

**PLAN FOR ADMINISTERING
THE NCAA DIVISION I CERTIFICATION SELF-STUDY
THE FLORIDA STATE UNIVERSITY
2005-06**



I. Goals of the Self-Study.

A. Mission Statements.

- 1. Institutional Mission.** The Florida State University is a public graduate research university, devoted to excellence and the development of each student's abilities. The University aims to educate students from diverse communities in an atmosphere that forges a life-long commitment to higher education built on a strong liberal arts base. To this end, the institution seeks to involve students in collegiate activities, ranging from research opportunities with talented professors to participation in and appreciation for intercollegiate athletics. The University aspires to teach every student the value of excellence, pursued through diligent effort and aimed toward achieving the highest goals. While students are challenged to set the highest personal goals, it is the mission of the University and its athletics programs to ask students to think in terms of regional, national, and even international standards of excellence. The University's mission statement in its entirety is provided in Exhibit 1.

- 2. Departmental Mission.** The mission of the Department of Intercollegiate Athletics at The Florida State University complements the institutional mission by focusing on excellence. Students are encouraged to seek academic achievement, pursue athletic goals, and develop character. Through participation in intercollegiate athletics, students pursue excellence in academics while participating in an intercollegiate athletic program whose environment is consistent with the highest standards of academic scholarship, sportsmanship, ethics, and institutional loyalty. The Department's mission statement is included in Exhibit 2.

B. Relationship Between Mission Statements and NCAA Certification.

The University and Department's mission statements are consistent with the objectives and benefits of the NCAA Division I Athletic Certification Program. The high standards set by the NCAA and the institutional and departmental missions are mutually supportive and complementary. The NCAA Certification process will assist the University and the Department in accomplishing the following objectives:

- 1.** Enriching the quality of the educational experience of students, thereby helping to develop a sense of pride and belonging;

- 2.** Enhancing the outreach and public service functions of the University throughout local, state, regional, and national communities, thereby enriching the quality of life for all citizens;

- 3.** Promoting the University's high-quality image throughout the state, region, and nation;

4. Promoting the University's goals and achievements pertaining to diversity, inclusiveness, and fairness;
5. Maximizing the potential for both personal and academic achievement of all students, including student-athletes;
6. Realizing the highest levels of accomplishment that can be attained by individuals and groups cooperating in an environment characterized by harmony, integrity, and basic human decency;
7. Constantly seeking improvements throughout the Department, University, and realm of intercollegiate athletics as opportunities are identified and advanced;
8. Providing opportunities to educate campus constituencies and the public about the University's intercollegiate athletics program's goals, purposes, challenges, and the myriad ways in which intercollegiate athletics supports the institutional mission; and
9. Affirming the many positive aspects of the University's intercollegiate athletics program to the University community and the general public.

The University and its Athletics Department welcome the self-study process, the peer review evaluation, and subsequent visit by the NCAA Accreditation Team. A thorough review of the NCAA operating principles and its application provides an opportunity to examine institutional practices, articulate the role of athletics in an academic environment, and make improvements while bringing a better understanding of the focus and mission of Athletics to the many constituencies throughout our campus.

II. Major Components of the Self-Study in Sequential (or Overlapping) Order of Accomplishment.

A. Appointment of Committees and Chairs.

1. **Appointment of the Chair of the Steering Committee.** The Chair of the Steering Committee is Dr. Lawrence G. Abele, Provost and Executive Vice President for Academic Affairs. He is a member of the University's senior management team and was appointed as Chair by the University President and Chief Executive Officer, Dr. T. K. Wetherell.

As Chair of the Steering Committee, Dr. Abele shall be responsible for coordinating and reviewing the NCAA Certification Self-Study.

2. **Appointment of Steering Committee Membership.** Dr. Wetherell appointed the members of the Steering Committee on August 29, 2005 (Exhibit 3). The membership conforms to the requirements and recommendations of the NCAA delineated in, "Forming the Self-Study

Steering Committee,” on pp. 12-13, *2005-2006 Division I Athletics Certification Handbook*, and includes broad participation from members of the University community.

Dr. Lawrence G. Abele, Provost and Executive Vice President for Academic Affairs (Chair)

Dr. T. K. Wetherell, University President

Mr. David R. Hart, Director of Athletics

Dr. Dianne F. Harrison, Vice President for Academic Quality and External Programs and Faculty Athletics Representative

Mr. John R. Carnaghi, Senior Vice President for Finance and Administration

Ms. Lee Hinkle, Vice President for University Relations

Ms. Joyce Ingram, Assistant Vice President for Human Resources

Dr. Maxine Jones, Professor of History and Chair of the Equity and Student-Athlete Welfare Subcommittee for Recertification

Dr. Karen Laughlin, Dean of Undergraduate Studies and Chair of the Academic Integrity Subcommittee for Recertification

Ms. Pam Overton, Associate Athletics Director and Senior Woman Administrator

Mr. Christopher Schoonover, President of the Student Government Association

Ms. Betty Steffens, University General Counsel and Chair of the Governance and Commitment to Rules Compliance Subcommittee for Recertification

The Steering Committee shall be responsible for providing overall guidance and direction to the Self-Study effort. Moreover, the Committee shall be responsible for accomplishing the specific duties discussed on p. 18 of the *2005-2006 Division I Athletics Certification Handbook*.

3. Appointment of Members of the Subcommittees. President Wetherell appointed members of the University community to the following subcommittees:

- a. Governance and Commitment to Rules Compliance Subcommittee.** The following individuals were appointed by memorandum, dated September 1, 2005 (Exhibit 4).

Ms. Betty Steffens (Chair), University General Counsel

Mr. Barry Adams, President and CEO of FSU Alumni Association

Ms. Kathy Atkins-Gunter, Chairperson of the Board, Seminole Boosters, Inc.

Mr. Ken Cashin, Member of the Athletics Committee

Mr. Garrett Johnson, President of the Student-Athlete Advisory Committee

Mr. Shane Lyons, Associate Commissioner for Compliance, Atlantic Coast Conference (ex officio)

Mr. Darryl Marshall, Director of University Financial Aid

Mr. Robert Minnix, Associate Athletic Director for Compliance

Mr. Gregory Phillips, Associate Athletic Director for Business and Support Services

Mr. Bill Proctor, Vice Chairman of the Athletic Committee/Chair of the Athletic Committee Executive Committee

Ms. Lisa Sprague, Interim Chief, Florida State University Police Department

This Subcommittee shall be responsible for collecting pertinent information and data relating to Operating Principles 1.1 and 1.2, as well as Evaluation and Plan for Improvement, as discussed on pp. 7 – 13, in the *2005-2006 Division I Athletics Certification Self-Study Instrument*. In addition, the Subcommittee shall be responsible for organizing and writing draft reports for submission to the Steering Committee.

- b. Academic Integrity Subcommittee.** The following individuals were appointed by memorandum, dated September 1, 2005 (Exhibit 5).

Dr. Karen Laughlin (Chair), Dean of Undergraduate Studies

Ms. Ganiyat Adeduntan, Student-Athlete, Women's Basketball

Mr. John Barnhill, Director of Admissions and Records

Dr. Fran Berry, Chair and Frank Sherwood Professor of Public Administration and Member of Athletic Committee/Chair of Academics Subcommittee

Dr. James Cobbe, Professor of Economics and President of the Faculty Senate

Mr. Leonard Hamilton, Head Men's Basketball Coach

Mr. Mark Meleney, Director of Athletics Academic Support Services

Dr. Pamela Perrewe, Associate Dean of the College of Business and Jim Rand Professor of Management and Member of the Athletic Committee

Mr. Bill Smith, Member of the Athletic Committee

Ms. Amy Lord, Assistant Director of Athletics Academic Support Services (added to the Subcommittee following the videoconference orientation)

This Subcommittee shall be responsible for collecting pertinent information and data relating to Operating Principles 2.1 and 2.2, as well as Evaluation and Plan for Improvement, as discussed on pp. 14-26, in the *2005-2006 Division I Athletics Certification Self-Study Instrument*. Moreover, the Subcommittee shall be responsible for collecting pertinent data in order to complete the specific charts, tables, and/or attachments discussed in the above-cited section of the *Instrument*. In addition, the Subcommittee shall be responsible for organizing and writing draft reports for submission to the Steering Committee.

