

**MURRAY STATE UNIVERSITY**



**TENTATIVE WRITTEN PLAN FOR COMPLETING  
DIVISION I  
ATHLETICS CERTIFICATION SELF-STUDY  
CYCLE TWO**

**2007-2008**

**Submitted by:  
NCAA Athletics Self-Study Committee  
Murray State University  
Murray, Kentucky**

## **Introduction**

Murray State University completed its first NCAA Division I Certification Self-Study in 1998. The outcome of the first self-study was the designation of “certified.” In 2003, an Interim Report was completed resulting in continued certification. In preparation for the second cycle of certification this written plan outlines the goals for the process, identifies the committees and their functions, describes the processes, and provides a timeline.

### **I. Goals for the Recertification Process**

Murray State University seeks excellence throughout its university programs including athletics. Through the self-study the university will examine all aspects of the athletic programs to identify strengths and weaknesses and make plans of action for improvements where warranted to ensure that the policies, procedures and administration of the athletics program are ethical and in line with NCAA rules and regulations and best practices. Further the university will involve a broad-based representation from the campus and community and disseminate information about the self-study to the campus community and the public. The goals of the self-study follow:

- To undertake a careful review of the athletics program aimed at identifying both strengths and weaknesses and plans for improvement.
- To report progress and commitment to previous plans of improvement recommended by NCAA Committee on Athletic Certification in the first cycle of self-study in 1998.
- To open the affairs of the athletic program to campus and community constituencies by involving them in the process, publicizing the self-study process and results, and seeking broad-based input and response.
- To enhance understanding of the role of athletics in the campus community
- To document, to the various campus constituencies and the public, Murray State University’s commitment to ethical conduct and conscientious operation of athletic programs in compliance with NCAA operating procedures
- To complete all reports and documentation required by the NCAA.

### **II. Composition and Functions of the Steering Committee and Subcommittees**

#### **A. Composition the Committees**

President Randy Dunn appointed a steering committee to oversee the self-study process, prepare and approve the final report. Faculty member, Dr. Judy K. Brookhiser, was appointed chair. Dr. Brookhiser co-chaired the committee with Ms Beverly Ford during the first cycle completed in 1998. President Dunn has provided Dr. Brookhiser with clear authority and access to the President and all appropriate resources. A letter is on file confirming this action.

President Dunn appointed committee members in an effort to obtain a broad-based representation of campus and related constituencies. The committees include all the

individuals designated by NCAA guidelines, community members, alumni, staff, students and faculty. All of the university academic colleges are represented on subcommittees and/or the steering committee. An organizational meeting was held on April 26, 2007 at which Dr. Dunn issued the charge to the entire committee.

Steering Committee Members:

Dr. Judy Brookhiser, Department of Wellness & Therapeutic Sciences (chair)  
Dr. Gary Brockway, Provost and Vice President for Academic Affairs (Chair Academic Integrity)  
Dr. Randy Dunn, President Murray State University  
Ms. Beverly Ford, Murray State University Board of Regents  
Dr. Jim Frank, Community Representative  
Mr. Scott Hobbs, Assistant Athletic Director for Compliance  
Mr. Joshua Jacobs, Special Projects Coordinator, Office of the President  
Mr. Matt Kelly, Associate Athletic Director of Internal Operations  
Ms. Katherine Kerr, Registrar  
Ms. Velvet Milkman, Senior Woman Administrator  
Mr. John Rall, General Counsel (Chair Governance & Commitment to Rules Compliance)  
Dr. Don Robertson, Vice President for Student Affairs (Chair Equity & Student-Athlete Well-Being)  
Mr. Jim Vaughan, Office of Enrollment Management  
Mr. Allen Ward, Director of Athletics  
Mr. Bill Whitaker, Faculty Athletics Representative  
Ms. Bethany Yates, Student Athlete  
Ms. Jackie Mynarski, Ohio Valley Conference Liaison (ex officio)

Subcommittees:

**GOVERNANCE AND COMMITMENT TO RULES COMPLIANCE**

Mr. John Rall, General Counsel (chair)  
Ms. Joyce Gordon, Assistant Vice President for Human Resources  
Mr. Scott Hobbs, Assistant Athletic Director for Compliance (ex officio)  
Ms. Ashley Meager, Student Athlete  
Ms. Anita Poynor, Bursar  
Ms. Tracy Roberts, Registrar's Office  
Dr. Tim Todd, Dean of College of Business & Public Affairs  
Mr. Charles Vinson, Director of Student Financial Aid  
Mr. Bill Whitaker, Faculty Athletics Representative

