

NCAA DIVISION I ATHLETICS CERTIFICATION PROGRAM CYCLE 3

Written Plan for Conducting the Self-Study 2010-2011

Long Island University Brooklyn, NY

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A. Objectives Related to the Self-Study

1. Goals of the Self-Study

- a. Affirm the athletic department's commitment to the University's mission of Access and Excellence.
- b. Strengthen the levels of Institutional control of the athletic department.
- c. Ensure the athletic department is in compliance with all NEC and NCAA regulations and standards with the necessary supporting documentation.
- d. Continue to enhance the experiences of student athletes through assessment of quality education and support services.
- e. Assess implementation of cycle 2 recommendations and report the progress to date
- f. Explore how our new technology endeavors help us to enhance, empower, inform and monitor the student athlete experience.
- g. Ensure that all initiatives developed for student athletes are integrated across the entire Brooklyn campus student body.
- h. Identify areas where procedures may be improved and more completely defined.
- i. Provide the campus community with the opportunity to be involved and gain knowledge about the NCAA athletic certification process to promote openness and transparency.

2. Second Cycle institutional plans for improvement

- a. Peer Review Team Recommendations and plans for improvement from the second cycle self-study including all appropriate supplemental materials relating to currently legislated operating principles can be found in APPENDIX A.
- b. There were no committee-required actions from the second cycle relating to currently legislated operating principles.

B. Major Components of the Self-Study

1. Appointment of Steering Committee Chair

Provost Gale Stevens Haynes appointed Kevin Lauth, Associate Dean of the Richard L. Connolly College and Michelle Relyea, Dean of Student Development and Retention, as steering committee co-chairs in January 2010. Both are members of the institution's senior management team with direct access to the Provost.

2. The Appointment of Steering Committee and Sub-committees

The Self-Study Steering Committee and 3 working groups were appointed in January 2010 by the Steering Committee co-Chairs. In June 2010, sub-committees were finalized comprised of the Provost, senior level administrators, faculty, athletics department staff, administrative staff, campus minister, support staff, alumni, general student body and student-athletes. These individuals represent a broad cross-section of Long Island University, as well as a diversity of talent.

Steering Committee

Gale Stevens Haynes, Provost

Kevin Lauth, Associate Dean, Richard L. Connolly College (Co-Chair)

Michelle Relyea, Dean, Student Development and Retention (Co-Chair)

Margaret Alaimo, Senior Associate Athletic Director/Senior Woman Administrator

Ellen Becker, Associate Professor, Respiratory Care (Co-Chair-Academic Integrity Sub-Committee)

Nik Conklin, Student-Athlete, Men's Soccer

Tasia Davis, Student-Athlete, Women's Soccer

Michael Devine, LIU Board of Trustees member

John Dew, President, Community Board 2

Ralph Engelman, Professor of Journalism/Faculty Athletics Representation

Daniel Fisher, LIU Board of Trustees member

Greg Fox, Associate Athletic Director/Media Relations

Letitia Galdamez, Director of Advisement, School of Nursing

Stacy Gropack, Associate Professor of Physical Therapy

Charles Guarria, Acquisitions Librarian (Co-Chair-Academic Integrity Sub-Committee)

Sam Jones, Chair and Associate Professor, Department of Social Work

Father Charlie Keeney, Chaplain, Brooklyn Campus

Dawn Martin, Senior Associate Registrar

Joy Paulsen, Director of Accounting Projects, University Center

Tracye Rawls-Martin, Assistant Professor of Sports Science (Chair of Gender/Diversity Issues and

Student-Athlete Well Being Sub Committee)

Matthew Scally, Associate Athletic Director/Director of Compliance (Athletic Certification Liaison)

John Suarez, Athletic Director

George Terry, Associate Director of Admissions Operations

Diana Voelker, Co-Director, HEOP (Chair- Governance and Commitment to Rules Sub-Committee)

Governance and Commitment to Rules Compliance Sub-Committee

Diana Voelker, Co-Director, HEOP (Chair)

