as sure compliance with title IX guidelines. 	<ol style="list-style-type: none"> 1. The Associate Athletics Director/SWA will collect national data provided by the NCAA and communicate to the Head coaches of each program. 2. Director of Athletics, Associate Athletics Director, Assistant Athletics Director for Compliance 	<ol style="list-style-type: none"> 1. Conducted annually and communicated prior to the completion of recruitment 2. Evaluated annually beginning spring of 2011

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Equipment and Supplies.	No gender specific issues were identified. However there is considerable variability in items provided to student athletes by team due to flexibility given coaches.	Develop separate written policies for apparel and equipment replacement for all sports.	<ol style="list-style-type: none"> 1. Access current needs through sport program inventory. 2. Develop an equitable replacement rotation. 3. Equitable distribution of Nike promotional dollars and or additional athletic funding to assist in replacement. 	Director of Athletics Associate Athletic Director/ SWA Assistant Athletics Director for Business Affairs Head Coaches	<ol style="list-style-type: none"> 1. Assess current inventory needs by fall 2011 2. Complete replacement plan by spring 2012 3. Implement replacement plan including additional funding by fall 2013.
Scheduling of Games and Practice Time.	No gender specific issues were unidentified. The need to create a departmental scheduling policy for games and practices was identified since mens and women's tems share the facilities for practice or competition especially in inclement weather.	1. Provide equitable opportunities for men's and women's teams.	1. Create a departmental scheduling policy for games and practices.	Associate Athletic Director/ SWA Assistant Athletics Director for business affairs Events and Facility Coordinator Head Coaches	Scheduling policy completed and implemented fall of 2012
		2. Provide more scheduling opportunities for women's gymnastics in the Show me Center to allow baseball and softball adequate access to practice facilities.	2. Provide the opportunity upon availability for gymnastics to schedule competition in the show me center.	Associate Athletic Director/ SWA Assistant Athletics Director for business affairs Events and Facility Coordinator	Explore opportunity for gymnastics spring of 2012 and ongoing
Travel Allowance.	No gender issues were identified. The university will continue to monitor and evaluate expenditures to assure that all student athletes are receiving fair and equitable accommodations to maintain the welfare of the student athlete.	Evaluate current travel policy which became effective in the spring of 2009 for team travel and scheduling of competition.	Review policy on an annual basis with feedback from coaches and assessing the student athlete evaluations taken annually to assure the policy is accommodating the welfare of the student athletes.	Athletic Director Associate Athletic Director/ SWA Assistant Athletics Director for business affairs Head Coaches	Annually beginning the spring of 2012

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Academic Support Services.	No issues were identified	<ol style="list-style-type: none"> 1. Continue to assess that the needs of all student athletes are being met to provide quality academic support. 2. Evaluate and determine updates to existing technical support to accommodate the needs of the student athletes. 	<ol style="list-style-type: none"> 1. Review the student athlete experience surveys. 2. Assure that athletics is included in the universities master computer replacement cycle. 3. Identify additional athletics funding to improve and or increase computer availability. 	Athletic Director Athletic Academic Services Coordinator Assistant Athletic Director for Business Affairs Associate Athletics Director/ SWA	Review evaluation annually Communicate with information technology annually Annually evaluate funding opportunities to increase available computers and upgrade technical equipment
Coaches.	Although no gender specific issues were identified, assessing the feasibility of elevating the current part time coaches in both the men's and women's programs to full time status in accordance with NCAA coaching limitations should be determined.	<ol style="list-style-type: none"> 1. Identify current part time coaches to elevate to full time status in all sports. 2. Assess the feasibility of identifying funding to elevate current part time coaches to full time status including benefits 	<ol style="list-style-type: none"> 1. Determine the feasibility of elevating part time coaches based on available funding and maintaining an equitable balance. 	Athletic Director Associate Athletics Director/ SWA Assistant Athletic Director for business affairs Vice President for Finance and Administration	<ol style="list-style-type: none"> 1. Determine the feasibility of elevating coaches to a full time status spring of 2012 2. Annually evaluate the funding opportunities to increase part time coaches to full time status.
Locker Rooms, Practice and Competitive Facilities.	Issues will be addressed through currently scheduled improvements to locker room and practice/competitive facilities.	<ol style="list-style-type: none"> 1. Complete the currently scheduled improvements. 2. Continue to maintain and renovate locker rooms and facilities as needed. 	<ol style="list-style-type: none"> 1. Inspect and evaluate current locker room and facilities to evaluate improvement and include them on the universities master plan for improvement 2. Work with facilities management to identify all major projects identified by the university. 	Athletics Director Facilities Director Event and Facility Coordinator Vice President for Finance and Administration	Locker room, Houck Stadium and Air Conditioning in Houck Field House completed summer of 2011. Evaluate facilities on an ongoing basis In conjunction with existing master plan for the university improvements.

