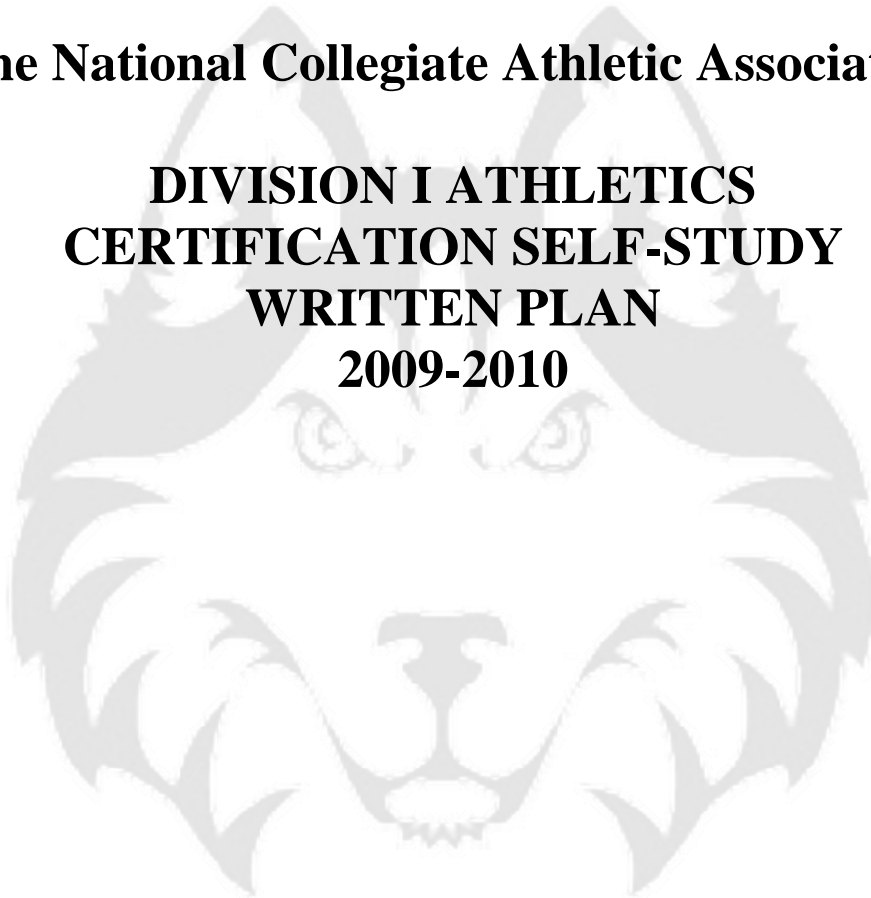


Houston Baptist University



The National Collegiate Athletic Association

**DIVISION I ATHLETICS
CERTIFICATION SELF-STUDY
WRITTEN PLAN
2009-2010**



Respectfully submitted by:
NCAA Athletics Self-Study Committee
Houston Baptist University

A. Objectives Related to the Self-Study

Goals

Houston Baptist University takes great pride in its commitment to integrity in intercollegiate athletics. Through the self-study process HBU will examine all aspects of the athletic programs to identify strengths and weaknesses and make plans of action for improvement where warranted. 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 following institutional goals for the NCAA Division 1 Certification Self-Study process have been established:

1. To make aware the operations of the HBU athletic programs to campus and community constituencies by involving them in the self-study process. The three areas of focus are a) governance and commitment to rules compliance; (b) academic integrity; and (c) gender and diversity and student-athlete well-being.
2. To undertake a careful review of the athletics program aimed at identifying strengths and weaknesses as well as plans for improvement.
3. To ensure the HBU community has a solid understanding of the ways in which Athletics supports the University Vision as outlined in *The Ten Pillars*.

B. Major Components of the Self-Study

1. Appointment of the steering committee chair

University President, Dr. Robert B. Sloan appointed Ms. Rita Tauer as the steering committee chair. Ms. Tauer is the Dean of the College of Continuing Studies and serves as the University Ombudsman. President Sloan has provided Ms. Tauer with clear authority and access to the President and all appropriate resources. A letter is on file confirming this action.

2. Appointment of steering committee and subcommittees

President Sloan appointed committee members in an effort to obtain a broad-based representation of campus and related constituencies. The committees include all the required individuals designated by NCAA guidelines, community members, board of trustees, alumni, staff (both inside and outside Athletics), students, and faculty. Committee members have access to all necessary information to complete the self-study and each subcommittee chair holds a seat on the steering committee and has no affiliation with Athletics. Every committee and subcommittee member is able to devote the time necessary to the self-study.