- c. Equity and Student-Athlete Welfare Subcommittee.** The following individuals were appointed by memorandum, dated September 1, 2005 (Exhibit 6).

Dr. Maxine Jones (Chair), Professor of History, Member of the Athletic Committee

Ms. Kathy Atkins-Gunter, Chairperson of the Board, Seminole Boosters, Inc.

Mr. Monk Bonasorte, Executive Director of the FSU Varsity Club

Mr. Bob Braman, Head Coach, Men's and Women's Cross Country and Track and Field

Ms. Carle Brieske, Student-Athlete, Women's Softball

Dr. Mary Coburn, Vice President for Student Affairs

Ms. Sarah Griffin, Student-Athlete, Women's Volleyball

Dr. Patricia Martin, Chair and Daisy Parker Flory Professor of Sociology and Member of Athletic Committee

Mr. Andy Miller, President of the Seminole Boosters, Inc.

Ms. Pam Overton, Associate Athletics Director and Senior Woman Administrator

Ms. Kim Record, Senior Associate Athletics Director

Mr. Randy Oravetz, Assistant Athletics Director (added to the Subcommittee based on feedback received from NCAA staff at the videoconference orientation)

Ms. Margie Sullivan, Coordinator (added to the Subcommittee following the videoconference orientation)

This Subcommittee shall be responsible for collecting pertinent information and data relating to Operating Principles 3.1, 3.2, and 3.3, as well as Evaluation and Plan for Improvement, as discussed on pp. 27-38, in the *2005-2006 Division I Athletics Certification Self-Study Instrument*. Moreover, the Subcommittee shall be responsible for collecting pertinent data in order to complete the specific charts and/or attachments discussed in the above-cited section of the *Instrument*. In addition, the Subcommittee shall be responsible for organizing and writing draft reports for submission to the Steering Committee.

B. Appointment of Campus Coordinator. Ms. Kay Scott, Director of Promotions in the Athletics Department, was appointed by memorandum, dated September 1, 2005 (Exhibit 7), to serve in this position. As Campus Coordinator, Ms. Scott shall work closely with Mr. Charles Carr, Senior Associate Athletics Director, on the local arrangements associated with the Peer Review Evaluation Visit.

C. Appointment of Conference Member for Assistance. Mr. Shane Lyons, Associate Commissioner for Compliance of the Atlantic Coast Conference, was appointed by memorandum, dated September 1, 2005 (Exhibit 8), to serve as an ex officio member of the Government and Commitment to Rules Compliance Subcommittee. His expertise on a broad range of compliance issues makes him an invaluable asset to this Subcommittee and the entire Self-Study effort.

D. Appointment of Institutional Liaison. Mr. Charles Carr, Senior Associate Athletics Director, was appointed by memorandum, dated September 1, 2005 (Exhibit 9), to serve

in this position. As Institutional Liaison, Mr. Carr shall be responsible for fielding questions from institutional personnel and forwarding them to an NCAA staff member and coordinating preparations for the evaluation visit consistent with the *2005-06 Division I Athletics Certification Handbook*. The Chair of the Steering Committee may assign additional responsibilities to assist with the NCAA Recertification Process (Exhibit 10).

E. Appointment of Chief Report Writer and Assistant Report Writer. Ms. Ruth S. Feiock, Academic Administrator, Office of the Vice President for Academic Quality and External Programs, was selected by the Provost to serve as the Chief Report Writer. Ms. Feiock chaired the Governance and Administration Subcommittee during the recent University accreditation review by the Southern Association of Colleges and Schools. In her capacity as Chief Report Writer, she shall be responsible for gathering and editing draft reports from the committees, formatting those draft reports and pertinent tables, charts, and attachments in accordance with NCAA requirements, writing the final draft report, and uploading electronically the final report and tables, charts, and attachments to the NCAA web site.

Mr. Michael D. Hankin, Coordinator of Management Analysis, Office of the Senior Vice President for Finance and Administration, will assist Ms. Feiock with editing reports and helping to format charts, tables, and attachments. Mr. Hankin served as the Chief Report Writer during the 1998-1999 Cycle I of this University's NCAA Division I Certification Self-Study and will serve as Assistant Chief Report Writer during this review cycle.

F. Charge to the Committees. The roles and responsibilities of the Steering Committee and the three subcommittees were delineated in memoranda from Provost Abele dated October 6, 2005 (Exhibits 11 through 14). In addition to the general instructions within the memoranda, each committee and subcommittee was provided with relevant sections of their detailed responsibilities as published within the *2005-06 Division I Athletics Certification Handbook* and *2005-06 Division I Athletics Certification Self-Study Instrument*. All members of the Steering Committee and the three subcommittees have been provided with the *2005-06 Division I Athletics Certification Handbook*.

G. Prepare Goals, Objectives, and Processes for Completing the Self-Study. Members of the Steering Committee and three subcommittees have been instructed on their goals, objectives, and processes through this *Plan* (which was distributed to all committee members on October 14, 2005) and through the charge to the committees discussed in Section II. F., above.

H. Complete Corrective Actions Taken to Resolve Cycle I Issues. The recommendations of the NCAA Division I Committee on Athletics Certification from January 2000 are attached as Exhibit 15. The four areas from Cycle I and the actions taken by the University and the Department to resolve these issues are identified below:

1. Mission Statement (Exhibit 16).
2. Gender Equity (Exhibit 17).

3. Minority Equity (Exhibit 18). Additional narrative related to achieving the minority equity plan is also provided in Exhibit 18.
4. Broad-Based Participation (Exhibit 19). In addition to the actions taken by the compliance program, as shown in Exhibit 7, the institution's current certification self-study plan is characterized by broad-based participation of key campus constituent groups, including but not limited to: faculty, President, Provost, students, Admissions/Registrar, Financial Aid, Undergraduate Studies, General Counsel, and direct-support organization representatives. In addition, the institution will be working with the FSU Director of University Communications to ensure that the current self-study and related materials are made available in convenient formats to the wider campus community.

I. Submission of Written Plan to NCAA. This document and exhibits were forwarded electronically to the NCAA on Friday, October 14, 2005. The following subsections outline the steps to be taken by the University for NCAA Recertification. A comprehensive schedule for the self-study is provided in Exhibit 20. This schedule includes the subcommittee meeting schedules, data-gathering timelines, and timelines for responding to the self-study items.

J. NCAA Video Conference/Orientation. The interactive video conference between NCAA officials, members of the Steering Committee, subcommittees, and other interested parties occurred on Wednesday, October 26, 2005, 9:00 a.m., FSU College of Medicine.

K. Orientation of Campus Leadership Groups. Throughout October 2005 – April 2006, orientation sessions regarding this Cycle II NCAA Division I Certification process shall be presented to numerous campus groups. Consultations regarding the NCAA Certification Program took place with the University's governing board at its September 2005 meeting and with the President's executive team, including all of the vice presidents. Appropriate announcements shall be published on the Athletics Department's and other organizations' web sites, in campus newsletters, Seminole Cable TV, and via e-mails/memoranda/print announcements. The on-campus groups include, but are not limited to, the following:

1. Athletics Department staff (administrative, coaches, and graduate assistants)
2. Student-athletes during team meetings.
3. Athletic Committee.
4. Student Government Association.
5. Inter Residence Hall Council.
6. Boosters staff (and local membership).

7. Alumni Association staff (and local membership).
8. Faculty Senate.
9. Executive staff meetings for different University divisions, i.e., Academic Affairs, Finance and Administration, Student Affairs, Research, and University Relations.

L. Subcommittee Meetings. The subcommittee schedule is provided in Exhibit 20. As subcommittee members perform their duties as charged, their activities shall focus upon:

1. Assignment and completion of individual members' responsibilities.
2. Arrangement of and attendance at meetings with specific Athletics Department, Student Affairs, and Academic Affairs personnel.
3. Collection of pertinent data and information required for report narratives, charts, tables, and/or other NCAA-required attachments.
4. Organization and writing of preliminary (draft) reports. Administrative support (including meeting spaces, computer resources, clerical assistance, and copying) necessary to compile the reports will be provided by the Department of Intercollegiate Athletics.
5. Consultations and meetings with members of the Steering Committee to gauge progress and resolve issues.
6. Provision of opportunities for various individuals or groups in the broad-campus community to offer input into the Self-Study Report before its findings and plans for improvement were formulated.

