**NCAA Recertification Steering Committee Meeting**
Tuesday February 28, 2006 1:00PM
Seminar Room, ALANA Cultural Center
Meeting Notes


- **Steering Committee Updates:**
  - Mark Spiro reviewed the list of critical dates. The final subcommittee reports are due March 1st. Scott Kraly’s draft should be completed on 3/1; Ken Belanger’s by 3/3 and Mark Edward’s will be submitted to Jill Tiefenthaler for editing by 3/6. Mark Spiro will review all drafts by the next meeting and distribute them for review at that meeting.
  - The next meeting of the Steering Committee will be March 10, 2006 1:30PM in the Coop Conference Room.
  - There will also be a meeting on March 20th; the time has not been established. The committee will review the full report draft during that meeting.
  - Mark Spiro noted that the NCAA orientation emphasizes that if the university has responded to each of the measurable standards in the Self-Study; it is likely to be recertified. The subcommittees should carefully review their reports to be sure each measurable standard is addressed.

- **Equity and Student Athlete Welfare Subcommittee Report:** Mark Edwards distributed the draft for review. Mark indicated that he was to meet with his subcommittee later today therefore, they had not reviewed the information as a group. Members of his subcommittee were also to present some of the missing information at that subcommittee meeting. Mark will revise his draft following today’s meetings and present it to Jill Tiefenthaler for final editing.
  - **3.1 Gender Issues Self-Study Item #2:** The group suggested that more detail and emphasis be included describing the status elevation in the women’s ice hockey program. The sport now has one full-time faculty and one-full-time non-faculty coaching position. Mark Edwards questioned the group as to how much detail he should provide about the implementation of the last plan. Mark questioned whether dollar figures needed to be included to substantiate equitability. Kevin Hatcher responded that the dollar figures should be included if they are favorable. Kevin also indicated that if an item is not equitable, list the efforts being taken to achieve equitability.
  - **3.1 Self-Study Item #3:** Mark Edwards questioned the committee as to how detailed the plans for improvement should be. Kevin Hatcher indicated the plans for improvement should be as detailed as possible, but that the exact dollar amount being spent does not need to be included. The report could simply state that money was being allocated for improvement. Dave Roach suggested that the subcommittee outline plans for improvement in addition to the two items listed in the draft document. Kevin Hatcher suggested that the section explain that the reviews to be performed are part of the University’s strategic plan. He also indicated that the Self-Study should include details about the four year reviews and the variables to be assessed.
3.1 Self-Study Item #4 and #5 have not been answered.

3.1 Self-Study Item #6: This section refers to the Self-Study instrument Attachment No. 2 page 36. The subcommittee must respond to and provide data for each of the 13 areas included on the list.

- **Athletic Scholarships**: Dave Roach suggested adding that 04-05 was the first year athletic scholarships were offered at Colgate. There was much discussion on the definition of athletic scholarships versus grants. The committee concluded that the scholarship dollars should be displayed per male and female athlete rather than as an aggregate. Kevin Hatcher also suggested that the section include a statement that the scholarships are awarded on the basis of financial need and not just on athletic ability. Dave Roach also suggested that the report should emphasize the current actions being taken to achieve gender equity. This may be demonstrated by outlining the number of scholarships offered and the number given to male versus female athletes.

- **Accommodation of Interests and Abilities was not answered**

- **Equipment and Supplies**: It was suggested in addition to aggregate figures for men’s and women’s sports equipment, to further break the expense down by sport. The committee suggested that an explanation be included to note that certain men’s sports require equipment that corresponding women’s sports do not. For example, men’s lacrosse requires helmets and shoulder pads, while women’s lacrosse does not.

- **Scheduling of Games and Practice Time**: Dave Roach recommended that the report should clarify that the coaches work with their athletic administrator and submit their practice time requests to the assistant athletic director. The times are granted on a policy basis. Each coach works with opposing teams to set their game schedules. The schedules are submitted to the administrator who assigns the game times. The exception to the rule is football; the athletic director sets that game schedule.

- **Travel and Per Diem**: The committee asked that this section be rewritten to say that up to $25.00 per day can be requested.

- **Tutors**: Everyone has equal access to tutors.

- **Coaches**: The committee suggested that detail be added to answer all questions on page 36 of the Self-Study instrument. Annual contracts are given to non-faculty assistant coaches. All coaches participate in an annual review process. Copies of the self-evaluation and performance review form are available for the Peer Review team’s review. Kevin Hatcher suggested that the committee include the information that the women’s lacrosse team has one less assistant than the men’s along with an explanation as to when the additional assistant will be in place. Dave Roach suggested that the report include information detailing the number of coaches’ positions that have been elevated in the last year. Of the 6 positions elevated, 4 were in women’s sports. In addition, the coaches’ compensation is reviewed annually by the Provost, Athletic Director, and VP of Finance, and adjustments are made if compensation appears to be inequitable.

- **Locker Room, Practice and Competitive Facilities**: The facilities are equal for all teams.

- **Medical Training Facilities and Services**: Marty Erg can provide the subcommittee with the names of those who have attended training since the last cycle.

- **Housing and Dining Facilities and Dining**: Equitable for all.
- Publicity: Dave Roach suggested that the number of media guides for men’s and women’s teams should be noted.

- Support Services: Each team has equitable assistance.

