

**NCAA ATHLETICS CERTIFICATION
SAINT LOUIS UNIVERSITY
SELF-STUDY PLAN
2002-2003**

A. Introduction

Saint Louis University (SLU) is about to undertake a major self-assessment as it prepares for re-certification of its intercollegiate athletic program by the National Collegiate Athletic Association (NCAA). The University seeks to demonstrate its fundamental commitment to institutional control of intercollegiate athletics within the academic setting and to the integrity of its intercollegiate athletic program through the self-study and peer-review processes. This document draws on the components suggested in the *NCAA 2001-2002 Division I Athletics Certification Handbook* and will serve as the planning guide for the University's self-study process.

B. Goals

The University seeks to accomplish the following goals through its self-study process:

1. provide an opportunity to gain a greater self-awareness and understanding of intercollegiate athletics through involvement of the entire University community,
2. provide an opportunity to affirm the integrity of our intercollegiate athletics program through careful self-review and peer-review, and,
3. provide an opportunity for institutional reflection aimed at improving intercollegiate athletics in our academic context.

The self-study process will draw upon institutional data and planning documents, as well as significant discussion among its participants, in addressing these goals and developing the Self-study Report to be presented to the Peer-Review Team.

C. First Cycle Plans For Improvement

A series of documents related to the positive conclusion of our first cycle certification process are attached to this plan as Appendix A. These documents include our Gender Equity Plan, our Minority Plan and a summary of the plans for improvement that were executed during our initial self-study. Rather than trying to reconstruct these plans to match a process that was different than what actually occurred, these documents are presented in chronological order for reference purposes and will be referenced in the upcoming self-study process.

D. Steering Committee

At the request of the President, Lawrence Biondi, S.J. and the Provost, Dr. Sandra Johnson, the Steering Committee will be chaired by, and the self-study will be coordinated by, Dr. Edwin B. Harris, Associate Provost for Enrollment and Academic Services.

The President has given the Steering Committee clear authority to speak on behalf of the University as it guides the self-study process. Its specific responsibilities will include the following items:

1. Review the NCAA certification handbook and the self-study instrument;
2. Develop the self-study plan and timetable;
3. Collect and organize data by soliciting assistance from the institutional personnel best in a position to provide an accurate and efficient response;
4. Coordinate the activities and monitor the progress of the subcommittees, insuring opportunities for input from appropriate campus constituent groups and appropriate involvement of committee members in the preparation of committee reports;
5. Review institutional, Peer-Review Team and Committee on Athletics Certification reports of the institution's previous self-study in order to judge progress and respond to issues raised in the current self-study;
6. Review the reports produced by the steering and sub-committees;
7. Maintain written records on the dates on which steering committee and subcommittee meetings took place, those in attendance at meetings, individuals responsible for writing different sections of the self-study report and the invitations, including dates, extended to members of the steering committee and subcommittees to review the drafts of the report, and,
8. Produce and distribute the final self-study report.

The self-study steering committee membership reflects all of the positions suggested in the *NCAA 2001-2002 Division I Athletics Certification Handbook*. Saint Louis University has decided to add a Communications Coordinator as well. In each case, the participants' involvement was confirmed through an invitation from the President. The membership includes:

Rev. Lawrence Biondi, S.J.
President

Chief Executive Officer

Dr. Edwin B. Harris
Associate Provost

Chair, Steering Committee

Dr. Michael J. Ross
Professor, Psychology

Faculty Athletics Representative

Mr. Doug Woolard

Director of Athletics

Ms. Lori Flanagan Associate Director of Athletics	Senior Woman Administrator
Dr. Judy Durham Associate Professor, Chemistry	Chair, Governance & Rules Compliance
Dr. Donald Brennan Dean, Graduate School	Chair, Academic Integrity Subcommittee
Dr. Neil Seitz Dean, Cook School of Business	Chair, Fiscal Integrity Subcommittee
Dr. Mary Elizabeth Hogan, Assoc. Dean, A&S Dr. Ruth Marquis, Director, HR Training	Co-Chairs, Equity, Welfare and Sportsmanship Subcommittee
Mr. Jeff Fowler Assoc. Director of University Marketing and Communications	Communications Coordinator

E. Subcommittees

The general responsibilities of the four subcommittees will include:

1. Review the NCAA certification handbook and the self-study instrument;
2. Review institutional data relevant to the specific subcommittee assignment;
3. Participate in data gathering from campus constituents relevant to the specific subcommittee assignment;
4. Write the section of the Self-study Report focused on the subcommittee's assignment, including plans for improvement where appropriate;
5. Communicate appropriate progress on assignments at key intervals in the process; and,
6. Maintain written records of subcommittee meetings, members in attendance, individuals responsible for writing the subcommittee report and invitations to review the drafts of the subcommittees work.

