

WRITTEN PLAN

University of Nebraska at Omaha

INTRODUCTION

The University of Nebraska at Omaha welcomes the opportunity to formally review its athletics program in concert with the current cycle of the Division I athletics certification program. The self-study will assist the university and the Athletic Department in evaluating current practices and future plans in the areas of governance and commitment to rules compliance, academic integrity, and gender/diversity and student athlete well-being while providing a platform to address any concerns that are identified. The certification process also offers an opportunity to increase campus-wide awareness of the positive role that intercollegiate athletics can play in campus life.

This Self-Study effort will be designed as a comprehensive evaluation of UNO University Athletics operations in the context of the above-mentioned certification areas as well as the mission statements of both the University and the department. To that end, individuals from across the University community have been formally invited to supply appropriate information and their perspectives related to this review. More specifically, steering committee and subcommittee members have been selected to represent a broad cross-section of students, student-athletes, faculty, administrators, staff and athletic department constituencies.

A. Objectives Related to the Self-Study

1. Goals

- a.** To ensure that our three strategic goals of placing the students at the center of university efforts, embracing academic excellence and engaging with our community are consistently embodied in the endeavors of the Athletic Department.
- b.** To conduct a thorough and comprehensive review of Athletic Department operations that ensures compliance with NCAA Operating Principles in the areas of academic integrity, governance and rules compliance, and gender/diversity and student-athlete well-being.
- c.** To conduct the Self-Study review process in an inclusive manner that encourages the participation of a diverse array of campus community constituencies (e.g., faculty, administrators, students, staff, regents and alumni).

- d. To utilize this process to continue our broad based communication with the campus community around our transition to Division I athletics. In 2013-14, The University of Nebraska at Omaha will be in the third year of the four year process.

B. Major Components of the Self-Study

1. Appointment of Chair

Chancellor John Christensen, has appointed B.J. Reed, Senior Vice Chancellor for Academic and Student Affairs, as steering committee chair and has given him clear authority and ready access to successfully accomplish the certification of the institution relative to its Division I Athletics. Senior Vice Chancellor Reed has held his position since 2011 and prior to his appointment was Dean of the College of Public Affairs and Community Service for 11 years. He is the most senior administrator reporting directly to the Chancellor.

2. Appointment of Steering Committee and Subcommittees

Names and titles of all Steering Committee and subcommittee members are included in Appendix B. All have confirmed their willingness to serve on their committees as well as be active participants in the process.

The steering committee members, in addition to those individuals specified by the *Certification Handbook*, broadly represent the University community as well as persons with significant responsibilities related to intercollegiate athletics. Additionally, representatives from the general student body and the Student-Athlete Advisory Council are also included on the steering committee and subcommittees. Neither the Steering Committee chair nor the chairs of the subcommittees are members of the Athletic Department.

Subcommittee members have also been selected to provide broad-based representation from across the campus. Individuals whose positions give them the opportunity to access and evaluate data and programs pertaining to each specific Operating Principle have been included on the subcommittees. Finally, each subcommittee chair is also a member of the steering committee.

The University of Nebraska at Omaha is beginning the third year of a four year transition. The certification process provides an excellent opportunity to build on the work that has occurred since the campus began the transition process and allows the campus community to fully engage in in all aspects of the transition. The steering committee and subcommittees can play a critical role not only in reviewing and advising athletics on this transition but also communicating back to all the key constituencies of the campus.

3. Responsibilities of the Steering Committee and Subcommittees

Steering Committee and subcommittee members were briefed on their roles when appointed to the respective committees. In early October, each committee member received a letter outlining the overarching objectives of the certification process as well as providing a formal thank you. The letter was co-signed by Chancellor Christensen and Sr. Vice Chancellor Reed.

i. Data collection:

1. For the month of October, Athletics has assembled pertinent data and an institutional response relative to each of the measurable standards.
2. Materials will be provided to the subcommittee members in late November to begin their review.
3. Beginning in November, Angela Sargus and Josh White will assist the Steering Committee Chair and the Subcommittee chairs in gathering data and organizing information.

ii. Inclusion and participation:

1. The review will be broad based and the steering committee and/or subcommittees will have representation from the University appointed Athletic Committee, as well as Nebraska Board of Regents, Staff Advisory Council, Faculty Senate, and the Student-Athlete Advisory Committee.