M. 1st Drafts from Subcommittees to Steering Committee. Subcommittees shall provide their completed 1st draft documents (narratives, charts, tables, and/or attachments) to the Steering Committee on the following dates: Academic Integrity, January 20; Equity and Student-Athlete Welfare, February 17; and Governance and Commitment to Rules Compliance, March 17. The Steering Committee will evaluate these documents for conformity to the principles and development of the institution's plans for improvement. In addition, the Steering Committee will offer the broad-campus community the opportunity to review the self-study report using the same communication strategies previously identified.

N. Final Drafts from Subcommittees to Steering Committee. All subcommittees shall provide their completed reports (narratives, charts, tables, and/or attachments) to the Steering Committee on the following dates: Academic Integrity, February 17; Equity and Student-Athlete Welfare, March 17; and Governance and Commitment to Rules Compliance, April 3. Final drafts will include the incorporation of feedback from the

Steering Committee from the review of the first draft as well as input solicited from a broad base of University and community participants.

O. Editing, Writing, and Completion of Final Report. From February 20 – April 30, Ms. Feiock, with assistance from Mr. Hankin, as needed, shall be responsible for the final editing, writing, and organization of the final report, including appropriate graphs, tables, and/or attachments. Administrative support (including meeting spaces, computer resources, clerical assistance, and copying) necessary to compile the reports will be provided by the Office of the Provost.

P. Uploading Final Report to NCAA. Ms. Feiock shall electronically upload the final report, including appropriate graphs, tables, and/or other attachments, in accordance with NCAA file and formatting requirements by May 1, 2006.

Q. Peer Review Evaluation On-Site Visit. Dr. Abele has forwarded the following to the NCAA as potential dates for the on-site visit: October 2-6, 2006; October 30 – November 3, 2006; or November 6-10, 2006. Mr. Charles Carr, Senior Associate Athletic Director and Institutional Liaison, shall be responsible for coordinating this visit.

R. Final NCAA Approval of Findings and Certification. The NCAA Division I Committee on Certification will convene in February 2007 to consider approval of the FSU Findings and Certification.

III. List of Exhibits.

| <u>Exhibit Number</u> | <u>Title</u> |
|-----------------------|---|
| 1. | Florida State University Vision and Mission Statements |
| 2. | Florida State University Department of Intercollegiate Athletics Mission Statement |
| 3. | Memorandum from Dr. T.K. Wetherell appointing Members of the Steering Committee |
| 4. | Memorandum from Dr. T.K. Wetherell appointing Members of Governance and Commitment to Rules Compliance Subcommittee |
| 5. | Memorandum from Dr. T.K. Wetherell appointing Members of Academic Integrity Subcommittee |
| 6. | Memorandum from Dr. T.K. Wetherell appointing Members of Equity and Student-Athlete Welfare Subcommittee |
| 7. | Memorandum from Dr. T.K. Wetherell appointing Kay Scott as Campus Coordinator |

8. Memorandum from Dr. T.K. Wetherell appointing Shane Lyons from ACC as Ex Officio Member of Governance and Commitment to Rules Compliance Subcommittee
9. Memorandum from Dr. T.K. Wetherell appointing Charles Carr as Institutional Liaison
10. Memorandum from Lawrence G. Abele to Charles Carr Outlining Responsibilities
11. Charge to the Steering Committee Memorandum from Dr. Lawrence G. Abele to Members of the Steering Committee
12. Charge to the Governance and Rules Compliance Subcommittee Memorandum from Dr. Lawrence G. Abele to Members of the Subcommittee
13. Charge to the Academic Integrity Subcommittee Memorandum from Dr. Lawrence G. Abele to Members of the Subcommittee
14. Charge to the Equity and Student-Athlete Welfare Subcommittee Memorandum from Dr. Lawrence G. Abele to Members of the Subcommittee
15. Recommendations of the NCAA Division I Committee on Athletics Certification
16. Actions to Achieve Finalization, Approval, and Distribution/Publication of Athletics Department Mission Statement
17. Actions to Achieve the Gender Equity Plan
18. Actions to Achieve the Minority Equity Plan
19. Actions to Improve Broad-Based Participation in Athletics Department Compliance Program
20. Detailed Timeline for Completion of the NCAA Division I Athletics Certification Self-Study

VISION STATEMENT

Florida State University aspires to be recognized as one of the top twenty public universities in the nation, with no fewer than one-third of its Ph.D. programs ranked among the top fifteen such programs at public universities nationally. The faculty are committed to earning membership in the American Association of Universities.

MISSION STATEMENT

Florida State University is a comprehensive, national, graduate research university that puts research into action for the benefit of our students and society. Our extensive graduate programs and our law and medical schools enrich the graduate, professional and undergraduate experiences, making Florida State University a demanding and intellectually stimulating environment for students and faculty.

With an impressive breadth of programs, Florida State University has leading undergraduate, graduate and professional programs in a variety of fields. Some of the many programs that consistently rank among the top twenty-five at the nation's public universities include those in Business, Chemistry, Creative Writing, Criminology, Ecology and Evolutionary Biology, Information, Law, Meteorology, Oceanography, Physics, Public Policy, Sociology and Statistics. Our mission is to maximize the excellence in all our programs, with special emphasis on programs that already have earned national and international acclaim. Florida State University's arts programs including Dance, Film and Music - rank among the finest in the world.

At the Ph.D. level, notable research faculty provide a range of interdisciplinary offerings that transcend the traditional disciplines, including Neuroscience, Molecular Biophysics, Computational Science) Materials Science and research at the National High Magnetic Field Laboratory.

Florida State provides world-class opportunities for graduate and professional students to:

- learn and conduct research with internationally recognized scholars;
- conduct research in specialized interdisciplinary centers) such as the National High Magnetic Field Laboratory, the Reading Research Center, the Institute of Molecular Biophysics and the School of Computational Science;
- participate in other interdisciplinary work across campus, such as efforts that integrate economics, geography, climate forecasting, law and other environmental courses and programs, and
- work with faculty to forge new relationships among professions, including medicine and information, the physical sciences and engineering, business and law, human sciences, nursing and social work.

Florida State provides extraordinary opportunities for undergraduate students to:

- select from nationally ranked programs, ranging from the basic sciences to the performing arts;
- build a strong liberal arts base for their chosen field of study;
- live and learn in residence halls designed around academic programs;
- study abroad at the finest centers in the world;

- participate in an Honors Program, ranked among the best in the country;
- interact with a diverse faculty including outstanding minority and women scholars;
and
- study with some of the finest graduate and professional students and faculty in the nation.

Florida State owes special allegiance to the citizens and taxpayers of the State of Florida. Florida State exists to:

- educate students from the diverse communities in Florida, the nation and the world in an environment that emphasizes research, inquiry and excellence;
- identify, create, celebrate and disseminate important knowledge;
- maximize the opportunities for its students;
- contribute to the economic development of the State of Florida and the nation; harness contributed dollars and contract and grant activity for the benefit of our students and society; and
- generate research that will benefit the citizens of Florida, the nation and the world.

Department of Intercollegiate Athletics

Mission Statement

The Mission of the Department of Intercollegiate Athletics at The Florida State University shall be to produce National Collegiate Athletic Association (NCAA) Division programs for men and women that are characterized by excellence. In addition, the Department strives to be recognized as a campus leader in terms of its ethics, nondiscrimination, and unquestioned fiscal integrity.

Excellence in intercollegiate athletics programs is determined by academic achievement and the development of character, maturity and a sense of fair play in athletic programs. It, moreover, engenders support for the University among its many constituent groups including students, faculty, alumni, and friends at the local, state and national levels. In striving to become a leader among our peers, the Department subscribes fully to the philosophy and regulations set forth by the NCAA and operates within the fiscal regulations and non-discriminatory procedures established by the Florida State University Board of Trustees and the Florida Legislature.