The membership on the four subcommittees was developed through the cooperative efforts of the President, Provost, Steering Committee, senior administrators and Student Government Association. Much attention was given to representing the various

constituencies that compose the University community. Each committee member was invited to participate by the President and the confirmed members are identified below.

--Governance and Rules Compliance:

Chair: Dr. Judy Durham
 Members: Mr. Hal Deuser, Director of Scholarship/Financial Aid
 Ms. Kathy Hagedorn, Vice President for Human Resources
 Dr. Gretchen Salsich, Assistant Professor, Physical Therapy
 Dr. Joseph Weixlmann, Dean, Arts and Sciences
 Ms. Mary Flick, Associate Director of Campus Ministry
 Mr. Stephen Smith, Esq., Associate Dean, Law
 Ms. Lynn Stewart, Assistant Director, Undergraduate Admissions
 Dr. Michael Ross, Professor, Psychology and Faculty Athletics Representative
 Mr. Marque Perry, Student Athlete
 Mr. Jay Jones, Ex Officio, Director of NCAA Compliance

--Academic Integrity:

Chair: Dr. Donald Brennan
 Members: Mr. John Jaffry, University Registrar
 Dr. Denise Sleet, Assistant Director of Academic Services
 Dr. Thomas Westfall, Chair, Pharmacology and Physiological Sciences
 Rev. John Kavanaugh, Professor, Philosophy
 Ms. Peggy Edwards, Chair, Clinical Laboratory Sciences
 Mr. Alan Weinberger, Professor, Law
 Dr. Nina Westhus, Assistant Professor, Nursing
 Dr. Michael Ross, Professor, Psychology and Faculty Athletics Representative
 Brandon Rochon, Student
 Ms. Cindy Anzelmo, Ex Officio, Academic Coordinator in Athletics

--Fiscal Integrity:

Chair: Dr. Neil Seitz
 Members: Mr. Robert N. Altholz, University Treasurer
 Ms. Elizabeth Winchester, Director, Internal Audit
 Mr. Kim Tucci, University Trustee and Partner, Pasta House Restaurants
 Ms. Camille Nelson, Esq, Assistant Professor, Law
 Mr. Robert Clark, University Trustee and President, Clayco Construction Company
 Dr. Philipp Stoeberl, Professor, Management
 Dr. Sara Van Den Berg, Chair, English
 David Young, Student

Mr. Matthew Oldani, Ex Officio, Assistant Director of Athletics

--Equity, Welfare and Sportsmanship:

Co-Chairs: Dr. Mary Elizabeth Hogan and Dr. Ruth Marquis
 Members: Mr. Kenneth Fleischmann, Esq., Sr. Assoc. General Counsel
 Dr. Richard Harvey, Associate Professor, Psychology
 Dr. John McGowan, Chair, Accounting
 Ms. Kathy Humphrey, Vice Pres. for Student Development
 Rev. Anthony Daly, S.J., Chair, Modern & Classical Languages
 Dr. Steven Puro, Professor, Political Science
 Dr. Susan Tebb, Dean, Social Service
 Rev. Denis Daly, S.J., Assistant Vice President, Development
 Dr. Gary Northam, Chair, Aviation Science
 Dr. Travis Threats, Asst. Professor, Communication Sciences and Disorders
 Ms. Greta Bujaker, Student Athlete

F. Institutional Liaison

Ms. Lori Flanagan, Associate Athletic Director and Senior Woman Administrator, will serve as the Institutional Liaison during our self-study process. In that capacity, she will:

1. Identify and communicate first cycle plans to the Steering Committee.
2. Serve as a resource on the certification process for participants who have questions about the *Handbook* and *Self-study Instrument*.
3. Coordinate arrangements for the Orientation and Peer Review Team Visits, including lodging, travel, scheduling interviews and other Peer Review Team activities and organizing work-related needs of the Peer Review Team (computers, secretarial access, meeting rooms), and
4. Serve as a resource from the Steering Committee to facilitate the organization and work of the subcommittees.

