NCAA Recertification Steering Committee Kick-Off Meeting  
Thursday November 17, 2005 4:00PM  
Coop Conference Room, O’Connor Campus Center  
Meeting Notes


- Opening Remarks: Mark welcomed committee members and thanked all for their willingness to participate in the recertification process. NCAA Recertification manuals were distributed to all members present. Mark introduced David Roach, Athletic Director for opening remarks. David thanked all for their participation and stated he is happy to be serving on the Steering Committee as he previously served on Colgate’s 1997-98 NCAA Recertification Peer Review Team.

- Roundtable Introductions: Member introduced themselves and included whether they had been at Colgate during the last recertification and their role, if any, in the process.

- Housekeeping:
  - The committee is required to take attendance and report attendance to the NCAA. A sign-in sheet will be circulated during future meetings.
  - The committee will meet twice per month for 2 hours. Stacy will send an e-mail to committee members for available times for the meeting.

- Organization of Committees: The NCAA Recertification group consists of a Steering Committee and three subcommittees. Mark summarized the charge of the Steering Committee. The Steering Committee will monitor the self-study progress, analyze the materials provided by the subcommittees and provide feedback. The charge to the Steering and subcommittees can be found in the NCAA Recertification behind the Committee Charges tab. The three subcommittees and their chairs are as follows:
  - Subcommittee on Academic Integrity, Chair Ken Belanger
  - Subcommittee on Equity and Student-Athlete Welfare, Chair Mark Edwards
  - Subcommittee on Governance and Rules Compliance, Chair Scott Kraly

- NCAA Recertification Process: Mark outlined the recertification process. A diagram can be found in the manual under the NCAA Orientation tab.
  - Videoconference November 29th
  - Development of self-study report
  - Evaluation visit of Peer Review Team
  - Submission of Peer Review Team report
  - Review and editing of PRT report
  - Submission of PRT Report to the CEO for final response
  - Decision of the Committee on Athletic Certification on recertification

- Substance of Subcommittee Work: Mark briefly reviewed the self-study document and outlined the items to be completed by each subcommittee. The self-study instrument can be found in the manual under the NCAA Self-Study Instrument tab. Each subcommittee’s section of the document is divided into three sections; operating principles, self-study items, and plan
for improvement. The self-study will be reviewed to determine if Colgate is in compliance with the NCAA principles. If not in compliance, strategies will be developed to align the university to comply with the NCAA principles.

- **Timetable:** Mark briefly explained the committee schedule found in the manual under the Schedule tab. The schedule is divided into 4 sections: organization, self-study preparation, self-study, and NCAA Peer Review assessment. The schedule will be modified as the subcommittees begin meeting and the process unfolds. A completed task is noted in the left hand column with a checkmark, a scheduled task is noted with a calendar symbol with a red dot and a task to be scheduled is noted with a calendar symbol.

- **Next Steps:**
  - Videoconference November 29th 9:30-3:30
    - Steering Committee session: will meet 10:00-11:00AM
    - Subcommittee session times
      - Equity and Student-Athlete Welfare Subcommittee: 11:30AM
      - Academic Integrity Subcommittee: 1:30PM
      - Governance and Rules Compliance Subcommittee: 2:30PM
    - An e-mail will be distributed by Stacy regarding the scheduling of subcommittee times for the videoconference.
  - Members will receive from Stacy a list of Peer Review Team candidates to review and recommend any exclusion.
  - Stacy will send an e-mail to establish the time for the regular meetings of the committee. The committee will meet 2 times per month for 2 hours. The next meeting to occur in early December.
  - Members may be receiving from Stacy additional materials based on the NCAA’s response to the tentative self-study plan.

- **Questions:**
  - Scott Kraly questioned the format of the current study document. Scott had served on the previous committee and recalled the self-study document had followed a specific outline to complete without much deviation from the format. Mark indicated the current document follows a similar form.
  - Ken Belanger questioned whether a copy of the previous NCAA document could be obtained. Mark and Stacy will research the availability and distribute to the committee.
  - Kevin Hatcher suggested that when compiling the self study document the subcommittees access the public document and utilize the wording provided in those documents to facilitate their work.

Meeting adjourned 4:45PM