It is the explicit philosophy of the Department that our student-athletes will be strongly encouraged and supported in their endeavors to progress toward a degree while simultaneously participating in an intercollegiate athletic program whose environment is consistent with the highest standards of academic scholarship, sportsmanship, ethics, and institutional loyalty.

Finally, the decisions and priorities of the Department should always focus on our student-athletes first, as individuals; second, as students; and third, as athletes.

December 12, 2003



THE FLORIDA STATE UNIVERSITY
Tallahassee, Florida 32306-1310

Office of the President
211 Westcott Building
(850) 644-1085 FAX (850) 644-9936

August 29, 2005

MEMORANDUM

TO: Lawrence G. Abele, Provost and Executive Vice President
for Academic Affairs
Dave Hart, Director of Athletics
Dianne Harrison, Vice President for Academic Quality and External
Programs and Faculty Athletics Representative
John Carnaghi, Senior Vice President for Finance and Administration
Lee Hinkle, Vice President for University Relations
Joyce Ingram, Assistant Vice President for Human Resources
Maxine Jones, Professor of History
Karen Laughlin, Dean of Undergraduate Studies
Pam Overton, Associate Athletics Director and Senior Women's
Administrator
Chris Schoonover, President of Student Government Association
Betty Steffens, General Counsel

FROM: T. K. Wetherell

RE: NCAA Certification Program

Florida State University will begin preparing its self-study for the NCAA Certification Program involving key campus constituent groups and providing an assessment of the Athletics Program in the areas of Governance and Commitment to Rules Compliance, Academic Integrity, Equity and Student-Athlete Welfare.

The purpose of this memorandum is to invite your participation in the NCAA Certification Program by serving with me as a member of the NCAA Steering Committee chaired by Provost Lawrence G. Abele. Unless we hear otherwise, we will assume that you will accept this appointment.

TKW/alt

cc: Charlie Carr, Sr., Associate Athletics Director
Ruth Feiock



THE FLORIDA STATE UNIVERSITY
Tallahassee, Florida 32306-1310

Office of the President
211 Westcott Building
(850) 644-1085 FAX (850) 644-9936

September 1, 2005

MEMORANDUM

TO: Barry Adams, President/CEO of Alumni Association
Kathy Atkins-Gunter, Chairman of the Board, Seminole Boosters, Inc.
Ken Cashin, Athletic Committee Member
Garrett Johnson, President, Student-Athlete Advisory Committee
Shane Lyons, Associate Commissioner, Atlantic Coast Conference (Ex-Officio)
Darryl Marshall, Director of Financial Aid
Box Minnix, Associate Athletics Director for Compliance
Greg Phillips, Associate Athletics Director
Bill Proctor, Vice Chair, Athletic Committee (Chair of Athletic Committee Executive Committee)
Lisa Sprague, FSU Police

FROM: T. K. Wetherell

RE: NCAA Certification Program

Florida State University is approaching its ten-year NCAA Certification Program that will begin in the spring of 2006. In the weeks and months ahead, faculty, staff and students will work together to evaluate our Athletics Program in the areas of Governance and Commitment to Rules Compliance, Academic Integrity, Fiscal Integrity and Commitment to Equity.

The purpose of this memorandum is to invite your participation in this special NCAA Certification by serving as a member of the subcommittee on Governance and Commitment to Rules Compliance chaired by Betty Steffens, General Counsel. Enclosed is a copy of the committee structure and its membership. Unless we hear otherwise, we will assume that you will accept appointment to this important task.

TKW/alt

Cc: Larry Abele
Betty Steffens, Chair
Dave Hart, Director of Athletics
Charlie Carr, Sr., Associate Athletics Director



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Office of the President
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September 1, 2005

MEMORANDUM

TO: Ganiyat Adeduntan, Women's Basketball Student-Athlete
John Barnhill, Director of Admissions and Records
Fran Berry, Athletic Committee Member and Chair of Academics
Subcommittee
Jim Cobbe, President of Faculty Senate
Leonard Hamilton, Head Men's Basketball Coach
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The purpose of this memorandum is to invite your participation in this special NCAA Certification by serving as a member of the subcommittee on Academic Integrity Subcommittee, chaired by Karen Laughlin, Dean of Undergraduate Studies. Enclosed is a copy of the committee structure and its membership. Unless we hear otherwise, we will assume that you will accept appointment to this important task.

TKW/alt

Cc: Larry Abele
Karen Laughlin, Chair
Dave Hart, Director of Athletics
Charlie Carr, Sr., Associate Athletics Director



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September 1, 2005

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TO: Kathy Atkins-Gunter, Chairman of the Board, Seminole Boosters, Inc.
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The purpose of this memorandum is to invite your participation in this special NCAA Certification by serving as a member of the subcommittee on Equity and Student-Athlete Welfare Subcommittee, chaired by Maxine Jones, Athletic Committee Member. Enclosed is a copy of the committee structure and its membership. Unless we hear otherwise, we will assume that you will accept appointment to this important task.

TKW/alt

Cc: Larry Abele
Maxine Jones, Chair
Dave Hart, Director of Athletics
Charlie Carr, Sr., Associate Athletics Director



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September 1, 2005

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TO: Kay Scott, Director of Promotions
FROM: T. K. Wetherell
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The purpose of this memorandum is to invite your participation in this special NCAA Certification by serving as Campus Coordinator for the Program. Enclosed is a copy of the committee structure and membership lists. Unless we hear otherwise, we will assume that you will accept appointment to this important task.

TKW/alt

Cc: Larry Abele
Dave Hart, Director of Athletics
Charlie Carr, Sr., Associate Athletics Director



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Box Minnix, Associate Athletics Director for Compliance
Greg Phillips, Associate Athletics Director
Bill Proctor, Vice Chair, Athletic Committee (Chair of Athletic Committee Executive Committee)
Lisa Sprague, FSU Police

FROM: T. K. Wetherell

RE: NCAA Certification Program

Florida State University is approaching its ten-year NCAA Certification Program that will begin in the spring of 2006. In the weeks and months ahead, faculty, staff and students will work together to evaluate our Athletics Program in the areas of Governance and Commitment to Rules Compliance, Academic Integrity, Fiscal Integrity and Commitment to Equity.

The purpose of this memorandum is to invite your participation in this special NCAA Certification by serving as a member of the subcommittee on Governance and Commitment to Rules Compliance chaired by Betty Steffens, General Counsel. Enclosed is a copy of the committee structure and its membership. Unless we hear otherwise, we will assume that you will accept appointment to this important task.

TKW/alt

Cc: Larry Abele
Betty Steffens, Chair
Dave Hart, Director of Athletics
Charlie Carr, Sr., Associate Athletics Director



THE FLORIDA STATE UNIVERSITY
Tallahassee, Florida 32306-1310

Office of the Provost and Executive Vice President
212 Westcott Building
(850) 644-1816 FAX (850) 644-0172

MEMORANDUM

TO: Charlie Carr, Sr.
Associate Athletics Director

FROM: Lawrence G. Abele
Provost and Executive Vice President for Academic Affairs

DATE: October 7, 2005

RE: Campus Liaison Responsibilities

The purpose of this email is to confirm that in your role as institutional liaison for the 2006 NCAA Recertification, you will be responsible for the following: (1) fielding questions from institutional personnel and forwarding them to the NCAA staff member, and (2) coordinating preparations for the evaluation visit, including lodging and travel for peer-review team members, scheduling interviews, and organizing any work-related needs for peer reviewers (e.g., computer resources, meeting rooms). In addition, attached are some additional responsibilities that may be associated with the role of campus liaison.

Thank you, again, for your willingness to serve in this role. I look forward to working with you on the university's recertification efforts.

cc: Dianne Harrison
Ruth Feiock

Attachment



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Thank you, again, for your willingness to serve in this role. I look forward to working with you on the university's recertification efforts.

cc: Dianne Harrison
Ruth Feiock

Attachment

NCAA ATHLETICS CERTIFICATION PROGRAM

The Role of the Campus Liaison

The primary purpose of this document is to help acquaint the campus liaison to a variety of responsibilities that he or she could assume during the certification process.