Ralph Engelman, Professor of Journalism/Faculty Athletic Representative

Stan Bertschuk, Internal Audit, University Center

Taysha Blessington, Student-Athlete, Tennis

Steve Chin, Director, Office of International Students

Patricia Connors, Assistant Provost, Financial Services

Christine Francavilla, Associate Bursar

Sam Jones, Chair and Associate Professor, Department of Social Work

Roy Kortmann, Head Softball Coach and Athletic Business Manager

Amber Mitchell, Student-Athlete, Women's Track

Margaret Nelson, Associate Dean, Office of Student Financial Services

Sheila Pitt, Senior Financial Aid Counselor, Office of Student Financial Services

Matthew Scally, Associate Athletic Director/Director of Compliance (Athletic Certification Liaison)

Academic Integrity Sub-Committee

Ellen Becker, Associate Professor, Respiratory Care (Co-Chair)

Charles Guarria, Acquisitions Librarian (Co-Chair)

Greg Fox, Associate Athletic Director

Cris Gleicher, Associate Director of Honors

Mariah Hatfield, Student-Athlete, Bowling

TJ Kostecky, Head Men's Soccer Coach

Dawn Martin, Associate Registrar

George Terry, Associate Director of Admissions Operations

Jessica DePippo, Athletic Academic Advisor

Amire Soloman, Student-Athlete, Men's Track

Linette Williams, Assistant Dean, School of Business, Public Administration, and Information Sciences

Gender/Diversity Issues and Student-Athlete Well Being Sub-Committee

Tracye Rawls-Martin, Assistant Professor, Sports Science (Chair)

Margaret Alaimo, Senior Associate Athletic Director/Senior Woman Administrator

Tracey Bartholomew, Head Women's Soccer Coach

Nik Conklin, Student-Athlete, Men's Soccer

LaShaina Dickerson, School of Business

Ralph Engelman, Professor of Journalism/Faculty Athletic Representative

Letitia Galdamez, Director of Advisement, School of Nursing

Stacy Gropack, Associate Professor of Physical Therapy

Karlene Jackson-Thompson, Director of Student Life and Leadership Development

Cecil Joseph, Assistant Professor of Biochemistry

Father Charlie Keeney, Chaplin, Brooklyn Campus

Fabine Leroy, Student

Hilary Lorenz, Professor, Department of Visual Arts

Alain McGhie, HEOP Counselor/Men's Track Alumnus

Shaun McGuire, Assistant Dean of First Year Programs

Danny O'Connor, Head Athletic Trainer

Rodney Pink, Director of Residence Life

Amy Rothenberg, Director of Career Services

C. Responsibilities of steering committee and sub-committees

- 1. The responsibilities of the Steering Committee are as follows:
 - a. Provide guidance and oversight for the self-study process, in particular to the work of the sub-committees.
 - b. Provide opportunities for input to the self-study from appropriate campus groups, including student-athletes.
 - c. Review draft and final reports.
 - d. Participate in the on-site visit.
 - e. Communicate regularly through meetings and reports.
 - f. Maintain a written record of:
 - i. Dates of Steering Committee and sub-committee meetings and individuals in attendance, and
 - ii. Individual(s) responsible for writing the sub-committees' reports.

2. The responsibilities of the sub-committees are as follows:

- a. Conduct a thorough review of the sub-committees' particular area of focus, making sure to include all committee-required actions from the second cycle relating to currently legislated operating principles.
- b. Collect and organize data, making sure to include all plans from the second cycle self-study including all appropriate supplemental materials relating to currently legislated operating principles.
- c. Produce a draft report for the Steering Committee's review, in accordance with the established timeline for the self-study.
- d. Participate in the on-site visit.

3. Conference Assistance/Use of Outside Individuals or Agencies

- a. Role of the Conference Office: Long Island University's contact for the NCAA Certification Program from the Northeast Conference will be Ms. Joyce Bell, Assistant Commissioner (Tel. 732-469-0440 ext. 2/Email: jBell@Northeastconference.org). Ms. Bell will supply information as requested by Long Island University to assist with the process.
- b. Outside Consulting: Long Island University will not make use of outside consulting in conducting the self-study.

4. Athletic Certification Liaison/Campus Contact

Mr. Matthew Scally, Associate Athletic Director/Director of Compliance, will serve as the Athletic Certification Liaison and campus contact for the self-study process. Mr. Scally will help coordinate all aspects of the self-study, the peer review team visit, and any follow-up required.

