Governance and Compliance Subcommittee Meeting

September 16, 2010

Present: Mary Tanke, Cathy Akens, Leyda Benitez, Bill Bryant, Bill Beesting, Jesus Borrero, Philippe Rukimbira, Jesus Borrero, Evelyn Enrione, Susan Himburg, Zahra Arabi Askì

I. Dr. Tanke, welcomed and Introduced Committee Members who did not have an opportunity to attend the first meeting.
   a. Dr. Tanke emphasized to everyone they must become familiar with the Self-Study Instrument.

II. Goal of Today's meeting: Approve minutes of last meeting, Introduce SharePoint, Clarification of Terminology and discuss process for data gathering, provide assignments and timeline.

III. Approval of minutes from September 2, 2010 was delayed until the next meeting to make sure everyone had a chance to review them on SharePoint.

IV. Carolina Zapata, provided a quick overview of SharePoint and the location of the Governance and Compliance subcommittee documents.

V. Clarification of Terminology was reviewed
   a. Many operating principles may not need a plan of improvement. It will be important to determine if a plan of improvement is needed for any of the operating principles as they would have to be initiated before.
   b. Some operating principles are not allowed to contain a plan of improvement in the Self Study Report which may require resolving any issues immediately.

VI. Assignment of Responsibilities
   a. It was explained by Dr. Tanke that specific tasks were assigned keeping in mind everyone’s expertise (Academic / Faculty).
   b. Dr. Tanke mentioned she is completely available to facilitate. Please contact her if you have any questions, concerns or encounter any obstacles.
   c. Dr. Tanke emphasized, student participation is essential therefore; students were paired up with faculty members. The faculty members working with the students should keep in communication with them regarding their input.
   d. Leyda suggested HR be notified since some positions outside athletics may not include NCAA in their job description. Dr. Tanke mentioned she would make the call.
   e. Dr. Tanke assigned everyone with their designated principles. Carolina noted these on the completion and notes form on SharePoint.

VII. Timeline for completion
   a. Dr. Tanke mentioned she believes that a draft to include responses to the entire Governance section of the self study feasible by December 1 with everyone's cooperation.
   b. If anyone encounters any problems please contact Dr. Tanke as soon as possible.
   c. Dr. Tanked requested weekly updates from everyone.
   d. Next meeting will be on October 14 followed by the meeting on October 28th.
e. Each committee member should be prepared to present an update on their portion of the self study at the next committee meeting.