1. Typical duties assigned to the liaison include:

- ___ a. Coordination of the identification and communication of first-cycle institutional plans and/or corrective actions taken by the NCAA Division I Committee on Athletics Certification.
- ___ b. Coordinating the collection and dissemination of information about the self-study and certification process to institutional personnel.
- ___ c. Fielding questions from institutional personnel regarding the interpretation of certification policies and procedures as contained in the handbook and self-study instrument.
- ___ d. Forwarding difficult interpretive questions to the NCAA staff and communicating the answers to appropriate institutional staff members in conjunction with the steering committee chair.
- ___ e. Coordinating preparations for the evaluation visit, including:
 - ___ (1) Arranging lodging and travel for members of the peer review team.
 - ___ (2) Scheduling interviews and other peer-review team activities.
 - ___ (3) Organizing work-related needs for peer reviewers (e.g., computer resources, meeting rooms).

2. Additional duties that the liaison may assume include:

- ___ a. Collecting and organizing basic data related to the institution's self-study.
- ___ b. Helping to coordinate the self-study effort on campus (e.g., interviews).
- ___ c. Coordinating communications for the institution related to:

- ____(1) Approval from the Committee on Athletics Certification for the institution to use the services of outside consultants.
 - ____(2) Information about the self-study process (e.g., evaluation-visit status, peer reviewers) to the institutional community, electronic and print media, and the general public.
 - ____(3) Comments concerning potential peer-review team members proposed by the committee.
 - ____(4) Evaluative comments to the committee on the self-study process, the work of the committee and the work of the peer-review team.
- ____d. Organizing any follow-up studies and reports that may be identified by the institution or required by the committee.



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MEMORANDUM

TO: Members, NCAA Certification Steering Committee

FROM: Lawrence G. Abele

RE: Committee Responsibilities

DATE: October 6, 2005

The purpose of this memorandum is to delineate your role and responsibilities as a member of the NCAA Recertification Steering Committee. Generally, the Committee members' duties shall focus on the following:

1. Collecting and organizing pertinent data.
2. Coordinating activities of the subcommittees and monitoring progress of the self-study.
3. Reviewing the reports of the institution, peer-review team, and the NCAA Division I Committee on Athletics Certification in relation to the institution's previous self-study.
4. Reviewing the reports of the Steering Committee and the various subcommittees.
5. Maintaining written records of various Steering Committee activities.
6. Producing and publicizing the final self-study report.

I have attached "General Responsibilities of the Self-Study Steering Committee," from the *2005-06 Division I Athletics Certification Handbook*, in order to provide greater detail about your responsibilities as a member of the Steering Committee. For those members who do not already have a copy of the complete handbook, a copy is also attached.

The success of this endeavor depends, to a great extent, upon all of you devoting the necessary time, energy, and cooperation required to develop a self-study report that reflects favorably upon this University and its Athletics Program and adheres to NCAA requirements.

cc: Charlie Carr
Ruth Feiock
Dianne F. Harrison

Attachment



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Office of the Provost and Executive Vice President
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MEMORANDUM

TO: Members, Governance and Commitment to Rules Compliance Subcommittee

FROM: Lawrence G. Abele

DATE: October 6, 2005

RE: Subcommittee Responsibilities

The purpose of this memorandum is to delineate your role and responsibilities as a member of the NCAA Athletics Certification Subcommittee. Under the leadership of the Subcommittee Chair, Ms. Betty Steffens (General Counsel), the Subcommittee shall focus its efforts on the following:

1. Collecting and organizing pertinent data.
2. Obtaining inputs from appropriate campus constituencies.
3. Reviewing the previous (1999) Self-Study Report Section on Governance and Commitment to Rules Compliance to ensure that the present document satisfactorily addresses past problems and current NCAA requirements.
4. Preparing, writing, and submitting draft reports to the Steering Committee.

Accordingly, the Chair will be responsible for: scheduling regular/periodic meetings; maintaining written records of Subcommittee meetings; assigning specific research, data gathering, writing and critical review responsibilities to Subcommittee members; forwarding draft reports to the Steering Committee; and recording any Subcommittee member(s)' comments, including dates of such comments, on draft reports or other pertinent Subcommittee documents.

Attached you will find the relevant sections of the Self-Study Instrument which your Subcommittee is required to submit to the Steering Committee as well as the 2005-06 Division I Athletics Certification Handbook.

I appreciate your willingness to assist with the University's efforts to develop a self-study that reflects favorably upon this University and its Athletics Program and adheres to NCAA regulations.

cc: Charlie Carr
Ruth Feiock
Dianne F. Harrison

Attachments



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Tallahassee, Florida 32306-1310

Office of the Provost and Executive Vice President
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MEMORANDUM

TO: Members, Academic Integrity Subcommittee
FROM: Lawrence G. Abele
DATE: October 6, 2005
RE: Subcommittee Responsibilities

The purpose of this memorandum is to delineate your role and responsibilities as a member of the NCAA Athletics Certification subcommittee. Under the leadership of the Subcommittee Chair, Dr. Karen Laughlin (Dean of Undergraduate Studies), the Subcommittee shall focus its efforts on the following:

1. Collecting and organizing pertinent data.
2. Obtaining inputs from appropriate campus constituencies.
3. Reviewing the previous (1999) Self-Study Report Section on Academic Integrity to ensure that at the present document satisfactorily addresses past problems and current NCAA requirements.
4. Preparing, writing, and submitting draft reports to the Steering Committee.

Accordingly, the Chair will be responsible for: scheduling regular/periodic meetings; maintaining written records of Subcommittee meetings; assigning specific research, data gathering, writing and critical review responsibilities to Subcommittee members; forwarding draft reports to the Steering Committee; and recording any Subcommittee member(s)' comments, including dates of such comments, on draft reports or other pertinent Subcommittee documents.

Attached you will find the relevant sections of the Self-Study Instrument which your Subcommittee is required to submit to the Steering Committee as well as the 2005-06 Division I Athletics Certification Handbook.

I appreciate your willingness to assist with the University's efforts to develop a self-study that reflects favorably upon this University and its Athletics Program and adheres to NCAA regulations.

cc: Charlie Carr
Ruth Feiock
Dianne F. Harrison

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MEMORANDUM

TO: Members, Equity and Student-Athlete Welfare Subcommittee

FROM: Lawrence G. Abele

DATE: October 6, 2005

RE: Subcommittee Responsibilities

The purpose of this memorandum is to delineate your role and responsibilities as a member of the NCAA Athletics Certification subcommittee. Under the leadership of the Subcommittee Chair, Dr. Maxine Jones (Professor of History and chair of the Equity and Student Welfare Subcommittee of the Athletics Committee), the Subcommittee shall focus its efforts on the following:

1. Collecting and organizing pertinent data.
2. Obtaining inputs from appropriate campus constituencies.
3. Reviewing the previous (1999) Self-Study Report Section on Equity to ensure that the present document satisfactorily addresses past problems and current NCAA requirements.
4. Preparing, writing, and submitting draft reports to the Steering Committee.

Accordingly, the Chair will be responsible for: scheduling regular/periodic meetings; maintaining written records of Subcommittee meetings; assigning specific research, data gathering, writing and critical review responsibilities to Subcommittee members; forwarding draft reports to the Steering Committee; and recording any Subcommittee member(s)' comments, including dates of such comments, on draft reports or other pertinent Subcommittee documents.

Attached you will find the relevant sections of the Self-Study Instrument which your Subcommittee is required to submit to the Steering Committee as well as the 2005-06 Division I Athletics Certification Handbook.

I appreciate your willingness to assist with the University's efforts to develop a self-study that reflects favorably upon this University and its Athletics Program and adheres to NCAA regulations.

cc: Charlie Carr
Ruth Feiock
Dianne F. Harrison

Attachments

SUMMARY OF ACTIONS TAKEN BY THE NCAA COMMITTEE ON ATHLETICS
CERTIFICATION:

Florida State University

During its January 16-17, 2000, meeting, the NCAA Division I Committee on Athletics Certification reviewed written materials related to the self-study of athletics completed by Florida State University and the campus evaluation visit conducted by peer-review team members April 26-29, 1999.

