

NCAA DIVISION I ATHLETICS CERTIFICATION PROGRAM

Written Plan Outline for Conducting the Self-Study

The purpose of this document is to assist the institution in formulating its written plan for conducting the self-study review.

The checklist below covers all required aspects of an institution's written plan and other items of information that the institution may wish to outline in its plan depending on its particular circumstances. Please refer to the 2008-09 NCAA Division I Athletics Certification Handbook for additional guidelines for preparing the written plan.

A draft of the written plan needs to be completed and submitted to your NCAA staff liaison for review two to three weeks prior to the orientation. In addition, the written plan should be distributed to the steering committee prior to or during the orientation. Finally, a copy of the plan also is to be included in the athletics certification system as part of the institution's self-study report.

A. Objectives Related to the Self-Study.

1. Goals.

- ___ a. Institution's goals for the process are clearly stated.
- ___ b. Institution's goals are consistent with overall goals of certification.

2. Second cycle institutional plans for improvement.

- ___ a. Institution has included all committee-required actions from second cycle relating to currently legislated operating principles.
- ___ b. Institution has included identification of all plans from second-cycle self-study including all appropriate supplemental materials relating to currently legislated operating principles.

B. Major Components of the Self-Study.

1. Appointment of steering committee chair.

- ___ a. The chair is appointed by the chancellor or president.
- ___ b. The chair is considered by institution to be a member of its senior-management team. If not, there is documentation (e.g., written plan or letter from the chancellor or president) stating that:

- ___ (1) The chair has clear authority from the chancellor or president.
- ___ (2) The chair has ready access to the chancellor or president.

2. Appointment of steering committee and subcommittees.

- ___ a. The names and titles of all steering committee and subcommittee members are listed.
- ___ b. The following required individuals have been included on the steering committee:
 - ___ (1) Chancellor or president;
 - ___ (2) Faculty athletics representative;
 - ___ (3) Director of athletics;
 - ___ (4) Senior woman administrator;
 - ___ (5) Student-athlete representative(s); and
 - ___ (6) Athletics certification liaison.
- ___ c. The steering committee and subcommittees have the appropriate composition as listed below:
 - ___ (1) The number is adequate to perform duties and responsibilities;
 - ___ (2) The composition ensures broad-based participation;
 - ___ (3) The composition is balanced between staff members inside and outside athletics;
 - ___ (4) Composition ensures access to information necessary to conduct the self-study;
 - ___ (5) Steering committee and subcommittee members have the time to devote to the self-study;
 - ___ (6) Subcommittee chairs are not athletics department staff members; and
 - ___ (7) Subcommittee chairs are members of the steering committee.

3. Responsibilities of steering committee and subcommittees.
 - ___ a. Steering committee's and subcommittees' general responsibilities are clearly stated.
 - ___ b. Collecting and organizing data.
 - ___ c. Providing opportunities for input from appropriate campus groups, including student-athletes.
 - ___ d. Reviewing draft and final reports.
 - ___ e. Communicating regularly through meetings and reports.
 - ___ f. Maintaining a written record of:
 - ___ (1) Dates of steering committee and subcommittee meetings and individuals in attendance, and
 - ___ (2) Individual(s) responsible for writing subcommittee's report.
4. Campus contact.
 - ___ a. Name and title of campus contact is listed.
 - ___ b. Contact's general responsibilities are clearly stated.
5. Conference assistance/use of outside individuals or agencies.
 - ___ a. Role of conference office (if any) is defined.
 - ___ b. Roles and responsibilities of any outside consultant(s) are defined.
 - ___ c. Any outside consultant(s) have been approved by the NCAA Division I Committee on Athletics Certification.
6. Outline and schedule.
 - ___ a. The timetable is complete.

- ___ b. Dates/deadlines and processes have been established for:
- ___ (1) Dates of steering/subcommittee meetings;
 - ___ (2) Data gathering;
 - ___ (3) Responding to self-study items;
 - ___ (4) Opportunities for campus groups to review reports;
 - ___ (5) Evaluating responses against operating principles;
 - ___ (6) Developing institution's plan for improvement;
 - ___ (7) Steering committee's/subcommittees' review of report drafts;
 - ___ (8) Preparing final report and submitting to the NCAA;
 - ___ (9) Conducting peer-review team visit;
 - ___ (10) Communicating work of the steering committee to institutional community, electronic and print media; and
 - ___ (11) Other. _____

7. Self-study report.

- ___ a. The name and title of the report coordinator is listed.
- ___ b. Work-related needs (e.g., computer needs, internet access, secretarial assistance, reproducing copies) have been identified for collecting data and producing report drafts.
- ___ c. Specific plans or strategies have been outlined for communicating work of steering committee to:
- ___ (1) Institutional community;
 - ___ (2) Electronic and print media; and
 - ___ (3) The general public.