2. Additional groups may be identified according to the work and needs of the steering and/or subcommittees.

3. Several campus wide forums on the self-study will be scheduled and will be used to gather feedback and insights from the campus community.

4. The self-study will also be sent to other key stakeholders including the Student Senate, Staff Advisory Council, Dean's Forum and the Chancellor's Cabinet for feedback and response.

iii. Scheduling

1. All scheduling will be communicated through Angela Sargus, Administrative Assistant to the Sr. Vice Chancellor will coordinate dates and notifications.

2. The meeting schedule shall be once a month for subcommittees; however, this frequency is subject to adjustment as the workload and processes are better identified.

3. The meeting schedule for the Steering Committee will be once a month alternating such that they follow subcommittee meetings by a week through May, 2014 and once every three weeks June through November 2014; however, this frequency is subject to adjustment as needs dictate.

iv. Minutes and agendas:

1. Angela Sargus assisted by staff in the Office of Academic and Student Affairs will oversee the collection, formatting and maintenance of committee meeting minutes and agendas.

2. Meeting minutes and agendas will be made available on the university website housed under the Office of the Chancellor and coordinated with the Athletic Department, and the campus Office of Communications.

v. Report draft

1. Each subcommittee will appoint one committee member to be responsible for organizing the subcommittee report preparation and coordinating with the report coordinator to complete the subcommittee portion of the final self-study report.

2. The Steering Committee shall monitor progress of each subcommittee regarding timely and accurate completion of the report drafts. The chair will provide updates and summaries to the steering committee and is responsible for bringing forward any issues which require further conversation or review, and to identify any delays or challenges.

3. The Report Coordinator shall continue to monitor subcommittee report progress and ensure proper formatting and compatibility with the ACS.

Additionally, orientation meetings for all committee members will occur as those groups hold their initial organizational meetings early in November of 2013. The committees and subcommittees will be provided all documentation relevant to the certification process during immediately prior to the orientation meetings.

All members of the steering and subcommittees will have ample opportunity to review and provide comments on draft subcommittee and Self-Study reports. As noted earlier the campus community will also be invited to review the draft of the self-study report and encouraged to provide feedback. The steering committee will then prepare and approve the final Self-Study report.

4. Campus Liaison

Josh White, Sr. Associate Athletic Director, will serve in the role of Institutional Liaison for the process. Josh has 15 years of experience in college athletics and 12 with the athletics certification/institutional performance program.

Angela Sargus will serve as the Campus Contact and Report Coordinator for this process.

Angela Sargus, with assistance as appropriate from Athletics Department administrative support staff, will be responsible for fielding questions from UNO personnel and forwarding them to appointed NCAA staff member.

Angela Sargus will also coordinate preparations for the orientation, scheduled for November 6, 2013, as well as manage logistical arrangements necessary for the peer visit to occur in 2014.

Travel & Transport, the official travel partner of the Athletics Department, shall provide direct support to the peer review team relative to securing individual travel arrangements for air, hotel, and local ground transportation. Angela Sargus will coordinate institutional support for the peer review team with respect to material preparations, as well as securing meeting space and technology support. Ms. Sargus

will oversee the communication of the interview schedules and agendas to the campus community.

5. Conference Assistance/Outside Individuals or Agencies

UNO will coordinate with the Summit League and will engage directly with the administrative office of the League in the certification process. Angie Torain, Associate Commissioner will be present during the Orientation Visit, and will be a resource throughout the process.

6. Outline and Schedule

Please see Appendix A for a tentative outline and schedule of Self-Study activities.

7. Self-Study Report

As previously mentioned, each subcommittee will designate an individual with chief responsibility for the preparation of the subcommittee portion of the report. The Steering Committee chair will have responsibility for the overall report. The report coordinator for the Self-Study document will be Angela Sargus assisted by staff in the Office of Academic and Student Affairs.

The final written report will be designed to be a clear and concise document that will follow the order of the Self-Study items listed in the *Handbook* and the *Self-Study Instrument*.

The steering committee will review all sections of the report and will be responsible for verifying any applicable improvement plans. The final report will be approved by the steering committee, the Chancellor's Cabinet, the Chancellor.

Budgetary, clerical, facility, and other support necessary to facilitate the Self-Study and the report will be provided.