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Medical and Training Facilities and Services.	There were no gender issues identified in the area of medical and training facilities. Strength and conditioning staff is under staffed to accommodate the needs of both genders	<ol style="list-style-type: none"> 1. Continue to provide equivalent medical care for all student athletes without regard to gender or sport participation. 2. Assess the feasibility of providing additional staffing in the area of strength and conditioning. The strength and conditioning needs of student athletes vary by sport and gender. Consideration should be given to complementing the expertise of existing personnel. 	<ol style="list-style-type: none"> 1. Continue to assess student athlete experience surveys to monitor the effectiveness of the sport medicine services and facilities 2. Determine the feasibility of increasing the strength and conditioning training staff 3. Assess feasibility of funding sources to accommodate additional staffing. 	Athletics Director Assistant Athletics Director for business affairs	Evaluation reviewed annually Develop funding model by the spring of 2015 If financially feasible implement fall of 2015
Housing and Dining Facilities and Services.	No issues identified.	Continue to provide equivalent housing and dining opportunities for all student athletes regardless of gender or sport participation.	Evaluate all housing and dining opportunities for student athletes	Associate Athletic Director/ SWA Assistant Athletic Director for Compliance Assistant Athletic Director for Business Affairs	Beginning fall of 2011 and ongoing.
Publicity and Awards.	It was impossible to determine if gender specific issues exist due to the lack of adequate documentation. Budgeted amounts for publicity, awards, marketing, and fundraising were equitable but the institution needs to document the distribution of these dollars as well as appropriate gifts in kind to demonstrate equitable expenditures.	Provide equitable printed material regardless of sport program.	Continue to monitor printed materials and evaluate expenditures to assure equitable quality and distribution of funds.	Assistant Athletic Director for business affairs Associate Athletic Director/ SWA Sports information Director	Review on an annual basis.

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		The athletics department will develop and implement a promotional budget and develop procedures for documenting actual expenditures of the budgeted dollars.	The marketing and development department will submit a proposed budget for expenditures and marketing efforts for the entire year and will then provide actual expenditures at the end of the academic year to assure that distribution is equitable between all sports programs.	Associate Athletic Director of External Affairs Assistant Athletic Director for Business Affairs Associate Athletic Director/ SWA	Beginning Fall of 2011 and evaluated annually
		The department will develop procedures for equitable allocation of gifts in kind used in marketing and fundraising and documenting the actual expenditures and usage. All expenditures used for a specific team will be included in that teams reported expenditures regardless of the original unit of allocation.	The marketing and development department will submit a proposed budget for gifts in kind for marketing efforts for the entire year and will then provide actual expenditures at the end of the academic year to assure that distribution is equitable.	Associate Athletic Director of External Affairs Assistant Athletic Director for Business Affairs Associate Athletic Director/ SWA	Review on an annual basis starting Spring 2011.
Support Services.	Secretarial support is inadequate throughout the entire program.	1. Identify other means of providing secretarial support for athletics teams	Work with coaches and staff to determine a needs assessment and provide assistance in identifying potential support personnel.	Assistant Athletic Director for Business affairs Associate Athletic Director/ SWA	Perform needs assessment spring 2012 Assess feasibility of increasing secretarial support budget.

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Recruitment of Student-Athletes.	<p>1. During the reporting period women's teams spent a significantly lower percentage of the recruiting dollars. The University offered a subsidy to women's teams for recruiting that would have raised the percentage of recruiting funds spent to the participation proportion. However the funds were not spent since proportion did not rise. It is unclear whether the problem is an allocation issue or failure of coaches of women's teams to use the available funds.</p> <p>2. Some gifts in kind impact recruiting. In order to determine if equity issues exist the expenditure and usage of these must be effectively documented.</p>	<p>1. To continue to provide additional recruiting funds to the women's programs to accommodate gender equity in available funding</p> <p>2. Allow coaches of female sports to meet their individual program recruiting needs.</p>	<p>1. Evaluate the current funds available to female coaches to assure the funding continues to allow equitable recruiting expenditures</p> <p>2. Each coach should develop a three year recruiting needs assessment to assure adequate funding is available based on the number of athletes needed to maintain target roster numbers and maintain gender equity.</p>	<p>Head Coaches Associate Athletic Director Assistant Athletic Director for Business Affairs</p>	<p>Beginning in the spring of 2012 and continued on an ongoing basis</p>
		<p>The department will develop procedures for equitable allocation of gifts in kind used in recruiting and documenting the actual expenditures and usage. All expenditures used for a specific team will be included in that teams reported expenditures regardless of the original unit of allocation.</p>	<p>The marketing and development department will submit a proposed budget for gifts in kind for recruiting efforts for the entire year and will then provide actual expenditures at the end of the academic year to assure that distribution is equitable.</p>	<p>Associate Athletic Director of External Affairs Assistant Athletic Director for Business Affairs Associate Athletic Director/ SWA</p>	<p>Implement Spring 2011 and review annually.</p>
Retention.	No issues were identified	<p>Ensure that the evaluation process is monitored and adjustments are made when necessary</p>	<p>Continue to utilize current student experience surveys to evaluate overall progress</p> <p>Evaluate data collected by Human Resources on staff retention</p>	<p>Faculty Athletics Representative Associate Athletic Director/ SWA Assistant Athletic Director for compliance</p>	<p>On an ongoing basis</p>

