

California State University, Long Beach

NCAA ATHLETICS CERTIFICATION SELF-STUDY IMPLEMENTATION PLAN

I. Participants

- A. Chair: President Robert Maxson has appointed Vice President for Student Services Douglas Robinson as chair of the NCAA Certification Steering Committee. Vice President Robinson is a member of the senior management team of the university and has ready access to President Maxson.
- B. Steering Committee: President Maxson, in consultation with various groups on campus, has appointed the following individuals to the Steering Committee:
- Robert Maxson, President, California State University, Long Beach
 - Douglas Robinson, Vice President for Student Services; Steering Committee Chair
 - Kip Polakoff, Associate Vice President for Academic Affairs; Steering Committee Vice Chair; Governance and Commitment to Rules Compliance Subcommittee Chair
 - Donald Schwartz, Professor of History; Faculty Athletic Representative; Committee on Athletics (COA) Member; Academic Integrity Subcommittee Chair
 - Jana Echevarria, Professor of Special Education; Commitment to Equity, Welfare and Sportsmanship Subcommittee Chair
 - Carol Johnson, Assistant Vice President for Administration and Finance; COA Member; Fiscal Integrity Subcommittee Chair
 - Dan O'Connor, Chair of Liberal Studies; COA Chair, 2002-03
 - Stephanie Eatmon, Director of Radiation Therapy Program; COA Chair, 2001-02
 - Wayne Dick, Chair of Academic Senate; Professor, Computer Engineering and Computer Science
 - Michael Lacourse, Professor and Chair Department of Kinesiology and Physical Education; COA Member
 - Bob Rodgers, Multi-Media Technician; Staff Affairs Council Representative
 - Bill Shumard, Director of Sports, Athletics and Recreation; COA Member
 - Cindy Masner, Senior Associate Athletics Director/Senior Women's Administrator; Sports, Athletics and Recreation
 - Armando Contreras, Executive Assistant to the President
 - Perry Moore, Community Member
 - Al Fujimoto, 49er Athletic Association; COA Member; Community Member
 - Tom Lonergan, Alumni Association Member; COA Member
 - Danny Vivian, President of Associated Students, Inc., 2002-03
 - Wayne Stickney-Smith, President of Associated Students, Inc., 2001-02
 - Janessa Gross, Associated Students, Inc. Representative
 - Svavar Svavarsson, Associated Students, Inc. Representative
 - Jeremy Reed, Male Student Athlete, 2001-02
 - Tracy Bulquerin, Female Student-Athlete
 - Shaun Anderson, Male Student-Athlete; Associated Students, Inc. Representative, 2002-03
 - Doug Young, Professor of Kinesiology and Physical Education; Editor Self-Study Report
 - Toni Beron, Assistant Vice President, Public Affairs (ex-officio)
 - Paula Gleason, Director of Administrative Services, Division of Student Services; Campus Liaison to the NCAA for Certification Review Self-Study Process (ex-officio)

C. Subcommittees: In recognition of the organizational work initiated last semester by the Committee on Athletics, I am suggesting to the Steering Committee that the following subcommittees and membership be largely maintained. Additional members may be added to the subcommittees if the Steering Committee desires to do so. Additionally, the Steering Committee is free to add more subcommittees in order to complete this task.

Governance and Commitment to Rules Compliance

- Kip Polakoff, Associate Vice President for Academic Affairs; Subcommittee Chair
- Simeon Crowther, Professor of Economics
- Stephanie Eatmon, Director of Radiation Therapy Program; COA Chair, 2001-02
- David Jacques, Assistant Professor of Theatre Arts; COA Member
- Ron Vogel, Dean of College of Health and Human Services; COA Member, 2002-03
- Don Lauda, Dean of College of Health and Human Services; COA Member, 2001-02
- Stan Olin, Director of Housing and Residential Life; COA Member
- Erica Satterfield, Big West Conference Representative
- Mary Ann Tripodi, Associate Athletics Director of Compliance and Student Services, SAR
- Sarah Aguillar, Student-Athlete
- Shaun Anderson, Associated Students, Inc. Representative