ATHLETICS STEERING COMMITTEE

Robert	Sloan	University President
Paul	Bonicelli	Provost
Hunter	Baker	Associate Provost
Sharon	Saunders	VP, University Relations
Sandy	Mooney	VP, Financial Affairs
Kathy	Anzivino	Associate VP, Student Life
James	Steen	VP, Enrollment Management
Phil	Rhodes	Senior Director of Institutional Research
David	Moss	Assistant Athletic Director, Compliance
Steve	Moniaci	Athletics Director (Interim)
Eileen	Crowell	Title IX Officer, VP, Operations
Mary-Ellen	Hall	Senior Woman Administrator (SWA)
John	Yarrington	Faculty Athletic Representative (FAR)
Bobby	Towery	Athletics Campus Liaison (ACL), Athletics Committee, Chair
Charles	Fix	Director of ITS
Jackie	Horn	Faculty Assembly Past President
Frederic	Hinnenkamp	Student Athlete Representative
Laci	Humphrey	Student Athlete Representative
Noelle	Marchand	Student Representative
David	Toney	Student Representative
Steve	Braun	Alumni Representative
Rick	Bailey	Board of Trustee Representative
Vivian	Camacho	Director of Alumni Relations
Levon	Hayrapetyan	Faculty (School of Business)
Randy	Garbs	HBU-Community Representative
Karen	Francies	Campus Contact/Report Coordinator
Rita	Tauer	<i>Athletics Steering Committee, Chair</i> Athletics Certification Chair

GOVERNANCE and COMMITMENT to RULES COMPLIANCE SUBCOMMITTEE:

Jackie	Horn	<i>Governance and Commitment to Rules Compliance Subcommittee, Chair</i> Faculty Assembly Past President
David	Moss	Assistant Athletic Director, Compliance
John	Yarrington	Faculty Athletic Representative (FAR)
Jared	Moon	Head Baseball Coach
Misty	Jones	Head Women's Soccer Coach
Barbara	Tolar	Asst. Director, Compliance/Scholarships
Matthew	Boyleston	Faculty (College of Arts & Humanities)

Carolee	John	Faculty (School of Nursing and Allied Health)
Bonnie	Fresch	Admissions Coordinator/Transfer Specialist
Sarah	Bible	Director of Recruiting

ACADEMIC INTEGRITY SUBCOMMITTEE:

Bobby	Towery	<i>Academic Integrity Subcommittee, Chair</i> Athletics Campus Liaison (ACL), Athletics Committee, Chair
Colette	Cross	Director of Spiritual Life/University Chaplain
Todd	Buchanan	Head Women's Basketball Coach
Kaddie	Platt	Head Volleyball Coach
Brian	Runnels	Athletics Certifying Officer (ACO)
Jim	Hutchison	Director of Success and Advising
Barrett	Bell	Executive Director, Financial Services
Valerie	Bussell	Faculty (College of Arts and Humanities)
Jim	Johnson	Faculty School of Nursing & Allied Health)
Dani	Wilde	Director of Graduate Recruiting
Ed	Borges	Director of Admissions
Clay	Porter	Director of Instructional TV

GENDER EQUITY/DIVERSITY, AND STUDENT WELL-BEING SUBCOMMITTEE:

Phil	Rhodes	<i>Gender Equity/Diversity, and Student Well-Being Subcommittee, Chair</i> Senior Director of Institutional Research
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Gender Equity/Diversity Operating Committee:

Levon	Hayrapetyan	<i>Gender Equity/Diversity Operating Committee, Chair</i> Faculty (School of Business)
Mary-Ellen	Hall	Senior Woman Administrator (SWA)
David	Shuster	Head Golf Coach
Loree	Watson	Financial Budget Analyst
Erinn	Hughes	Registrar
Evelyn	Potter	Faculty (College of Science & Math)
Phillip	Marshall	Faculty (School of Theology)

Student Well-Being Operating Committee:

Vivian	Camacho	<i>Student Well-Being Operating Committee, Chair</i> Director of Alumni Relations
Kathy	Anzivino	Associate VP, Student Life
Ron	Cottrell	Head Basketball Coach
Steve	Jones	Head Men's Soccer Coach
Theresa	Fuqua	Head Track Coach
Debra	Burnett	Assistant Director, Financial Services

Carol	McGaughey	Faculty (School of Education)
Dan	Kramlich	Faculty (School of Music)

3. Responsibilities of Steering Committee and Subcommittees

The steering committee is responsible for overseeing the entire self-study process, insuring broad-based participation and facilitating the dissemination of information throughout the self-study process. The steering committee will collect and organize all materials prepared by the various subcommittees. The steering committee will work very closely with the subcommittees, coordinating activities, monitoring progress, and providing feedback and direction. It is the responsibility of the steering committee to prepare and approve the final self-study report.

A website will be available for disseminating information between committees as well as posting committee meeting minutes and attendance. All NCAA documentation including *The Self-Study Instructions*, *The Certification Handbook* and *The Certification Self-Study Instrument* will be posted on the site as reference. An email will be set-up to receive comments and/or questions.