G. Communication Plan

The University's Communication Plan includes two audiences, the University community and the general public. The Steering Committee Chair, Dr. Edwin B. Harris, working in collaboration with the Associate Director of University Marketing and Communications, Mr. Jeff Fowler, will build the plan. The University community will be provided information on the certification process and results through internal media, e.g., Newslink, the University's daily news bulletin board; GRAND CONNECTIONS, the University's monthly publication to all to all faculty and staff; UNIVERSITAS, the award-winning

monthly magazine of the University; and through briefings in standing committees, e.g., President's Coordinating Council, Council of Academic Deans, Faculty Senate.

Communication with the general public will be the responsibility of the department of marketing and communication. All news items about our self-study process and certification will be developed by the department, in coordination with the Steering Committee, and distributed to local media representatives.

H. Conference Office Assistance

Ms. Brenda Weare, from the Conference USA staff, will be available to serve in a consulting role to the steering committee during the self-study process. She will also foster University compliance with corrective actions identified during the certification process.

No other agency external to the University is expected to be involved with the certification process.

I. Outline and Timetable of the Self-Study:

The Peer Review Team site visit is tentatively scheduled during the month of April 2003. In preparation for this visit, the self-study report must be approved by the Board of Trustees by December 2002 and made available to the Peer Review Team by January 2003. To meet the deadline for distribution of the self-study to the Peer Review Team members, planning benchmarks have been established.

Below is a sketch of the benchmarks for the various phases of the project. Overall, the process began in January 2002 and will end in April 2003.

NCAA CERTIFICATION SELF-STUDY TIMETABLE

2002												2003																							
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June																		
<-----A----->		<-B->	<-C->	<-D->		<-----E----->				<-----F----->				<-G->		<-H->		<-----I----->				<-J->		<-K->		<-----L----->		<-M->		<-N->		<-O->		<-----P----->	

- A. Pre-Planning (Jan – Feb 02)
 - Steering & subcommittees formed
 - Self-study Plan organized
- B. Send Self-study Plan to NCAA (Feb 02)
- C. Orientation Visit & Launching of Self-study (Feb 02)
 Report to Community (Feb 02)
- D. Inventory of Current Databases and Establishment of
 Data Collection/Analysis Plan (Mar 02)
- E. Data Collection (Mar/Apr 02)
- F. Data Analysis/Draft Report in each Subcommittee (May/July 02)
 Report to Community (May 02)
- G. Circulate Subcommittee Draft Sections for Review/Comment (June 02)
- H. Steering Committee Review of Plans for Improvement Submitted by
 Subcommittees (July 02)

- I. Prepare Self-study Final Report Draft (Aug/Sep 02)
- J. Circulate Self-Study via the University Website for feedback (Oct 02)
 Report to Community (Oct 02)
- K. Steering Committee Review of Feedback for Integration into Final Report
 (Nov 02)
- L. Prepare Final Report for Review by PCC, Executive Committee
 of Trustees (Nov/Dec 02)
- M. Final Report to Peer Review Team (Jan 03)
- N. Complete Arrangements for Peer Review Team Visit (Mar 03)
 Report to Community (Mar 03)
- O. Peer Review Team Visit (Apr 03)
- P. Dissemination of Final NCCA Assessment (May-June 03)

Self-study Report:

Dr. Edwin B. Harris, Associate Provost, will serve as the general editor of the self-study report. The four subcommittee chairs, and their designees, will serve as editors of the four main sections of the report.

The final report will be patterned after the *Self-study Instrument* with sections addressing each of the four basic topic areas. Furthermore, each section will be divided into two parts, the first reserved for reporting findings and the second focused on evaluation and plans for improvement.

The four subcommittees will be responsible for preparing a finished draft within their specific area of concern, following the general guidelines provided on format, graphics and style.

Preparation of the self-study report will go through several stages. First, preliminary reports will be prepared by each subcommittee. These reports will be reviewed by the Steering Committee Chair for style, substance, completeness and the like. Next, these component reports will be circulated among members of the Steering Committee; their task will be to review the drafts for consistency, completeness and minimum duplication of information.

A full-text draft report will be distributed to the entire University community via the NCAA Self-study Website. Faculty, staff, and students will be notified of the opportunity to comment on the final draft over a three-week period and the final edited document will be given to the Executive Committee of the Board of Trustees. In addition, an Executive Summary will be prepared for the entire University Board of Trustees.

February 4, 2002