**ACADEMIC INTEGRITY**

Dr. Gary Brockway, Provost and Vice President for Academic Affairs (chair)  
Ms. Stacy Bell, Admissions Services  
Dr. John Fannin, Assistant Director of Bands  
Dr. Jim Frank, Community Representative

Mr. Quinton Hankins, Student Athlete  
Mr. Matt Kelly, Associate Athletic Director of Internal Operations (ex officio)  
Ms. Katherine Kerr, Registrar  
Ms. Meagan Short, Registrar's Office  
Mr. Jim Vaughan, Office of Enrollment Management

#### EQUITY & STUDENT ATHLETE WELL BEING

Dr. Don Robertson, Vice President for Student Affairs (chair)  
Dr. Corky Broughton, Interim Dean College of Health Sciences & Human Services  
Dr. Dwayne Driskill, Professor of Agricultural Sciences  
Mr. MarTeze Hammonds, Athletics Counselor/Advisor  
Ms. Annazette McCane, Director of Equal Opportunity  
Ms. Velvet Milkman, Senior Woman Administrator  
Dr. Ginny Richerson, Chair of the Department of Adolescent, Career & Special Ed.  
Ms. Catherine Sivills, Community Representative  
Ms. Bethany Yates, Student Athlete

### **B. Responsibilities and Function of Steering Committee and Subcommittees**

The steering committee is responsible for overseeing the entire self-study process, insuring broad-based campus participation, and facilitating the dissemination of information throughout the process. The steering committee will coordinate the activities of the subcommittees by developing due dates and monitoring subcommittee progress to help insure that deadlines are met. The steering committee will provide direction and feedback to the subcommittees and provide input as appropriate.

The Steering Committee will collect, review, and integrate materials prepared by the various sub-committees and prepare and approve the final report. The steering committee and subcommittees will communicate regularly through meetings, electronic media, and other appropriate means. An Internet site for posting and disseminating information among the steering and subcommittee members will be brought on line using the Blackboard system. Minutes, including record of attendance, for all steering committee and subcommittee meetings will be kept and posted on the Blackboard site in a timely manner and permanently filed at a campus location designated to hold all of the materials utilized and developed during the self-study. The Steering Committee will be responsible for the production and distribution of the final self-study report.

In their assigned area, each subcommittee is responsible for following the guidelines in the *2007-2008 NCAA Division I Athletics Certification Handbook* and addressing each operating principle in the *2007-2008 Division I Self-Study Instrument*. The subcommittees will respond to each self-study item under the operating principles in the self-study instrument relating to their subcommittee title. Each Subcommittee will review plans for improvement resultant from the 1998 first cycle self-study report and the 2004 interim report. The subcommittee chairs are responsible for identifying a person to record the minutes of each meeting including attendance and to post those minutes on the

Blackboard site. Subcommittees will identify specific individual(s) responsible for writing each subcommittee report. Subcommittees will collect and organize data and prepare reports regarding strengths and weaknesses related to their area of study. Subcommittees will continually seek broad-based participation and involvement in the collection of information.

### **III. Required Actions from 1998 Certification and Interim Report**

Attached to this document are the institutional plans for improvement from the 1998 Self-Study, the NCAA response to the 2003 Interim Report, and all required actions identified by the NCAA Certification Committee during the first cycle. The steering committee and subcommittees will focus on evaluating these expectations for the second cycle and provide full explanation if any items are found incomplete.

