NCAA Academic Integrity Subcommittee Meeting Minutes

October 6, 2010

Present: Douglas Robertson, Susan Himburg, David Bergwall, Valerie Patterson, Chanel Araujo, Kevin Gonzalez, Alexis McKenney, Sharyne Connell, Thomas Chestnut, Meagan Eshilian, Lynn Newson, Marcus Bright, Ranshan Gomez, Steve Kelly, Monique Garcia, Frank Pena, Thomas Breslin, Meredith Basil, Angela Cambareri, Barry Taylor

I. Welcome by subcommittee chair, Dean Douglas Robertson.
   A. Susan Himburg provided an evaluation update. Only a few more interviews are left and a survey will be organized and sent out by November 1. The Office of Compliance successfully met the October 4th deadline.
   B. The remaining sections from the September 16th meeting for Operating Principle 2.1 were completed by Dean Robertson and Susan Himburg.

II. Objective of today’s meeting: Complete assignment of self-study items for Operating Principle 2.2. This area is related to support services, staff, and student academics. It requires much detail according to SAAC and must address the “how and why” questions in relation to academic support.

III. Assignment of members to each section for Operating Principle 2.2
   A. Section 1
      i. No members were assigned to section 1 due to the fact that no conditions were cited.
   B. Section 2
      i. This section refers to the plan submitted in 2001 and what was done in terms of executing and evaluating the plan.
      ii. Susan Himburg emphasized the importance of including a goal for summer programs. The goal will take into account the effectiveness of programs, mentoring goals, annual reviews, and evaluations. A sustainable plan for the future will be developed, therefore enhancing the academic broader range of tutoring. Dr. Himburg also suggested that ESOL support may be provided as an additional service to student-athletes.
      iii. In terms of our current policies that ensure student-athlete academic success, Meredith Basil stated that the SAAC department conducts random class checks and also require student-athletes to provide travel letters to professors.
   C. Section 3
      i. The committee stressed that this group should emphasize the results from the additional goals established and what was done.
   D. Section 4
      i. Section 4 and 5 will comprise of the same members, as the committee decided that these two sections complement one another.
   E. Section 5
i. This section will include information regarding which offices report to academic support. The report will also incorporate history as well as strategic initiatives of the institution related to how the university has performed in the past and present.

ii. Meredith Basil issued the point that we should address where the funding sources are coming from, and Monique Garcia suggested we include information about how everyone is interacting.

F. Section 6
i. This committee emphasized that the athletic department must be informed of all policies and procedures. The staff should remain aware at all times of student-athlete services and distinguish the role between staff member and peer mentor. Also, the department should identify the differences between advising and mentoring.

G. Section 7
i. The report for this section should be completed and ready to submit by the end of the month of October.

H. Section 8
i. The committee established that we would need to identify what was done every four years. We need to know who did what and why, and determine an evaluation policy going forward.

I. Section 9
i. This section describes what we did not do as a department, which includes what we did not use.

ii. No one was assigned to this section.

J. Section 10
i. This section requires the report to be completed.

ii. After the process is completed, the report will come back to the committee and members will be expected to read, make notes and review the report.

K. Section 11
i. The committee determined that the actions taken in response to the report would need to be identified.

ii. Dean Robertson inquired about the time period before the consequences of the actions will be taken. Susan Himburg responded that the program would have to be initiated by April 30, 2011.

iii. The committee decided that members would make recommendations of tasks that can be completed within four months.

L. Section 12
i. The plan that was submitted for 2008-09 was approved.

ii. Monique Garcia stated that the 2009-10 plan was completed, and submitted on Monday.
iii. This section must include the measurable goals as well as the steps involved, who was responsible, and when. Also, at the end of the year, was the goal met? If so, how was the goal met?

iv. This section must list the most recent report.

v. The committee discovered that the Section 12 report is done.

M. Section 13
i. The committee determined three key components associated with this section:
   a. Obtaining results
   b. Eligibility
   c. Acquiring more complete, comprehensive knowledge of our program

N. SharePoint
i. Susan Himburg presented a brief tutorial on how to access and use SharePoint.
ii. The site and documents associated with the NCAA subcommittees can be accessed from one’s browser when logged into the FIU system:
   a. ncaa.fiu.edu/documents
   b. Select ‘Academic Integrity’

O. Important future dates
i. The committee decided that it will aim to reconvene once every two weeks. Future meetings will focus on progress, updates, and questions. A meeting request will be sent to all members of the subcommittee.

ii. Meeting dates:
   a. Tuesday, October 19, 11:00-12:30PM
   b. Wednesday, November 3, 1:00-3:00PM
   c. Wednesday, November 17, 1:00-3:00PM
   d. Thursday, December 2, 2:00-4:00PM