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Participation in Governance and Decision Making.	No issues were identified	1. A continued effort will be made to include SAAC in the decisions making process affecting student athlete welfare 2. The university athletic administration and university athletics committee will continue to review results of the student experience surveys.	1. Continue the ongoing effort to recruit interested student athletes to serve on SAAC and pursue opportunities to serve in leadership roles at the OVC and NCAA levels. 2. Continue to educate and encourage students to participate in the student athlete experience survey.	Associate Athletic Director/ SWA Faculty Athletic Representative Academic Services Coordinator	Ongoing effort

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Plan Report for Operating Principle 3.2 Diversity issues.

Elements		Goals	Steps		
Program Area	Issues in the Self-Study	Measurable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Assessment.	No deficiencies were noted	The University will continue to employ a variety of formal and informal avenues in order to monitor the consistency between the University and athletic's department policies with respect to minority issues and the experience of minority individuals within the department and university.	The Athletics Department will coordinate with the Office of Equity and Diversity Issues and human resources to assure compliance with all formal policies. The athletic department will regulate communicate with all committees and individuals who deal with minority issues to determine if concerns relevant to the athletics department have arisen.	Consultation will be the responsibility of the athletics director or his designee, the senior women's administrator, and the University Faculty Athletics Representative.	Although the process has been ongoing informally the formal process will be initiated in the summer of 2011 and be ongoing
Retention.	Establish an Athletic's Department Equity and Diversity Issues Committee.	The athletics department will establish and Equity and Diversity Issues Committee that will focus on minority hiring practices and retention programs as well as provide departmental support related to University Policy and Procedure for staff and student-athletes.	The Athletics Department in cooperation with the Office of Equity and Diversity will establish an Equity and Diversity Issues Committee. The committee will be comprised of an athletic administrator, the senior woman administrator, the faculty athletics representative, one male student-athlete, one female student athlete, a representative from student life, and one coach.	Vice President for Equity and Diversity Faculty Athletics Representative Associate Athletic Director/SWA	Establish committee summer of 2011.
Partnerships.	While no issues were identified, the Athletics Department will proactively ensure it provides opportunities for staff and student athletes to participate in diversity discussions.	The athletics department will continue to assess the diversity within the staff and student athletes and evaluate the partnerships that exist within athletics as well as across the university community.	The Athletics Department will coordinate with the Office of Equity and Diversity Issues and Office of Minority Student Programs to provide programming as appropriate including programming for coaches and staff.	Athletic Director, Associate Athletic Director/SWA, FAR Assistant to the President for Equity Issues	Beginning summer of 2011 and reviewed annually

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Elements		Goals	Steps		
Program Area	Issues in the Self-Study	Measurable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Participation in governance and decision making.	Participation in Governance and Decision Making should be monitored to assure inclusive of a diverse population of staff and student-athletes.	Continue to assess the representation of under-represented groups on the University Athletics Committee, staff and student athlete committees to reflect a diverse population of qualified individuals.	Review the composition of various decision making groups within the university and athletics department community annually prior to appointments to assure broad based representation.	President; Faculty Athletics Representative; Director of Athletics	Annually review composition of committees prior to appointment or assessment prior to forming any new committees.

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Plan Report for Operating Principle 3.3 Student-Athlete Well-Being.

Elements	Goals	Steps		
Issues in the Self-Study	Measurable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
A plan for improvement in annual review and communication of Emergency Action Plans is suggested, including posting Emergency Action Plans at each venue visible for trainers, student-athletes, and coaches, and holding an annual staff meeting with the training staff to review policies and procedures, ensuring that they are up to date and valid.	Posting Emergency Action Plans at each venue visible for trainers, student-athletes, and coaches	Post EAP's		Summer 2011
	Hold an annual staff meeting with the training staff to review policies and procedures, ensuring that they are up to date and valid.	Schedule annual meeting		Summer 2011