Academic Integrity

- Don Schwartz, Professor of History; COA Member; Subcommittee Chair
- Gayle Fenton, Director of Student Athlete Services
- Jean Houck, Dean, College of Education
- Dan O'Connor, Chair of Liberal Studies; COA Chair, 2002-03
- Joe Potts, Associate Professor of English; COA Member
- Aaron Holloway, Student-Athlete, 2002-03
- Jeremy Reed, Student Athlete, 2001-02
- Svavar Svavarsson, Associated Students, Inc. Representative

Fiscal Integrity

- Carol Johnson, Assistant Vice President for Administration and Finance; COA Member, Subcommittee Chair
- Paul Buonora, Assistant Professor of Chemistry; COA Member
- Doug Nielson, Associate Professor of Dance; COA Member
- Rosario Yeung-Lindquist, Administrative Services Manager, University Library
- Doug Harris, Director of Budget and Human Resources, Student Services
- Ted Kadowaki, Associate Athletics Director/CFO
- Tracy Bulquerin, Student-Athlete
- Shaun Anderson, Associated Students, Inc. Representative

Commitment to Equity, Welfare and Sportsmanship

- Jana Echevarria, Professor of Special Education; Subcommittee Chair
- Michael Lacourse, Chair of Department of Physical Education; COA Member
- Dan Barber, Professor Emeritus, Graduate Center for Public Policy and Administration
- Armando Contreras, Executive Assistant to the President
- Cindy Masner, Senior Associate Athletics Director/Senior Women's Administrator
- Gary Reichard, Provost and Senior Vice President, Academic Affairs
- Tom Angell, Director of Staff Personnel Services
- Kristina McCarty, Student-Athlete
- Macy Lederer, Associated Students, Inc. Representative

- D. Campus Liaison: Paula Gleason, Director of Administrative Services for the Division of Student Services, will be campus liaison to the NCAA in regards to this self-study. Ms. Gleason works directly for Vice President Robinson and will be accessible for the NCAA at all times.
- E. Self-Study Editor: Professor of Kinesiology and Physical Education, Dr. Douglas Young, has been granted release time by the university to serve as the editor and author of the NCAA Self-Study. While the subcommittees will be largely responsible for submitting drafts to the Steering Committee, Dr. Young will be responsible for the editing and rewriting required to produce a coherent and stylistically consistent document.
- F. Conference: The Conference office is available and willing to assist the university in the self-study. It is expected that the Conference will be involved more substantively with the Subcommittee on Governance and Commitment to Rules Compliance.
- G. Campus and Community Forum: In order to ensure that the campus and community have an opportunity for input and reaction at critical points in the self-study process, the Steering Committee will hold open meetings at the beginning of the self-study process, when a first draft of the report is available and prior to completion of the final report.

II. Self-Study Objectives

The university's objectives for the self-study are:

- To promote awareness across campus about how the athletics program supports the institution's overall mission.
- To provide the university with an opportunity to study in a comprehensive manner the way in which the athletics program is operating.
- To identify problem areas or concerns within the athletics program and ways to address those concerns.
- To promote campus and community confidence in the manner in which the athletics program is being conducted.
- To achieve full certification for the athletics program.
- To appropriately address the revised Operating Principles as presented in the Athletics Certification Self-Study Instrument.