- Recruitment of Student-Athletes: The committee noted a decline in the amount spent for recruiting over the last three years. Trish agreed to check the data and report back to Mark Edwards. Dave Roach suggested that a plan for improvement may be to review where the recruitment money is being spent. Since the sports are now reorganized into Level I, II, and III, the expenditures should be concentrated on the Level I sports rather than a Level III sport which has no admissions slots. Dave Hale suggested that amounts spent should be broken out by team/sport rather than by just men and women.

- 3.2 Minority Issues Self-Study Item #4: Dave Roach suggested the subcommittee review the first-cycle report plans for improvement located in the NCAA binder. Kevin Hatcher indicated that if the first-cycle plans for improvement have not been followed, the Peer Review Team and certification committee will need to include an explanation in the Self-Study. If the plan was modified, a description needs to be included as to how the plan for improvement was modified and why. Kevin also suggested that the subcommittee include the verbiage for EO and AA that is included in the advertisement for positions and a list of publications where the advertisements are posted.

- 3.2 Self-Study Items # 5, 6, & 7. The data has not been completed.

- 3.2 Self-Study Item #8: This item refers to page 37 of the Self-Study instrument.
  - Institutional & Athletics Department Commitment: This is included in the University’s and Athletics Department’s mission statements
  - Evaluation: The committee suggested that language from the Strategic Plan regarding diversity and the evaluation process should be included. Lynn Waldman suggested that the list of Executive Committee members would also be valuable.
  - Organization and Structure: This section has not been completed.

- 3.3 Student-Athlete Welfare Item #4: A life skills class is offered at other institutions to address time management and related introductory college skills for student athletes. This program is not offered as a class at Colgate. The First-year student orientation program covers many of these topics. Speakers are brought in for the student athletes to address the issues. The program is outlined in the Academic Support section of the plan; the committee suggested Mark Edwards could extract the information from that section. In addition, Colgate sends one student to a student-athlete leadership conference in May of each year. There are four nominees for the
conference: two men and two women, two of whom must be students of color or
students with an international background. The attendees then return to speak with
the athletes about the experience.

- 3.3 Item #5: One or two speakers are brought in per year to discuss with the student-
athletes topics outlined in the educational enhancement section. The university does
not have a formal video collection, but one could be compiled with the videos
supplied by the CHAMPS program. The first-cycle report had specified that the
university would develop a PE class for wellness/drug awareness etc. A course was
developed for students and failed. The committee agreed that the Self-Study should
explain that the course was offered for a short time and that it did not meet the
established goals. The information available to student-athletes from existing
resources was shown to be more beneficial.

- 3.3 Item #6 Exit Interviews: The University has not conducted exit interviews with
student athletes. Dave Roach indicated that Shondell Reed will be asking non-
athletic division personnel to conduct exit interviews with a random selection of
student-athletes this year. The results will be returned to Shondell in a written report.

- 3.3 Item #7 Grievance/Appeals: The grievance and appeals process is outlined in the
Student-Athlete Handbook. Dave Roach suggested that Mark Edwards contact
Shondell Reed to obtain the grievance process for athletic scholarships. Kevin
Hatcher also suggested that the athletes’ grievance process with the coaching staff
should be explained.

- 3.3 Item #8 Support Programs in Sexual Orientation: There are no specific programs
in the area of sexual orientation. Alice Tym suggested that Mark should include the
information from her e-mail outlining the coaching staff’s membership in many
campus committees that address sexual orientation issues.

- 3.3 Item #9 Health & Safety: Marty Erb has provided Mark Edwards with a copy of
Colgate’s Emergency Medical Plan. Marty can write a summary for this section. A
copy of the document will need to be available for the Peer Review Team visit, as the
document will not be attached to the Self-Study. Items # 10 and 11 will also need to
be addressed with information from Colgate’s Emergency Medical Plan.

- 3.3 Item # 12: This information was not completed and must address the four
program areas on page 37 in the Self-Study instrument.

- Schedule: Mark Spiro indicated that he will compile all drafts for the meeting on March
10th for careful review by the committee.

- Self-Study Input: Leslie Green Guilbault has begun entering the information from pages 3-5
of the Self-Study into the NCAA Self-Study website. The site is not user friendly.

- Efforts to Publicize the Report:
  - Ken Belanger presented at the February 20th faculty meeting and will provide an
update at a future faculty meeting.
  - Updates will be provided to faculty on an ongoing basis in the Provost’s weekly
faculty e-mail.
  - Leslie is working on an article for the Open ‘Gate and will submit an article for
inclusion in the next Alumni newsletter.
  - Articles will be submitted to the Maroon News and Scene.
  - Dave Roach will e-mail an update to the Athletics support groups.
  - Mark Spiro will present an update to the Board of Trustees Committee on Athletics at
the March 25th Board meeting.

- Discussion:
  - Kevin Hatcher had just returned from a certification session. He indicated that many
schools were certified with conditions. The key condition was that the institution
make compliance a central element by adding wording to job descriptions and contracts. This element is not included in Colgate’s job descriptions and contracts for the registrar, admissions, and financial aid. Consensus was that Colgate should act to include the wording in the contracts prior to the Peer Review visit to demonstrate compliance. Scott Kraly’s committee had addressed this and concluded that the action would need to start at a senior level, perhaps in the Provost’s office. Dave Hale suggested that the Human Resource office should be brought in to assist.

Kevin Hatcher explained that the Self-Study must clearly address each measurable standard. Each question posed in the Self-Study instrument must also be thoroughly explained. If the plan does not address each question, an explanation must be included as to why it was not addressed.

Meeting adjourned 2:50PM

Respectfully Submitted,
Stacy Smith