

Introduction

In March 1999, Idaho State University President Richard L. Bowen appointed a Steering Committee to oversee the University's second cycle NCAA Athletics' Certification Self-Study (Appendix Introduction-A). On March 23, 1999, Denise O'Grady, Membership Services Representative from the NCAA, provided an on-campus orientation session for the many individuals who had agreed to be a part of the certification process. This visit provided essential information regarding the process for certification and also provided an opportunity to increase campus wide knowledge and involvement in intercollegiate athletics at Idaho State University.

The Steering Committee developed a written plan to guide its efforts (Appendix Introduction-B). With limited exception, we were able to stay on schedule and complete the published report as planned with broad based campus participation.

In the process of self-study, some suggestions for further discussion were referred to the Athletics Advisory Board as a forum of individuals with a wide range of experience for further evaluation and recommendations. These suggestions did not address specific areas of noncompliance with operating principles.

The Steering Committee wishes to acknowledge the ongoing assistance and support from the NCAA Office and the input and support of the Big Sky Conference Commissioner, Doug Fullerton. We also wish to acknowledge those individuals who served tirelessly as members of the subcommittees. These faculty, staff, students, and friends of the University gave unselfishly of their time and talent to ensure that the self-study report is accurate and comprehensive.

As we reflect upon our self-study document and our progress since the previous self-study, we recognize that we have significantly enhanced our athletic programs, the quality of our academic and support services for student-athletes, and opportunities for participation by all students. We believe that we have also increased awareness at Idaho State University and within our region of the challenges and opportunities facing intercollegiate athletics.

Introduction to Self-Study Report

[Note: Please complete this form and include it at the beginning of the institution's self-study report.]

Institutional Information

Idaho State University
(Name of Institution)

1. Type of institution: Public
2. Year Institution was founded: 1901
3. Special affiliation (e.g., religious, military)? None
4. Coeducational? Yes
5. Total student enrollment (undergraduate and graduate combined) [using a full-time-equivalency (FTE) basis]: 9491 - Spring 2000
6. Number of faculty [using a full-time-equivalency (FTE) basis]: 545 – Spring 2000
7. Highest level of academic degree offered: Doctorate
8. Institution's governing entity (e.g. board of trustees): Idaho State Board of Education
9. a. Regional accreditation agency: Northwest Association of Schools and Colleges
b. Date of most recent regional accreditation self-study: 5th Year Interim Self-study, November 11-12, 1999
c. Current accreditation status: Doctoral II Institution

Athletics Information

1. Subdivision status of athletics program: 1-AA
2. Conference affiliation(s) or independent status: Big Sky Conference
3. Athletics program structure: one combined athletics department
4. Date of NCAA major infractions case(s) (if any) since previous certification self-study and impact (if any) on the areas of the certification program: None

5. Other significant events (with dates) in the history of intercollegiate athletics program:
1977 – Men’s Basketball Team advanced to the Elite 8 in the NCAA Tournament
1981 – National 1AA Football Champions
1985 – Recruiting violation in the Men’s Basketball Program – 2 year probation
1993 – Academic violation in the Football Program – 2 year probation

Previous Certification Self-Study

(Please attach additional pages as necessary in responding to these items.)

1. Date of previous orientation visit, evaluation visit and interim self-study report (if applicable):
Previous orientation visit: October 20, 1993
Previous evaluation visit: October 16-19, 1994
2. Initial certification-status decision rendered by the NCAA Committee on Athletics Certification (and date): Certified with conditions – May 7-9, 1995
3. Subsequent actions or changes in certification status (if any) made by the NCAA Committee on Athletics Certification (and date): It was determined by the NCAA Committee on Athletics Certification that before the institution can be considered for full certification, the following conditions must be met:
 - a. The institution shall complete and submit to the Committee on Athletics Certification a comprehensive institutional plan for addressing gender equity in its intercollegiate athletics program.
 - b. The institution shall complete and submit to the Committee on Athletics Certification a comprehensive institutional plan for addressing minority opportunities in its intercollegiate athletics program.

These conditions were satisfied in April 1996.

