

NCAA Self Study (2005-2006) Plan for Completion

(1) Goal for the Process

It is the intention of our self-study process to be thorough, efficient, accurate, broad-based and inclusive in examining the Lehigh athletics program using the NCAA self-study guidelines.

In accomplishing the requirements of the NCAA Certification program, it is our expectation that a broader and deeper understanding of Lehigh's athletics program will be experienced by all who are involved in the study, and that as a result, the athletics program and the quality of the student-athlete experience will be strengthened.

(2) Institutional plans from the first certification cycle (1997-1998) have been distributed to members of the self-study team, along with annual progress reports. A copy of the current department strategic plan was also distributed (attached as **APPENDIX A**).

We have listed below all committee required actions from the first cycle relating to currently legislated operating principles:

- a. Ensure the regular participation of persons outside athletics in critical and sensitive areas (i.e., in the review of information regarding possible rules violations), consistent with the provisions of NCAA Bylaw 23.2.1.3 (assignment of rules-compliance responsibilities).
- b. Provide evidence of the institution's completion of the compliance policies and procedures manual identified in Mr. Sterrett's October 20, 1998 correspondence. The committee received this letter as an addendum to the institution's self-study report.

We have also identified all plans from the first-cycle self-study (including all appropriate supplemental materials) relating to currently legislated operating principles. These are included in the attachments as:

APPENDIX B – our NCAA Certification Interim Report, submitted in July 2002
APPENDIX C – our Summary of Progress on NCAA Self-Study Plans (during the 2000-2001 academic year), submitted in August 2001

(3) Steering Committee Chair, Chris Marshall, Executive Director of the Lehigh University Alumni Association. Was appointed by the president, is a member of Lehigh's senior-management team, has been given clear authority from the president to conduct the self study, and has regular access to the president.

- (4) The Steering Committee and Subcommittee membership lists (with names and titles) are enclosed. The required individuals are represented on the Steering Committee and there is appropriate composition (NCAA Certification Handbook, pages 12 and 13) on the Steering Committee and on all Subcommittees.
- (5) The responsibilities of the Steering Committee and the Subcommittees have been clearly stated (NCAA Certification Handbook, page 18): collecting and organizing data, providing opportunities for input from appropriate campus groups, reviewing of all drafts and final report, regular communication through meetings and reports, and maintaining a written record of all meetings, minutes, and attendees.
- (6) The campus/institutional liaison to the NCAA will be Compliance Coordinator Taryn Gall. Taryn will be assisted by project intern, Matt Logie, a graduate student studying in our educational leadership program. The campus liaison will be responsible for:
 - 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).
 - f. Collecting and organizing basic data related to the institution's self-study.
 - g. Helping to coordinate the self-study effort on campus (e.g., interviews).
 - h. Coordinating communications for the institution related to 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.

- i. Organizing any follow-up studies and reports that may be identified by the institution or required by the committee.
- (7) The Patriot League office will be represented by Joanna Kreps, Associate Director. Joanna will serve in an ex-officio capacity to the Steering Committee.
- (8) The proposed schedule for completion of the Self Study is as follows:

**Schedule for Completing NCAA Self Study
2005-2006 Academic Year**

| | |
|--------------------------|--|
| Summer 2005 | Review options for Steering Committee Chair and Committee members. (President Farrington, Joe Sterrett) |
| September 2005 | Extend invitation to proposed chair of Steering Committee (President Farrington) |
| October 2005 | Receive communication from NCAA staff regarding specific timeline for self-study, and establish date for orientation video. Extend invitations to proposed Steering Committee members (Steering Committee Chair) Determination of Subcommittee membership for self-study. (Steering Committee Chair and Joe Sterrett) |
| October 31, 2005 | Submission to NCAA of draft plan for completing self-study. |
| November 4, 2005 | Preliminary meeting with proposed Steering Committee. Review of any institutional plans or commitments that “may seriously affect the future of the institution and its athletics program (e.g. composition of the student body, organization of the athletics program, sports sponsorship, physical plant, conference or NCAA divisional membership).” (NCAA Certification Handbook, page14) |
| November 11, 2005 | Orientation videoconference with NCAA staff regarding self-study process. |

- November 14-30, 2005** Initial meetings with self-study Subcommittees to review report requirements and work plans. Development of initial data requests, identification of additional subcommittee members needed, and setting dates for all future subcommittee meetings (December 2005 through April 2006).
- December 1, 2005** Submission to NCAA of four options for peer review team visit dates in the fall of 2006 (September 2006 through December 2006).
- December 2005** Second meetings of Subcommittees to review requested background data for self study sections, and to review “progress since last self-study” in each section of the reporting structure.
- Steering Committee meeting to review minutes from initial meetings of Subcommittees.
- Activation of “NCAA Self-Study” website where work of the subcommittees will be posted and recorded.
- January 2006** Third meeting of Subcommittees. Initial preparation of responses to self-study questions in each section.
- Steering Committee meeting to review minutes from December subcommittee meetings and to discuss the adequacy and visibility of the website developed for the NCAA self-study.
- February 2006** Continued work by Subcommittees in drafting responses to self-study questions.
- Steering Committee meeting to review initial drafts of responses to self-study questions.
- March 2006** Final meetings of Subcommittees to review responses to self-study questions and to develop conclusions with regard to institutional conformity to NCAA operating principles, and plans for improvement.
- Steering Committee meeting to review Subcommittee work.
- April 1, 2006** Final drafts completed by each Subcommittee and shared with other Subcommittees and Steering Committee for feedback and review.
- Full meeting of Self-Study team (Steering Committee and Subcommittees) to review proposed report sections.

| | |
|-----------------------------------|--|
| April 15, 2006 | Initial draft report of the self-study finalized for web distribution and comment by university community. |
| May 1, 2006 | Revisions incorporated into final revised document. |
| May 15, 2006 June 2006 | Self-study report completed and submitted to NCAA on ACS. First NCAA staff review/analysis of self-study (James Bandy). |
| July 2006 | Initial NCAA Committee on Athletics Certification (CAC) review of self study. |
| September 2006 | Peer review team evaluation visit. |
| February 2007 | Final CAC review and decision on certification |

- (9) Sue Hofmann, a former communications officer for athletics, and currently a freelance communications professional has been contracted as the final report writer.
- (10) The production needs for the self-study report, including materials, equipment, space, and human resource support will be provided by the department of athletics. An office has been made available for any private work needs of self-study team members (interviews, data collection), and meeting room space for larger group meetings is available will be arranged by the athletics staff (project intern, Matt Logie) as needed.
- (11) The entire work process has been outlined in the schedule above.
- (12) Communication plans include the use of a designated website for the project, and ultimate dissemination of the report to the university community, alumni community, print media and general public.
- (13) All major institutional planning issues as relate to athletics have been addressed in the department strategic plan.