NCAA Steering Committee Meeting Minutes
October 18, 2006

In attendance: Mary Voves, chair, Michael Allen, Rodolfo Arévalo, MJ Brukardt, Laurie Connelly, Brian Grinder, Darren Hamilton, Elizabeth Kissling, Tom Lienhard, Vince Lemus, Frank Nelson, Stacy Olson, Pam Parks, Robin Pickering, Erin Snodgrass, Chris Valeo

Absent: Bob Campbell, James Ochwa-Echel, Scott Finnie, Jon Hammermeister, Stephanie Ulmer, Marcus Walker

As the new chair of the Steering Committee Mary Voves welcomes the group and thanked them for their support and commitment to the self-study.

Darren Hamilton reviewed the draft Written Plan with the Steering Committee, noting the importance of meeting our deadlines. There were no changes to the draft.

Dr. Hamilton reminded the group of the need to document not only current policies and practices but also to use the self-study to develop plans of improvement for those areas that need to be changed. He asked those new to the certification process to bring new eyes and questions to the process.

He encouraged subcommittee chairs to bring in addition individuals with needed expertise as appropriate. Such ad hoc members do not need to serve on the steering committee.

Mary Voves invited Frank Nelson to share with the group his experiences as an NCAA peer-review team member. He walked through the process so the group would know how the report is reviewed and our opportunities for response. He shared examples of site visits to other institutions who were not adequately prepared. He stressed the importance of being comprehensive in our reporting.

During the group discussion that followed, potential EWU issues that will merit particular attention by the Steering Committee were identified, including gender equity and athletic advising. It was agreed that the self-study will be stronger if we can proactively address these issues with specific action plans for improvement.

Frank Nelson also notified the group that Jaynee, the Assistant Commissioner-Compliance for the Big Sky Conference, is available to consult with the Steering Committee. Frank will continue to serve as a resource for the Committee.

The chairs of the subcommittees then reviewed their plans for moving forward. All have developed plans for compiling and reporting their sections of the self-study. Key questions raised by the discussion:

- Subcommittees should make use of any available departmental work-study students, as appropriate to assist with clerical support; if additional help is needed, Business & Finance can provide student assistance.
Committee members are encouraged to review the 1998 Self-Study before the Nov. 14 video conference. Hard copies are available in Showalter 220 or abbreviated digital versions from MJ.

Mary Voves asked the group to preview the video conference presentation (a Powerpoint is available online and will be e-mailed to all members).

Pam Parks and Frank Nelson are available for phone conferences to review process or data needs with individual subcommittees.

References to the NCAA Constitution in the Instrument may not be accurate as some of the provisions have been renumbered. The NCAA Division Manual is available online as a reference or, if members have questions they can contact Frank directly who can track down the reference.

Subcommittees are asked to review information with the source before using to make sure that all documents contain current information—some online or printed reports, for example, may not be up to date. Darren Hamilton also reminded the group to look beyond the usual athletic information sources to determine how athletics is reported in alumni publications, view books, faculty research or student displays.

Action plans should contain specific, measurable actions.

Frank Nelson thanked President Arévalo for attending the meeting and for his support, which is critical to the success of the self-study.

The Subcommittees are reminded to submit progress reports by November 1 in preparation for the next Steering Committee meeting, Friday, November 3, 1-3 pm in PUB 261.

Mary Voves adjourned the meeting.