III. Timeline for NCAA Self-Study Certification

A. The anticipated timeline for the self-study is as follows:

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| Oct. 2001 | Appointment of Steering Committee Chair, Campus Liaison, Steering Committee and Subcommittee. |
| Dec. 2001 | Initial organizational meetings of the Steering Committee and Subcommittees. |

Feb. 2002	<p>Campus visit by NCAA Compliance Representative, Julie Cromer.</p> <p>Steering Committee meets.</p>
Feb. – March 2002	<p>Briefings provided by the Steering Committee Chair to various campus constituencies.</p> <p>Subcommittees begin reviewing self-study instrument, identifying information to be compiled, working with campus and departmental staff to compile responses to self-study, and collecting self-study data.</p> <p>Steering Committee chair informed that NCAA has assigned NCAA Member Services Representative Bo Kerin to replace Julie Cromer.</p>
April 2002	<p>Steering Committee meets. Subcommittee chairs provide Steering Committee in outline form.</p> <p>Briefings provided by the Steering Committee Chair to various campus constituencies.</p> <p>Subcommittees prepare first drafts.</p>
May 2002	<p>Steering Committee meets. Review individual drafts of subcommittee reports.</p>
June 2002	<p>Steering Committee meets. Reviews first draft of organized and edited self-study.</p>
July 2002	<p>Extensive rewriting of the self-study takes place.</p>
Aug. 2002	<p>Steering Committee meets. Reviews revised self-study draft.</p>
Sept. 2002	<p>Steering Committee circulates first draft to campus community.</p>
Oct. 2002	<p>Steering Committee holds public forum for input and reaction to self-study draft.</p>
Nov. 2002	<p>Steering Committee meets. Reviews revised self-study draft. Circulates revised self-study.</p> <p>Holds final public forum for input and reaction to the self-study.</p> <p>Final editing takes place.</p>
Dec. 2002	<p>Steering Committee meets. Reviews, approves and submits final self-study.</p>
April 2003	<p>Site visit by NCAA Review Team.</p>

B. The amended timeline for the self-study is as follows:

- Oct. 2001** Appointment of Steering Committee Chair, Campus Liaison, Steering Committee and Subcommittee.
- Dec. 2001** Initial organizational meetings of the Steering Committee and Subcommittees.
- Feb. 2002** Campus visit by NCAA Compliance Representative, Julie Cromer. Steering Committee meets.
- Feb. – March 2002** Briefings provided by the Steering Committee Chair to various campus constituencies.
- Subcommittees begin reviewing self-study instrument, identifying information to be compiled, working with campus and departmental staff to compile responses to self-study, and collecting self-study data.
- Steering Committee chair informed that NCAA has assigned NCAA Member Services Representative Bo Kerin to replace Julie Cromer.
- April 2002** Steering Committee meets. Subcommittee chairs provide Steering Committee with status report on self-study work.
- May 2002** Subcommittee work continues. Subcommittees provide Steering Committee chair with anticipated timeline for completion of their work.
- June 2002** Steering Committee meets. Reviews first draft of subcommittee report(s) received to date.
- July 2002** Steering Committee meets. Reviews first draft of subcommittee report(s) received to date.
- Aug. 2002** Steering Committee meets. Reviews first draft of subcommittee report(s) received to date.
- Aug. – Sept. 2002** Editing of the self-study takes place.
- Sept. 2002** Steering Committee meets. Reviews edited self-study draft.
- Oct. 2002** Steering Committee holds public forum for input and reaction to self-study.
- Nov. 2002** Steering Committee meets. Reviews revised self-study draft.
- Holds final public forums for input and reaction to the self-study and to review self-study recommendations.
- Dec. 2002** Steering Committee meets. Reviews, approves and submits final self-study.
- Steering Committee Chair and Athletic Director meet with Academic Senate Executive Committee to review self-study recommendations.
- Final editing takes place.

Jan. 2003 Steering Committee meets. Reviews and approves final self-study report.

Final self-study report circulated to University President; Academic Senate; Committee on Athletics; Associated Students, Inc.; Staff Council; Alumni Association; Student Athlete Advisory Council; and 49er Athletic Association.

Jan. 22, 2003 Final self-study report mailed to the NCAA and NCAA Review Team members.

April 8-11, 2003 Site visit by NCAA Review Team.

(Amended timeline approved by NCAA Certification Steering Committee 12/12/02.)

IV. Status Reports of NCAA and Institutional Recommendations for Improvement

A. NCAA Strategies for Improvement

B. Institutional Recommendations for Improvement