D. Timetable and Schedule of Work

<u>Date</u>	Activity
January 2010	Nominate Steering Committee co-Chairs. Identify and Appoint sub-committee working groups and sub-committee chairs
March 2010	Sub-Committee working groups begin investigative work, gather information and organize for self study
May 31, 2010	Draft written plan due by Committee co-chairs
June 2010	Organize timelines and complete Written Plan
July 1, 2010	Submit written plan to NCAA Committee on Athletics Certification
September 1, 2010	Draft reports due from Sub-Committee chairs. Finalize sub-committee membership.
October 5, 2010	Gender, Diversity and Student Athlete Well-Being Sub-Committee meeting • Diversity working group meeting • Student Athlete Well-Being working group meeting
October 12, 2010	Gender Equity working group meeting
October 19, 2010	Gender Equity working group meeting
October 20, 2010	Orientation Videoconference with NCAA
October 21, 2010	Governance Sub-Committee meeting
October 26, 2010	Gender Equity working group meeting
October 28, 2010	Academic Integrity Sub-Committee meeting
November 2, 2010	Gender, Diversity and Student Athlete Well-Being Sub-Committee meeting • Gender Equity working group meeting • Diversity working group meeting • Student Athlete Well-Being working group meeting

November 11, 2010	Governance Sub-Committee meeting
November 18, 2010	Academic Integrity Sub-Committee meeting
December 7, 2010	Steering Committee meeting: Sub-Committee updates Gender, Diversity and Student Athlete Well-Being Sub-Committee meeting • Diversity working group meeting • Student Athlete Well-Being working group meeting
December 9, 2010	Governance Sub-Committee meeting Academic Integrity Sub-Committee meeting
January 14, 2011	Sub-Committees submit reports to Steering Committee chairs; review by Steering Committee
January 25, 2011	Steering Committee meeting: Review of Sub-Committee reports and suggestions to Sub-committees
February 25, 2011	Sub-Committees submits reports for review
March 7, 2011	Steering Committee meeting: Review of Sub-Committee reports and suggestions for final reports
April 4, 2011	Draft of Self-Study Report Due
April 12, 2011	Steering Committee meeting: Review of Self-Study draft
April 29, 2011	Self-Study report due to NCAA
May 2011	Report reviewed by NCAA staff liaison; preliminary issues reported to LIU
June 1-August 15, 2011	NCAA full committee review; issues identified and reported to LIU
August 15, 2011- September 30, 2011	LIU responds to questions/concerns from NCAA
October 2011 (final week TBD)	Peer Review team conducts campus visit and writes report; general findings reported immediately at exit interview
November 2011	LIU will receive final report opportunity for final response
February 2012	NCAA will issue final decision

E. Self-Study Report

- a. The primary writer is Greg Fox, Associate Director of Athletics. He will be assisted by Dean Kevin Lauth and Dean Michelle Relyea, Co-Chairs of the Steering Committee.
- b. The campus contact for coordination of all work-related needs (Room Reservations, Secretarial Assistance, photocopies) will be Geneen Favours (718-488-1030) or Geneen Favours@liu.edu
- c. For public relations and promotion:
 - a. An NCAA Certification Cycle III web site will be 'linked to' from the athletics hypertext link on the Brooklyn Campus homepage. On the Cycle III website all relevant reports and documents pertaining to the certification process will be posted. Also a discrete email link will be created for use by members of the Brooklyn Campus and local community to submit suggestions and comments.
 - b. Seawanhaka (our campus newspaper) will do a feature article on the launch of Cycle III.
 - c. Announcements and updates about Cycle III will be displayed on the digital signage plasma screens located around campus.
 - d. Notices and updates will be put in the BROOKLYN PAPER and BROOKLYN DAILY EAGLE print and web publications; additionally, updates will be aired on BCAT's (Brooklyn Cable Access Television) community access channel to notify the Brooklyn community.

APPENDIX A

Peer Review Team Recommendations and plans for improvement from the second cycle self-study.

To request a copy of the Cycle 2 self-study and Peer Review Team recommendations, please email the Cycle 3 Steering Committee Co-Chairs at: cycle3certification@brooklyn.liu.edu

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