Certification Status

Based upon the information submitted, the committee determined that the institution should be certified.

This classification means that the institution is considered to be operating its athletics program in substantial conformity with operating principles adopted by the NCAA Division 1 membership and that any problems identified during the course of the self-study and the peer-review team's evaluation were considered to be not serious enough to affect the institution's certification status.

Strategies for Improvement

As a normal part of their evaluations, institutions and peer-review teams recommend strategies designed to improve the quality of athletics programs. The committee then determines whether each recommendation should be included in this committee's certification decision.

In this instance, the committee noted the series of recommended plans for improvement identified in the institution's self-study report and in its August 24, 1999, correspondence to the committee. The committee received the self-study report and additional correspondence with the understanding that any plans for improvement outlined by the institution will be implemented according to the deadlines the institution has established, but not later than the time of the institution's next certification self-study or interim report, whichever is earlier. In any event, the plans must be carried out sufficiently in advance of the institution's next self-study or interim report to permit a thorough evaluation of the effectiveness of those actions.

In addition, the committee considered the recommendations of the institution and the peer-review team and determined that the institution shall be required to:

1. Ensure that the athletics department's mission statement is widely circulated once it is finalized and approved by the appropriate authorities.
2. Enhance the institution's gender-equity plan by establishing goals beyond the fall of 2001 in order to ensure continued progress toward future goals and to maintain the current status of the program in this area.

3. Enhance the institution's minority opportunities plan by establishing goals beyond January 2000 in order to ensure continued progress toward future goals and to maintain the current status of the program in this area.
4. Ensure that the institution's future certification self-studies are characterized by broad-based participation of key campus constituent groups, particularly in making self-study reports and materials available to the wider campus community.

In regard to Item Nos. 2-3 above, the university will be expected to submit to the Committee on Athletics Certification as soon as practicable, but not later than December 1, 2000, evidence that these required actions have been taken by the institution. Should the institution fail to submit the information requested in the time specified, the committee will consider whether the institution's certification status shall be modified.

As noted in the "Certification Status" section of this document, the committee felt that these concerns were not serious enough to affect the institution's certification status. Action taken by the institution in response to the strategies for improvement noted above will be examined in the next regular certification cycle, without interim campus visits or additional communication with the committee, unless specifically noted above as part of the committee's action.

The committee recognizes that the peer-review team made a good faith effort in offering various recommendations to improve the institution's athletics program. The institution is obligated to take specific actions, however, only for those items noted in the "Strategies for Improvement" section of this document, which include those improvement plans developed by the institution. The committee has elected not to include other recommendations that appeared in the peer-review team's report. The institution should feel free, however, to review those recommendations to consider the extent to which they are consistent with the operating principles and would improve the quality of the athletics program.

Suggestions

In addition, the committee has included in this document the following suggestion, which is gleaned from the peer review team's report, and the committee wished to call it to the institution's attention for its consideration: consider a mechanism for evaluating annually the activities of the Seminole Booster Inc. personnel as those activities pertain to the institution's commitment to NCAA rules compliance.

**ACTIONS TO ACHIEVE FINALIZATION, APPROVAL, AND DISTRIBUTION/
PUBLICATION OF ATHLETICS DEPARTMENT MISSION STATEMENT**

| TO DO | BY WHOM | BY WHEN | CURRENT STATUS |
|--|---|---|--|
| Complete the next-to-final draft of the mission statement | Charles Carr, Sr. Associate Athletics Director and Athletics Department executive staff | July, 1999 | Completed as scheduled |
| Review final draft of mission statement; distribute to all members of Athletics Department administrative staff for review, comments and any recommended changes | Athletics Department administrative staff | Mid-September, 1999 | Completed as scheduled |
| Discuss mission statement with all Athletics Department head coaches; solicit inputs and any recommended changes | Charles Carr, Sr. Associate Athletics Director and all head coaches | Late-September, 1999 | Completed as scheduled |
| Complete final draft of mission statement | Charles Carr, Sr. Associate Athletics Director | Late-September, 1999 | Completed as scheduled |
| Distribute and discuss final mission statement with varsity athletes at orientation and squad meetings | All head coaches, assistant coaches, graduate assistants, and student- athletes | Late-September to Mid-October, 1999 | Completed as scheduled |
| Discussion and approval by Athletic Board | Director of Athletics, FAR, and all Athletic Board members | October 16, 1999 | Completed and approved as scheduled |
| Approval by University President | Director of Athletics and University President | October 20, 1999 | Completed and approved as scheduled |

**ACTIONS TO ACHIEVE FINALIZATION, APPROVAL, AND DISTRIBUTION/
PUBLICATION OF ATHLETICS DEPARTMENT MISSION STATEMENT
(Page Two)**

| TO DO | BY WHOM | BY WHEN | CURRENT STATUS |
|---|--|--|---|
| Published on Athletic Department web site; Alumni Association web site; Alumni Association Newsletter, and Booster Newsletter | Athletic Department computer coordinators; Sports Information Director; President of Boosters; and President of Alumni Assn. | Late October, 1999 | Completed as scheduled |
| Distribute mission statement to all vice presidents, members of Faculty Senate, all direct-support organizations, and campus-wide | Charles Carr, Sr. Associate Athletics Director; all University VPs; Secretary to the Faculty Senate | November, 1999 | Completed as scheduled |
| Published within all Athletics Department printed materials, including Athletes Handbook, Media Guide, Academic Guide, and sent to new recruits | Athletics Department SID, Director of Compliance, Director of Academic Support Systems | November, 1999 – August, 2000 | Completed as scheduled |
| Placed prominently in Great Hall of Moore Athletic Center, offices within Moore Athletic Center, and Basketball Training Center | Charles Carr, Sr. Associate Athletics Director, Athletics Dept. staff | 2003-2004 (as new facilities were completed) | Completed as scheduled and ongoing as new offices and facilities are/will be constructed. |

ACTIONS TO ACHIEVE THE GENDER EQUITY PLAN

| TO DO | BY WHOM | BY WHEN | CURRENT STATUS |
|---|---|----------------|--|
| Construct new locker rooms and meeting space for men's and women's golf. Renovate practice areas. Groundbreaking is scheduled for October, 2000. | Charles Carr, Senior Associate Athletics Director | Fall 2001 | Moved into new facility in October 2001. |
| Add women's rowing, hire head coach, and develop five-year plan for success. The three-year drought continues with the Tallahassee area now 24 inches behind in rainfall this year. Unfavorable climactic events have adversely affected our limited potential water sites. The program is on hold for three years. | Kim Record, Senior Associate Athletics Director | Fall 2004 | In the Fall 2004, after further research, the decision was made not to add rowing. |
| Add women's equestrian, hire head coach, build facilities and develop five-year plan for success. | Pam Overton, Associate Athletics Director | Spring 2001 | In 2002, after further research, the decision was made not to add this sport. |
| Construct locker rooms at track complex. | Charles Carr, Senior Associate Athletics Director | June 2001 | Designated capital campaign project with goal completion projected for 2006. |
| Monitor female participation in varsity athletics and the number of walk-ons in women's sports. | Members of the Executive Staff | Ongoing | Responsibility for this task is now shared by the Athletics Department Executive Staff and the Equity and Student Welfare Committee, and occurs a minimum of twice a year. |
| Construct concession/ticket booth at Tully Gym. | Charles Carr, Senior Associate Athletics Director | TBD | Concession booth installed in 2001. A ticket booth was not required since admission is free. |

**ACTIONS TO ACHIEVE THE GENDER EQUITY PLAN
(Page Two)**

| TO DO | BY WHOM | BY WHEN | CURRENT STATUS |
|--|--------------------|---|--|
| Continue to monitor compliance with Title IX through the use of the Office of Civil Rights (OCR) thirteen areas of concern, financial aid and proportionality; and to meet regularly with coaches, student-athletes, and administrative staff to assess the organizational “climate” regarding gender equity concerns. | Title IX Committee | Ongoing and annual report to the Athletic Board | This task is now the responsibility of the Equity and Student Welfare Committee. They provide an annual report to the Athletics Committee. |
| Conduct a salary equity review for coaching and professional staff on an annual basis. These reviews will incorporate both market and equity factors. | Title IX Committee | Annual | This task is now the responsibility of the Equity and Student Welfare Committee. The study is now done on a biannual basis. |