### **IV. Plan for Production and Distribution of the Self-Study Report**

#### **A. Campus Liaison**

Mr. Joshua Jacobs will serve as the campus liaison. His duties will include the following:

- Coordinating and disseminating information about the self-study and certification process to institutional personnel
- Fielding questions from institutional personnel regarding the interpretation of certification policies and procedures and forwarding difficult interpretive questions to NCAA staff and communicating answers to appropriate institutional staff members
- Coordinating preparations for evaluation visit
  - Arranging travel and lodging for members of the peer review team
  - Scheduling interviews and other peer-review team activities
- Collecting and organizing basic data related to self-study
- Helping to coordinate the self-study effort on campus
- Coordinating communications related to:
  - Information about the self-study to the institutional community, electronic and print media, and general public
  - Comments concerning potential peer-review team members
  - Evaluative comments to the Committee on Athletics Certification on the self-study process, the work of the committee and the work of the peer review team
- Organizing any follow-up studies and reports that may be identified by the institution or required by the Committee on Athletics Certification

#### **B. Report Writing**

The chief report writer responsible for writing the report and submitting it via the Athletics Certification Web Based System (ACS) will be Judy Brookhiser. She will provide the integration of various reports into one document and oversee the editing and

collation of the final report with support from administrative assistant staff. The subcommittee draft reports will be reviewed and by the steering committee and feedback provided. The steering committee will review the final draft reports, provide input, and approve the final document.

### **C. Campus Resources and Distribution**

All final reports and steering committee products will be produced, copied, and distributed from the President's Office under the direction of Joshua Jacobs. Secretarial and editorial support will be provided through a collaboration of resources among the subcommittee chairs including the Office of the Provost, the Office of Legal Counsel, the Office of Student Affairs, as well as the Athletics Department and other departments housing subcommittee members.

The final report will be made available for campus and public review. It will be shared with all constituencies including the Athletics Department, the Intercollegiate Athletic Council, the Student Athletics Advisory Committee, and the campus community. Results and process will be discussed with the Faculty Senate and Staff Congress, student government, and the general public. Information will be available on the University website and the local news media will be kept apprised of the process and the results.

Joshua Jacobs will release information at the beginning of the self-study process and continuously update the various constituencies and public, including print and electronic media. He will coordinate the release of the certification decision by the NCAA and Murray State University.

### **V. Conference Involvement**

The Ohio Valley Conference (OVC) is very supportive of member certification efforts. They have been notified of our self-study and certification timetable. Ms. Jackie Mynarski, OVC Assistant Commissioner for Institutional Services, has been assigned to act as our OVC consultant throughout the self-study process. Ms. Mynarski and conference representatives have been invited to attend the orientation meeting and steering committee meetings. The various committees will avail themselves of Ms. Mynarski's expertise when appropriate and she will be kept apprised of the ongoing progress and status of the self-study. As schedules permit, conference office representatives will participate in the orientation videoconference, steering committee meetings, and the peer review visit.

### **VI. Outline and schedule for self-study**

Appointment of chair, steering committee, and subcommittee members	April 2007
Organizational meeting of committee with charge from President Dunn	April 26, 2007

Orientation Conference Call with NCAA liaison	May 29, 2007
2007-2008 NCAA Certification Handbook & Self Study materials posted on NCAA website	June 2007
First Steering committee meetings Focus on preparation of Tentative Written Plan	July 19, 2007
Preparation of Tentative Written Plan	July-August 2007
Tentative Written Plan submitted via Athletics Certification Web Based System (ACS)	August 17, 2007
Committee Meetings in preparation for Orientation Video Conference	August-September 2007
Orientation Video Conference Beginning of self-study process	September 10, 2007
Subcommittees begin meeting and collecting data. Subcommittees answer all study questions and prepare analytical reports	September-November 2007
Subcommittees solicit campus and community comment through blog and other modes of communication	October, 2007
Steering Committee Review of Subcommittee drafts	November 12-20, 2007
Subcommittee first drafts of self-study items	December 2007
Development of institution plans for improvement	December 2007
Steering Committee review of first drafts	January 2008
Subcommittee second drafts of self-study items	February 2008
First draft of Self-Study Report	March 10, 2008
Campus/community comment	March 17-28, 2008
Preparation of final report to NCAA	April 2008

- Dissemination of public draft of self-study
- Report made available to campus community

Self-study report submitted via Athletics Certification Web Based System	May1, 2008
Response to NCAA Committee on Athletic Certification	July-August 2008
Prepare for evaluation visit	October 2008
Visit to campus by Peer-Review Team	November 2008
Receive and respond to peer-review team's report	January-February 2009
NCAA certification decision.	March 2009
Modify plan for improvement to include additional corrective action as necessary	April 2009
Evaluate process	April 2009