The individual subcommittees have responsibilities for specific guidelines in the *2009-2010 NCAA Division I Athletics Certification Handbook* and accordingly must address each operating principle in the *2009-2010 Division I Self-Study Instrument*. Subcommittee members seek broad-based involvement by speaking with various constituencies across campus including but not limited to coaches, student athletes, staff, and alumni, to collect and analyze data received, prepare plans for improvement in areas identified as lacking and prepare self-study reports specific to their assigned areas. Each subcommittee will assign a person to record minutes and attendance for each subcommittee meeting for steering committee review as well as an individual(s) to write the subcommittee report.

4. Campus Contact

The Campus Contact for HBU is Ms. Karen Francies, Administrative Assistant to the Dean of The Honors College. In her role as Campus Contact, Ms. Francies will coordinate the collection and dissemination of self-study information to pertinent individuals across campus. She will also handle questions from campus personnel regarding the interpretation of certification policies and procedures as outlined in the handbook and self study instrument, directing questions that require further elaboration to the NCAA staff and then communicating the response back to all campus parties.

Ms. Francies will coordinate the evaluation visit in October 2010, ensuring accommodations, meals and travel for the peer-review team as well as taking care of all campus arrangements for meeting space, technology and interviews.

5. Conference assistance / use of outside individuals or agencies

Mr. Dan Calandro, NCAA Associate Director of Academic and Membership Affairs, will be serving as the HBU staff liaison and working with the University throughout the NCAA athletics certification self-study process. When appropriate, the various committees may avail themselves of Mr. Calandro's expertise and Mr. Calandro will be kept apprised of the progress of the certification process.

Houston Baptist University will not be requesting permission to use any outside individuals or agencies.

6. Outline and Schedule

March 2009	Dr. Sloan appoints Rita Tauer Chair of the NCAA Division I Steering Committee
April 9, 2009	NCAA Campus-wide planning retreat
May 15, 2009	Orientation Conference call with Dan Calandro, NCAA Liaison Preliminary discussion of NCAA committee members with Dr. Sloan
June 26, 2009	HBU press release announcing the beginning of the NCAA Division I athletics certification program
July - August, 2009	Preparation of Tentative Written Plan
July 24, 2009	Meeting with Rita Tauer and Steve Moniaci- Interim Athletics Director and David Moss to review details for videoconference NCAA Certification Process announced in the <i>Campus Connections</i>
August 5, 2009	Certification Process announced in the HBU <i>Advancing the Vision</i>
August 10, 2009	HBU website for NCAA Certification Process launched
August 15, 2009	Tentative Written Plan submitted via Athletics Certification Web Based System (ACS)
August 17, 2009	Presentation of Certification Process made to all faculty at the opening faculty meeting
September 1, 2009	Orientation videoconference Beginning of Self-Study Process
September 1, 2009- April 2010	Institution develops the self-study report

September – November 13, 2009	Subcommittees begin meeting and collecting data Subcommittees answer all study questions and prepares reports
October, 2009	Subcommittees solicit campus community feedback employing various modes of communication (website, survey, blog, etc)
November 16-20, 2009	Steering Committee Review of Subcommittee Subcommittees work
December, 2009	Subcommittees first draft of self-study items
December, 2009	Development of HBU plans for improvement
January 2010	Steering Committee begins review of first drafts
February, 2010	Subcommittee prepare second drafts of self-study items
March 19, 2010	First draft of Self-Study Report prepared
March 22, 2010	Solicit campus community feedback
April, 2010	Preparation of final report to NCAA Disseminate draft of final report to campus community
May 1, 2010	Fully approved self-study report submitted to NCAA via Athletics Certification Web Based System
May 1-June 30, 2010	NCAA staff liaison reviews the institution's report for preliminary issues
July -August 2010	Committee on Athletics Certification (CAC) reviews the self-study report and finalizes the issues
August, 2010	Respond to NCAA staff's (Dan Calandro) preliminary issues
September, 2010	Prepare for Peer-Review Team visitation

October, 2010	Peer-Review Team (PRT) conducts the institution's campus visit and writes the report
December, 2010	Respond to Peer-Review Team report
February 2011	NCAA deliberates and issues final certification decision
Spring 2011	NCAA final decision announced publicly

7. Self-Study Report

The Report Coordinator will be Ms. Karen Francies. Ms. Francies will provide the integration of the various reports into one document, oversee the editing and collaboration of the final report, and submit the self-study report via the Athletics Certification Web Based System (ACS). Feedback is provided from the steering committee and the final document is approved by the steering committee.

A budget has been approved to cover the cost of producing and copying all necessary documents for committee members. Editorial review will be coordinated through the offices of the University President, Provost, Student Affairs, Legal Counsel, and Athletics.

The final report will be made available to the campus community and the public for review and various contact persons will be made available to receive feedback. Information will be regularly posted to the Houston Baptist University NCAA Certification website and upon completion the final self-study report will be posted. Emails, news releases and articles in *The Collegian* will keep the campus community informed. The Assistant VP for University Communications will coordinate the release of the certification decision by the NCAA and Houston Baptist University.