ACTIONS TO ACHIEVE THE MINORITY EQUITY PLAN

| TO DO | BY WHOM | BY WHEN | CURRENT STATUS |
|---|--|----------------|-----------------------------|
| Coordinate minority mentorship and internship efforts with the Sport Administration undergraduate, graduate, and doctoral programs. | Coaches, Executive Staff | Each semester | Each semester |
| Network within the university faculty and community to publicize athletic opportunities for minorities, i.e., increasing visibility of the task force through class lectures and presentation to minority student organizations. | Task Force | Ongoing | Accomplished Ongoing |
| Attend meetings of the Black Graduate Students in Physical Education Club. | Task Force | Ongoing | Group no longer exists |
| Perform community outreach activities to minority youth sport organizations. | Pam Overton, Student Services | Ongoing | Accomplished Ongoing |
| Place advertisements for senior athletic administrators and coaching positions in appropriate ethnic and women's publications. | Charles Hurst, Executive Associate Athletic Director | Ongoing | Accomplished Ongoing |
| Develop in conjunction with the University Department of Equal Opportunity and Pluralism a plan which ensures attendance by Department of Athletics personnel at conferences, job fairs, and workshops geared to ethnic minority candidates in college athletics. | Charles Hurst, Executive Associate Athletic Director | Ongoing | Accomplished |
| Establish contacts with and utilize existing minority resources at appropriate organizations such as the ACC, NCAA, Black Coaches Association, Minority Athletics Administrators Association, and Women's Sports Foundation. | Members of the Executive Staff | Ongoing | Accomplished Ongoing |
| Identify and monitor graduate assistant coaching candidates that can be developed and promoted to full-time assistant coaching positions. | Members of the Executive Staff | Ongoing | Accomplished Ongoing |

**ACTIONS TO ACHIEVE THE MINORITY EQUITY PLAN
(Page Two)**

| TO DO | BY WHOM | BY WHEN | CURRENT STATUS |
|--|--|----------------|-------------------------|
| Conduct a salary equity review for coaching and professional staff on an annual basis. These reviews will incorporate both market and equity factors. | Title IX Committee | Biannual | Ongoing |
| Monitor minority turnover rates in coaching and professional staff positions on an annual basis. | Members of the Executive Staff | Annual | Accomplished Ongoing |
| Conduct a survey annually to assess the organizational climate and perceptions of opportunities held by current minority coaches and professional staff. A similar survey should be conducted during employee exit interviews. | Charles Carr, Senior Associate Athletic Director | Annual | Ongoing |
| Monitor and document the outreach efforts of Olympic sports coaches to facilitate the recruitment of minority athletes. | Charles Carr, Senior Associate Athletic Director, and Kim Record, Senior Associate Athletic Director | Ongoing | Accomplished Ongoing |
| Monitor minority student-athlete participation in athletics, particularly the Olympic sports. | Task Force | Annual | Accomplished Ongoing |
| Provide yearly cultural diversity training for all employees of the Department of Athletics. | Pam Overton, Associate Athletic Director | Ongoing | Ongoing |

Actions to Achieve the Minority Equity Plan

Coordinate minority mentorship and internship efforts with the Sport Administration undergraduate, graduate, and doctoral program.

Accomplished. We have developed strong partnerships with Sports Management Department and the Department of Higher Education. Minorities from all departments are encouraged to apply for internships and assistantships within the Department of Athletics and annually minorities are employed in the Athletic Marketing Office, Student Services, Academic Support, Business and other offices within the Department of Athletics.

Network within the university faculty and community to publicize athletic opportunities for minorities, i.e., increasing visibility of the task force through class lectures and presentation to minority student organizations.

Accomplished. A strong network has been created and staff members from the Department of Athletics are available to speak to classes, civic organizations and student groups on a regular basis.

Attend meetings of the Black Graduate Students in Physical Education Club.

This group has disbanded.

Perform community outreach activities to minority youth sport organizations.

Accomplished and is ongoing. Through a grant from Ounce of Prevention, FSU student athletes have adopted the south side schools (72% minority) and have weekly contact with those students. Last year student-athletes performed over 4500 hours of service to the community.

Place advertisements for senior athletic administrative and coaching position in appropriate ethnic and women's publications.

Accomplished and ongoing. Most advertising today is through electronic publications and through web based advertising. Advertising is done through NCAA, BCA, NACWAA, NACDA as well as all general releases of the University's Personnel Office and the ACC.

Develop in conjunction with the University Department of Equal Opportunity and Pluralism a plan, which ensures attendance by Department of Athletics personnel at conferences, job fairs, and workshops geared to ethnic minority candidates in college athletics.

Accomplished. Florida State University has been actively involved in several diversity programs sponsored by the NCAA including Leadership Institute for Ethnic Minority Males, NCAA Men's Coaching Academy for Minorities, and Diversity Training workshops. Several employees are members of the BCA, and FSU actively recruits minority candidates when positions are open.

Establish contacts with and utilize existing minority resources at appropriate organizations such as the ACC, NCAA, Black Coaches Association, Minority Athletics Administrators Association, and Women's Sports Foundation.

Accomplished. (See previous answer)

Identify and monitor graduate assistant coaching candidates that can be developed and promoted to full-time assistant coaching positions.

Accomplished. We currently employ former student-athletes as Graduate Students and have moved them into full-time coaching positions either at Florida State or at other universities.

Conduct a salary equity review for coaching and professional staff on an annual basis. These reviews will incorporate both market and equity factors.

Accomplished and ongoing. Salaries are studied from both the ACC perspective and nationally to insure equity.

Monitor minority turnover rates in coaching and professional staff positions on an annual basis.

Accomplished and ongoing. Turnover is monitored by the Executive Staff responsible for the department or staff that is affected. Every effort is made (as indicated in other parts of this document) to continue to support and promote cultural diversity.

Conduct a survey annually to assess the organizational climate and perceptions of opportunities held by current minority coaches and professional staff. A similar survey should be conducted during employee exit interviews.

Ongoing. In 2003, FSU conducted extensive diversity training with staff, coaches and students. A survey was done and shared with all staff members and members of the Student-Athlete Advisory Council. It was decided to move from an annual survey to a survey every 2-3 years. Employee exit interviews assess the overall work experience at Florida State.

Monitor and document the outreach efforts of Olympic sport coaches to facilitate the recruitment of minority athletes.

Accomplished and ongoing. Recruitment of student-athletes is monitored through our Compliance Office. All sports continue to be culturally diverse.

Monitor minority student-athlete participation in athletics, particularly the Olympic sports.

Accomplished and ongoing. All teams continue to be culturally diverse.

Provide yearly cultural diversity training for all employees of the Department of Athletics.

Ongoing. The Department of Athletics sponsored a week of NCAA diversity training in the Spring of 2003, for all student-athletes, staff, and coaches. The program was mandatory and well received by all groups. The University offers diversity training through Human Resources each semester. All staff are notified of these programs and encouraged to attend. Florida State Department of Athletics is involved intensively in awareness training with regard to our Seminole history and heritage.

