

**MINUTES, STEERING COMMITTEE MEETING
2006 NCAA CERTIFICATION SELF-STUDY
TUESDAY, DECMEBER 13, 2005**

The December 13, 2005 meeting of the Steering Committee was called to order by the Chair, Provost Larry Abele, at 10:30 a.m., Room 214-D Westcott. All Steering Committees (or their designated representatives) were in attendance. Also attending were Mr. Mike Hankin (Assistant Report Writer) and Ms. Joanna Southerland (Computer Applications Specialist and Web Page Administrator).

Ms. Southerland reported that the University's NCAA web page was up and that the *NCAA Certification Self-Study Plan* would shortly be uploaded as a PDF document. She further added that a comment section would be added to the web page to enable the many constituencies of FSU's athletics programs to make general comments to the entire process, or specific comments pertaining to the draft reports or particular activities. In turn, the comments and suggestions would be forwarded to the appropriate subcommittee chair(s).

Provost Abele asked for subcommittee reports in the following order:

Dr. Karen Laughlin (Academic Integrity). Dr. Laughlin reported that her Subcommittee had met twice and that their first draft should be completed sometime in January, with the exception of information about the review of Academic Support Services, which will take extra time to gather and compile. Dr. Abele suggested, however, that Dr. Laughlin provide an organization chart of Academic Support Services positions, responsibilities, and personnel and as much additional information as possible about Academic Support Services until the review can be completed. Upon discussing the issue of student-athletes' admissions data, she, Dr. Abele, and Mr. Hart stated that because of the time of matriculation of these student-athletes and changes in NCAA qualifications standards, some of the data, *prima facie*, might appear somewhat low. However, these data would be accompanied by appropriate narrative that describes the Admissions Committee rationale and the University's new summer support programs.

Dr. Maxine Jones (Commitment to Equity and Student-Athlete Welfare). Dr. Jones reported that her Subcommittee had met twice and already written draft responses to two Self-Study items. She further informed Steering Committee members that approximately one-half of her Subcommittee's total report (in draft format) would be completed by January.

Mr. Mike Cramer (for Betty Steffens, Governance and Commitment to Rules Compliance). Mr. Cramer informed Committee members that the Subcommittee met on December 8, 2005, and that the focus of the meeting was upon the clarification of duties. He noted specifically that Mr. Bob Minnix (Associate Athletics Director) and a graduate student with extensive computer experience would be primarily responsible for gathering, compiling, drafting, and forwarding their draft report(s), especially those regarding the compliance areas. Mr. Cramer will prepare the governance items. He expected that the

Subcommittee will have completed drafts and documentation for some of Governance self-study items by January.

Dr. Dianne Harrison obtained from the subcommittee chairs the names of the report writers for each subcommittee. These are as follows:

Megan McHugo (Governance and Commitment to Rules Compliance)

Margie Sullivan (Commitment to Equity and Student-Athlete Welfare)

Amy Lord, a/k/a/ Amy White for e-mail purposes (Academic Integrity)

Mike Hankin commented, and Dr. Harrison affirmed, that no subcommittee reports would be uploaded for review on the University's NCAA web page until he and Ruth Feiock had reviewed and edited them.

Dr. Harrison also informed Committee members that Vice President Hinkle will be responsible for arranging and delivering the orientation sessions to the boards of the Seminole Boosters and Alumni Association, but will not be able to accomplish this until February. Ms. Hinkle stated she would insert appropriate news announcements within the many communications channels (printed and electronic) managed by her office in order to ensure that pertinent constituencies were informed of the NCAA Certification Self-Study and that their inputs and participation were duly solicited.

Dr. Harrison distributed and discussed the hard-copy of the PowerPoint presentation that members of the Steering Committee (and others) should utilize when making their orientation presentations. She emphasized the need to create linkages from the University's NCAA certification self-study website to all appropriate University websites, e.g., fsu.com; fsu.edu; Boosters, Athletic Department, president, vpfa.fsu.edu, etc.

Ms. Pam Overton and Mr. Charlie Carr ensured Committee members that they would be responsible for orientating the members of our athletic teams, and that these team meetings/orientations would take place in January.

Dr. Harrison discussed the criticality of facilitating individuals' and groups' feedback when subcommittee drafts are posted on the University's NCAA web page. Ms. Southerland interjected that she would handle the technical requirements and ensure that such comments are posted and forwarded to subcommittee chairs and/or members.

Vice President Carnaghi announced that he would orientate his AVPs and department heads of the NCAA certification self-study during staff meetings to be held in January.

Dr. Harrison notified Committee members that she will meet with the SGA President on December 14th, and, moreover, that all Steering Committee and subcommittee chairs and members should e-mail her when they conduct official meetings, give presentations to

various groups, or otherwise conduct critical functions pertaining to the Self-Study so we may have an official record of these activities.

Committee members then informed the whole Committee as to other upcoming orientation sessions:

Pam Overton: Division of Student Affairs, including IRHC representatives.

Larry Abele: Faculty Senate and written follow-up to Council of Deans, department chairs, and directors (Dr. Abele had already oriented the Council of Deans at a previous meeting).

Dianne Harrison: Division of Research and its subordinate units.

There being no further or new business to discuss, the meeting adjourned at 11:05 a.m.

Submitted by Mike Hankin