Finally, information about the Self-Study process and its outcomes will be communicated to the campus community via the campus through notification of availability through electronic daily newsletter Enotes, several campus open forums, and internal communication vehicles.

Appendix A

NCAA Certification Steering Committee Members

Steering Committee

Last	First	Position
Reed	B.J.	CHAIR-Senior Vice Chancellor
Christensen	John	Chancellor
McCarty	James	CHAIR, Gender, Diversity and Student-Athlete Well Being Subcommittee
Smith-Howell	Deb	CHAIR, Academic Subcommittee
Curtiss	Jacob	CHAIR, Governance and Rules Compliance Subcommittee
Whitehouse	Robert	Nebraska Board of Regents
Alberts	Trev	Athletic Director
Oatman	Ann	Senior Associate Athletic Director/Senior Women's Administrator
Conley	Bill	Vice Chancellor of Business and Finance
Shipp	Dan	Associate Vice Chancellor for Student Affairs
Robinson	T. Hank	Director of Institutional Effectiveness
White	Josh	Senior Associate Athletic Director
Kemp	Mike	Associate Athletic Director
Nielsen	Dave	President, Staff Advisory Council
Shires	Rose	Head Volleyball Coach
Steffensmeier	Caleb	Men's Basketball Student-Athlete
Edick	Nancy	Dean, College of Education
Morrice	Pelema	Associate Vice Chancellor Enrollment Management
Wakefield	Bill	Faculty Athletics Representative

NCAA Certification Subcommittee Members

Governance and Rules Compliance Subcommittee

Last	First	Position
Curtiss	Jacob (Jake)	Compliance Officer, Operations Analysis/Internal Audit
Harland	Lynn	Associate Dean, College of Business
Schill	Matt	Senior Associate Director, Registrar
Ebdon	Carol	Professor, Public Administration
Pickett	Bill	Director, University Housing
Vlasek	Director	Aviation Institute
Anderson	Tracie	Athletic Certification Specialist, Records & Registration
Duysen	Jacquelyn	Director of Compliance
Walters	Tim	Assistant Men's Soccer Coach
Bailey	Kim	Volleyball Student-Athlete

Academic Subcommittee

Last	First	Position
Smith-Howell	Deborah	CHAIR- Associate Vice Chancellor for Academic Affairs and Dean of Graduate Studies
Shuster	Robert	Professor and Chair of Geography/Geology
Wakefield	Bill	Professor, School of Criminology & Criminal Justice
Wolff	Jessica	Director, Academic and Career Development Center
Jacobsen	Andy	Office of Institutional Effectiveness
Adkins	Randy	Professor and Chair of Political Science
Hilt	Mike	Associate Dean, Communication, Fine Arts and Media
Richter-Egger	Dana	Director, Math/Science Learning Center
Messerole	Mike	Assistant Director, HPER
Bartle	John	Dean, College of Public Administration and Community Services
Allen	Chris	Professor, Communication
Noble	John	Associate Professor, HPER
French	John	Associate Professor, HPER
Ekwerekwu	Lindsey	Assistant Athletics Director for Academics
Erwin	Tyler	Assistant Men's Basketball Coach
Murphy	Sam	Baseball Student-Athlete
Henry	Rita	Assistant to the Associate Vice Chancellor for Student Affairs

Gender, Diversity and Student-Athlete Well-Being Subcommittee

Last	First	Position
McCarty	James	CHAIR, Assistant to the Senior Vice Chancellor for Human Resources
Russell	Charlotte	Assistant to the Chancellor for Title IX
Kaminski	Joe	Senior Director of Wellness
Neathery-Castro	Jody	Associate Professor Political Science
Romero	Troy	Associate Professor, Goodrich
Austin	Willie	Associate Professor, Teacher Education
Kult	Mike	Assistant Director, HPER
Clements	Brooke	Associate Director, Career Center
Beacom	Matt	Assistant Athletic Director for Performance
Brooke	Dani	Director of Student-Athlete Development
Nicola	Mike	Head Athletic Trainer
Porter	Evan	Assistant Baseball Coach
Wollak	Kelley	Volleyball Student -Athlete
Schmidt	Avery	Women's Cross Country Student-Athlete
Mendez	Logan	Men's Soccer Student-Athlete
Freeman	James	Director, Multicultural Affairs
Ayuso	Vivian	Human Resources Employee Relations Specialist
Oatman	Ann	Senior Associate Athletic Director/Senior Women's Administrator

Note: This intent is listed and any additions/changes to committee composition will be updated on the Athletics Certification web site.