**ACTIONS TO IMPROVE BROAD-BASED PARTICIPATION IN ATHLETICS
DEPARTMENT COMPLIANCE PROGRAM**

| TO DO | BY WHOM | BY WHEN | CURRENT STATUS |
|--|---|----------------|-----------------------|
| Annual briefing (fall semester) on compliance issues, or special briefing on compliance issues relating directly to admissions function to Office of Admissions staff. | Bob Minnix, Assoc. Athletics Director; Director of Compliance; and Admissions staff | Fall, 1999 | Completed and ongoing |
| Annual briefing (fall semester) on compliance issues, or special briefing on compliance issues relating directly to registrar's function to Registrar's Office staff. | Bob Minnix, Assoc. Athletics Director; Director of Compliance; and Registrar's Office staff | Fall, 1999 | Completed and ongoing |
| Annual briefing (fall semester) on compliance issues, or special briefing on compliance issues relating directly to undergraduate issues to Undergraduate Studies office staff. | Bob Minnix, Assoc. Athletics Director; Director of Compliance; and Dean of Undergraduate Studies office staff | Fall, 1999 | Completed and ongoing |
| Annual briefing (fall semester) on compliance issues, or special briefing on compliance issues relating directly to student affairs issues to Dean of Student's office staff. | Bob Minnix, Assoc. Athletics Director; Director of Compliance; and Dean of Students staff | Fall, 1999 | Completed and ongoing |
| Annual briefing (fall semester) on compliance issues, or special briefing on compliance issues relating directly to civil and criminal law to General Counsel's Office and/or Chief of Police, respectively. | Bob Minnix, Assoc. Athletics Director; Director of Compliance; General Counsel staff; Chief of Police; and Police Dept. staff | Fall, 1999 | Completed and ongoing |
| Annual briefing (fall semester) on compliance issues, or special briefing on compliance issues relating directly to Booster groups to Seminole Boosters staff. | Bob Minnix, Assoc. Athletics Director; Director of Compliance; and President of Seminole Boosters | Fall, 1999 | Completed and ongoing |
| Compliance brochure distributed to Seminole Boosters and Seminole Clubs throughout Florida. | Bob Minnix, Assoc. Athletics Director; Director of Compliance; President of Seminole Boosters; and Presidents of Seminole Booster Clubs | Fall, 1999 | Completed and ongoing |
| <i>Interpreter</i> Newsletter printed monthly and distributed to all Athletics Department staff. | Bob Minnix, Assoc. Athletics Director; Director of Compliance; all staff | Fall, 1999 | Completed and ongoing |

**ACTIONS TO IMPROVE BROAD-BASED PARTICIPATION IN ATHLETICS
DEPARTMENT COMPLIANCE PROGRAM
(Page Two)**

| TO DO | BY WHOM | BY WHEN | CURRENT STATUS |
|---|--|----------------|--|
| Discuss compliance issues on <i>Seminole Sports Magazine</i> TV show (35 times per year). | Rob Wilson, SID | Fall, 1999 | Completed and ongoing |
| Develop detailed Compliance web site linked to Athletics Department web site. | Bob Minnix, Assoc. Athletics Director; Director of Compliance; and computer coordinators | Fall, 1999 | Completed, updated as necessary, and ongoing |

NCAA Timeline

August

- 29 President appointed individuals to serve on the steering committee and asked Provost Abele to serve as chair; President discussed the NCAA Certification Program with his executive team, including all of the vice presidents.

September

- 1 President Wetherell appointed Kay Scott as campus coordinator, Shane Lyons as an ex officio member of the Governance and Commitment to Rules Compliance Subcommittee, and Charles Carr as institutional liaison.
- 19 FSU Board of Trustees briefed on the NCAA Certification Program by Dianne Harrison, the University's Faculty Athletic Representative.
- 23 Provost selected Ruth Feiock to serve as Chief Report Writer and Mike Hankin as Assistant Chief Report Writer.

October

- 5 NCAA Orientation via videoconference; subsequently rescheduled for October 26, 2005.
- 6 Provost sent letters to steering and subcommittee members delineating responsibilities, providing copies of the certification handbook, and copies of the relevant sections of the self-study instrument.
- 7 Provost sent letter to Charlie Carr delineating the responsibilities of the campus liaison.
- 14 "*Plan for Administering the NCAA Division I Certification Self-Study*" submitted to the NCAA and also distributed to steering and subcommittee members for review.
- 26 NCAA Orientation via videoconference; Passwords for the NCAA web-based system sent from NCAA to Provost, Feiock, Carr.
- 27 Paul Parker (NCAA) sent written feedback regarding changes to be made to the University's tentative written plan. NCAA provides list of all potential peer reviewers.

Ongoing: Meetings with campus constituency groups to discuss the NCAA Certification Process

November

- 9 Feiock submitted the University's peer review list to the NCAA. NCAA confirmed receipt in an email to the Provost.
- 21 Equity and Student Welfare Subcommittee Meeting from 12:00 – 1:30 p.m. in Room UCD 3117.
- 28 Steering Committee Meeting from 10:00 – 11:30 a.m. in Room 211 Westcott.
- 30 Academic Integrity Subcommittee Meeting from 1:00 – 3:00 p.m. in Room UCA 3350.

Ongoing:

Meetings with campus constituency groups to discuss the NCAA Certification Process;
Subcommittees collect data for self-study items

December

- 6 Equity and Student Welfare Subcommittee Meeting from 12:00 – 1:30 p.m. in Room UCD 3117.
- 8 Academic Integrity Subcommittee Meeting from 3:30 – 5:00 p.m. in Room UCA 3350.
Governance and Commitment to Rules Compliance Meeting from 9:00 – 10:00 a.m. in Room 212E Westcott.
- 10 Detailed NCAA certification information available on the FSU website.
- 13 Steering Committee Meeting from 10:30 a.m. – 12:00 p.m. in Room 214D Westcott.
- 21 Academic Integrity Subcommittee Meeting from 3:30 – 5:00 p.m. in Room UCA 3350.

Ongoing:

Meetings with campus constituency groups to discuss the NCAA Certification Process;
Subcommittees collect data for self-study items

January

- 4 Academic Integrity Subcommittee Meeting from 1:00 – 3:00 p.m. in Room UCA 3350.
- 18 Equity and Student Welfare Subcommittee Meeting from 12:00 – 1:30 p.m. in Room UCD 3117.
- 19 Academic Integrity Subcommittee Meeting from 1:30 – 3:30 p.m. in Room UCA 3350.
Governance and Commitment to Rules Compliance Meeting from 9:00 – 10:00 a.m. in Room 212E Westcott.
- 20 Steering Committee Meeting from 10:00 – 11:30 a.m. in Room 211 Westcott to review the Academic Integrity Subcommittee's draft narratives/charts to all self-study items and evaluation and plan for improvement, and provide feedback to the subcommittee for incorporation into the final subcommittee report.

Ongoing:

Meetings with campus constituency groups to discuss the NCAA Certification Process;
Subcommittees collect data for self-study items

February

- 6 Equity and Student Welfare Subcommittee Meeting from 12:00 – 1:30 p.m. in Room UCD 3117.
- 9 Academic Integrity Subcommittee Meeting from 3:30 – 5:30 p.m. in Room UCA 3350.
- 15 Governance and Commitment to Rules Compliance Meeting from 9:00 – 10:00 a.m. in Room 212E Westcott.
- 17 Steering Committee Meeting from 10:00 – 11:30 a.m. in Room 211 Westcott to (1) review the Equity and Student-Athlete Welfare Subcommittee's draft narratives/charts to all self-study items and evaluation and plan for improvement, and provide feedback to the subcommittee for incorporation into the final subcommittee report and (2) review the final report of the Academic Integrity Subcommittee.

22 Academic Integrity Subcommittee Meeting from 1:00 – 3:00 p.m. in Room UCA 3350.

Ongoing:

Meetings with campus constituency groups to discuss the NCAA Certification Process;
Subcommittees collect data for self-study items

March

13 Equity and Student Welfare Subcommittee Meeting from 12:00 – 1:30 p.m. in Room UCD 3117.

17 Steering Committee Meeting from 10:00 – 11:30 a.m. in Room 211 Westcott to (1) review the Governance and Commitment to Rules Compliance Subcommittee's draft narratives/charts to all self-study items and evaluation and plan for improvement, and provide feedback to the subcommittee for incorporation into the final subcommittee report, and (2) review the final report of the Equity and Student-Athlete Welfare Subcommittee.

Ongoing:

Meetings with campus constituency groups to discuss the NCAA Certification Process;
Subcommittees collect data for self-study items

April

3 Steering Committee Meeting from 10:30 a.m. – 12:00 p.m. in Room 211 Westcott to review the final report of the Governance and Commitment to Rules Compliance Subcommittee.

10 President reviews and approves the final report.

14 FSU Board of Trustees reviews and approves the final report.

17 Steering Committee Meeting from 10:00 – 11:30 a.m. in Room 211 Westcott.

Ongoing:

Meetings with campus constituency groups to discuss the NCAA Certification Process

May

1 Final report uploaded electronically.