

Written Plan for Completing NCAA Certification Self-Study
University of Northern Colorado
Sept. 22, 2005

Goals of the Process

The primary goal of the process is to ensure the fundamental commitment to integrity in intercollegiate athletics by the University of Northern Colorado. The steering committee will achieve that by opening the affairs of athletics to the university community and beyond, and by setting standards for the operation of a Division I athletics program. To reach those goals, the Steering Committee will:

- Create a self-study that accurately reflects the policies and practices of UNC's intercollegiate athletics program and meets the requirements of the NCAA.
- Use the certification process as a vehicle for continuous improvement in UNC's athletics policies and practices.
- Ensure broad campus and community representation in the self-study process.
- Use the process to inform development of gender equity and diversity plans for the Athletic Department.
- Ensure that the process integrates with UNC's reclassification to Division I and its entry into the Big Sky Conference.

First Cycle Self-Study

This is the first Athletics certification cycle for the University of Northern Colorado.

Function and Composition of Steering Committee and Subcommittees

The Steering Committee's function will be to collect and organize pertinent information and data, direct activities of the subcommittees, oversee drafts of subcommittee reports and funnel them into the overall Self-Study Report, prepare the final Self-Study Report and guide plans for improvement. The Steering Committee will also be responsible for communicating pertinent elements of the certification process to the campus community and beyond.

Steering Committee

Dr. Robert Hetzel – Associate Vice President for Planning and Policy (Chair)

Kay Norton – President

Ken McConnellogue – Vice President for University Advancement (NCAA liaison and report writer)

Dr. Bob Heiny – Faculty Athletic Representative (Governance/Compliance Subcommittee chair)

Jay Hinrichs – Director of Athletics

Sherri Frye – Senior Associate Athletic Director/SWA

Megan Boone -- Assistant A.D. for Compliance

Mike Thacker -- Business Manager

Kyle Schwartz -- Assistant A.D. for Media Relations

Kyle Holman -- Assistant A.D. for Marketing and Promotions
Dr. Norman Peercy – Chair, Faculty Senate
Stephanie Torrez – Director of Academic Advising and Support Services
Marshall Parks – Director of Human Resources (Student-Athlete Welfare Subcommittee co-chair)
Wesley Song – Student Representative Council President
Dr. Tom Gavin – Assistant Vice President for Enrollment Management
Gary Gullickson – Director of Admissions
Dr. Jean Morrell – Dean of Students (Student-Athlete Welfare Subcommittee co-chair)
Michelle Quinn – Assistant Vice President for Finance
Dr. Vinnie Scalia – Faculty (Academic Integrity Subcommittee chair)
Jim Lord – Community member/NCAF
Nate Haas – University Communications (report writer)
Dr. Gil Carbajal – Board of Trustees member

Identification of Campus Liaison

The University of Northern Colorado's liaison with the NCAA will be Ken McConnellogue, vice president for university advancement.

Report Writers

Self-Study Report writers will be Ken McConnellogue, vice president for university advancement, Jay Hinrichs, director of athletics, and Nate Haas, university senior writer/editor.

Schedule for Completing the Self-Study

August 2005

- President selects chair of Steering Committee
- President appoints members of the Steering Committee
- President hosts first meeting of Steering Committee, where she delivers charge and appoints sub-committee chairs.

September 2005

- University submits Written Plan for Completing NCAA Certification Self-Study.
- President submits letter to Big Sky Conference inviting involvement in process.
- President submits to NCAA request to use agencies external to institution.
- Orientation videoconference with NCAA.
- Steering committee finalizes subcommittee rosters.
- Communicate expectations and activities to Board of Trustees, campus and community.

October 2005

- Develop regular meeting schedule for Steering Committee
- Establish processes for communication with campus and community.
- Begin data and information gathering.

November 2005 – January 2006

- Ongoing data and information gathering.
- Ongoing communication with campus and community.

February 2006

- Subcommittees begin drafting reports.
- Ongoing communication with campus and community.

March 2006

- Draft subcommittee reports submitted to Steering Committee.
- Feedback on draft reports from campus and community.
- Steering Committee begins drafting Self-Study Report

April 2006

- Steering Committee completes draft of Self-Study Report.
- Steering Committee solicits feedback on draft report.

May 2006

- Self-Study Report submitted to NCAA.
- Initial preparations for peer review team evaluation visit.

June/July 2006

- Finalize preparations for evaluation visit.

August/September

- Evaluation visit.

Plans for Involving Conference Office or Outside Agencies

The University of Northern Colorado has invited the participation of the Big Sky Conference office. The university will officially become a conference member in July 2006. The university also intends to use an outside consulting firm, Oliver and Lindemenn Athletics Consulting. (Northern Colorado will wait for written approval from the NCAA before engaging the firm.)

Institutional Guidelines for Writing/Editing Self-Study Report

The work-related needs of the self-study participants, particularly administrative assistant help, will be directed by the vice president for university advancement's office. Meeting rooms will be provided in the central University Center. Technology related needs will be provided by individual units and the university's Information Technology Department.

Review of Subcommittee and Steering Committee Draft Reports

The direction to the Steering Committee and Subcommittees is to produce a report that is clear, concise and accurate. Responses to each self-study item will be able to be read individually, while also contributing to the overall report. Each subcommittee will be assigned a university writer, whose task it will be to ensure that drafts adhere to the tenets

of the Self-Study Instrument and address specific operating principles, while also incorporating the input of a wide cross-section of the campus.

The steering committee will also set up an electronic feedback loop through a listserv to provide the Steering Committee, Subcommittee members and interested parties on campus and beyond the opportunity to comment on drafts. Hard-copy comments will also be an avenue to address issues in the draft reports. The Steering Committee also intends to hold a series of public forums that will allow the campus and community to provide input on drafts.

Process for Developing Final Self-Study Report

The Steering Committee will bring together the work of the subcommittees to produce a draft document in near-complete form. The committee will first evaluate the document to ensure that it addresses the specific format requirements of the NCAA. The Steering Committee will then carefully assess the Self-Study's relation to the operating principles. It will fact check data and supporting material. The report will then be disseminated to the campus and community for comment. An open forum will also be an avenue for feedback.

The Steering Committee will pay special attention to ensuring that the Self-Study identifies concerns and details plans for improvement. Once all feedback has been received, the writing team will make changes and do a final edit on the document. The team will also ensure that the document is in format required for electronic submission to the NCAA.

Communicating Work of Steering Committee

The work of the Steering Committee will be communicated to the campus and community on an ongoing basis. The committee will use established university channels, including UNC Today (electronic campus newsletter), hard-copy communiqués, meetings with campus constituents, meetings with external audiences, a dedicated web site, and open forums. The university alumni magazine will also be employed to communicate with alumni. The Steering Committee will pay particular attention to providing opportunities for input and feedback throughout.

The university intends to respond to media inquiries about the process on an ongoing basis, but not to share draft reports or the final Self-Study Report until after the NCAA offers a ruling on certification.