Appendix B

Timeline and Schedule for Institutional Performance Program

Date	Activity
September 2012	<ul style="list-style-type: none">○ The NCAA staff visits UNO to discuss Institutional Performance Program with Chancellor and staff.
September, 2013	<ul style="list-style-type: none">○ Steering Committee Chair selected;○ Steering Committee members selected;○ Subcommittee Chairs and members selected;○ Tentative written plan draft is created;○ Campus Liaison identified;○ Report Coordinator identified;○ IPP Liaison identified;○ Meetings are held with key administrators to go over the process and determine roles and responsibilities
October, 2013	<ul style="list-style-type: none">○ Steering Committee and Subcommittee members notified of objective;○ A preliminary meeting held on October 30 with all subcommittee members present to discuss the following:<ol style="list-style-type: none">1. Tentative Outline and Schedule for the process;2. Prep for Orientation Visit by NCAA staff (schedule of the day);3. Overview of NCAA Self-Study Instrument4. Overview of NCAA Certification Handbook5. Committee member role description6. Mission Statement for Intercollegiate Athletics○ Draft and Submit the Written plan to the NCAA staff (Renaker and Zimmerman)○ Submit potential Peer-Review team list back to NCAA staff (Renaker and Zimmerman)

November, 2013	<ul style="list-style-type: none"> ○ Orientation Visit scheduled for November 6, 2013 (completed with Renaker and Zimmerman from the NCAA); ○ Subcommittee chairs schedule subcommittee meetings from November through April. ○ Steering Committee meets subsequent to Orientation Visit to recap visit and subcommittee progress. ○ The University's Communications Department schedules to announce the NCAA Certification process through press release; ○ Subcommittees to begin formal meetings, delegate responsibilities, and begin work on subcommittee self-study report per the Self-Study Instructions; ○ Brief the Student-Athlete Advisory Committee (SAAC), overall, of the process and desired outcomes; ○ Steering Committee Chair provides IPP process update to the Athletics Committee; and ○ Chancellor provides IPP process update to the Board of Regents.
December, 2013	<ul style="list-style-type: none"> ○ Subcommittees continue work on self-study reports; and ○ Steering Committee meets and receives status reports from subcommittee chairs.
January-February 14, 2014	<ul style="list-style-type: none"> ○ Subcommittees complete their work, draft final subcommittee reports for steering committee review.
February 15-28, 2014	<ul style="list-style-type: none"> ○ Steering committee reviews subcommittee self-study reports and the report coordinator assembles overall Self-Study report; and ○ The Chancellor updates the Board of Regents on the process.
March, 2014	<ul style="list-style-type: none"> ○ Self-Study report is shared with campus community (via website) to elicit feedback. ○ After a review of feedback from campus community, Steering Committee reviews self-study for possible revisions.

April, 2014	<ul style="list-style-type: none"> ○ Self-study document is completed and presented to the University Chancellor's Cabinet; and ○ The Chancellor and Steering Committee Chair shall confirm final report approval, as well as approval for all and any plans for improvement developed during the self-study process.
May 9, 2014	<ul style="list-style-type: none"> ○ Final Self-Study document is submitted to the NCAA through IPP electronic system.
May-June, 2014	<ul style="list-style-type: none"> ○ NCAA staff liaison (Renaker and Zimmerman) review report for preliminary issues.
June – August, 2014	<ul style="list-style-type: none"> ○ Committee on Institutional Performance reviews the self-study report and finalizes the issues.
August – until two weeks before peer review team evaluation visit	<ul style="list-style-type: none"> ○ Institution may respond to the Committee on Institutional Performance analysis.
Early November, 2014	<ul style="list-style-type: none"> ○ Peer review team conducts the institution's evaluation visit and writes the report.
Two weeks after the campus visit	<ul style="list-style-type: none"> ○ Peer review team report is sent to the Chancellor for a response.
December 12, 2014	<ul style="list-style-type: none"> ○ Institutional response is due to NCAA staff.
February, 2015	<ul style="list-style-type: none"> ○ Committee on Institutional Performance deliberates a final decision.