4. Actions taken by the NCAA Committee on Athletics Certification regarding the institution’s interim report (if applicable): No interim report required
5. All actions the institution has completed or progress it has made related to “strategies for improvement” (if any) identified by the NCAA Committee on Athletics Certification in its first cycle certification-status decision that have not been previously satisfied and approved. [Note: Please do not report on the implementation of gender-issues and minority-issues plans, as they are covered elsewhere in the report.] Specifically, include for each: (a) the first-cycle “strategy,” (b) the action(s) taken by the institution, (c) the date(s) of these action(s), (d) action(s) not taken or completed, and (e) explanation(s) for partial completion.
 - a. Develop a control procedure to document and verify monetary advances to coaches (e.g., team travel).

- b. Policies were developed for individual business travel and team travel. This included approval of travel and travel advances. See Appendix Introduction-C
 - c. 1995
 - d. N/A
 - e. N/A
6. All other actions the institution has completed or progress it has made regarding plans for improvement/recommendations developed by the institution during its most recent regular and interim (if applicable) self-studies. [Note: Please do not report on the implementation of gender-issues and minority-issues plans, as they are covered elsewhere in the report.] Specifically, include for each: (a) the original plan, (b) the action(s) taken by the institution, (c) the date(s) of the action(s), (d) action(s) not taken or completed, and (e) explanation(s) for partial completion.

Improvements suggested from the first certification, and subsequent changes.

There were three areas included in the plan for improvement, as noted below.

First, disseminate the mission statement of the athletics program more widely, both to internal and external audiences. The limited improvement was short lived. The committee has found deficiencies, and thus has further recommendations for improvements in this area.

The second area of improvement included both praise and suggestions for further improvement. The vigorous effort directed toward rules education should be continued and special sessions of rules education for special events may be appropriate. It appears ISU has bolstered the already serious effort at rules education, and has provided special sessions on an as needed basis.

The last concern was in regard to following established policy. Particularly, coaches and staff of the Athletics Department should adhere to established policies which dictate how recruiting materials are provided to student-athletes. There has been improvement, but as noted in the sections below, there is still a need for written policies and procedures in some areas of compliance. When this report was drafted, the policies and procedures manual of the Athletics Department was not yet complete, so it is premature to determine if all appropriate issues have been addressed, and if actual practices are in accord with established policy

Actions Completed or in Progress from Previous Self-study

Plan for Improvement	Actions Taken	Dates	Actions not Taken	Explanation for Partial Completion
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<p>➤ Disseminate the mission statement of the athletics program more widely, both to internal and external audiences</p>	<ul style="list-style-type: none"> • Mission statement is reviewed by the Athletics Advisory Board. • Mission Statement available to anyone browsing the ISU Athletics Home page. • Included in press releases for various sporting events. • Include in the alumni newspaper, Outlook 	<ul style="list-style-type: none"> • Annually • Done • Motto only Fall 1999 	<ul style="list-style-type: none"> • Include mission statement in game program. • Include in News and Notes, a biweekly campus newsletter. • Appear in the Student Hand book 	<ul style="list-style-type: none"> • It was decided this was not a realistic solution to the problem of disseminating the mission statement. Only 700 programs are sold per game. Further the publication is externally produced, and ISU space is very limited.
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<p>➤ The vigorous effort directed toward rules education should be continued. However, special sessions of rules education for special events may be appropriate.</p>	<ul style="list-style-type: none"> • As needed, special training sessions have been held to inform staff how to avoid potential violations of NCAA rules and regulations. 			
<p>➤ Coaches and staff of the Athletics Department should adhere to established policies which dictate how recruiting materials are provided to student-athletes.</p>	<ul style="list-style-type: none"> • Information available to potential student-athletes has been centralized, and now is a uniform packet of information. • New policies and procedures manual addresses how coaches will disseminate recruiting materials. 			

Action Completed or in Progress from Previous Self-study

Plan for Improvement	Actions Taken	Dates	Actions not Taken	Explanations for Partial Completion
<p>Academic Integrity</p> <p>Academic support needs to be coordinated with the Academic Skills Center and include certification of all tutors used by the Athletics Department.</p> <p>Collection of data reporting utilization of campus resources by student-athletes.</p> <p>An ongoing edit needs to occur that will assure that all recruited student-athletes are identified and the appropriate flag has been set in the student information system and that it will carry over into the admissions database.</p> <p>A written policy needs to be included in the Athletics Department s policy manual that coaches are forbidden access to the</p>	<p>All tutors used by the Athletics Department are certified through the Academic Skills Center.</p> <p>The student-athletes who use the tutors, math and/or language lab, and the study tables sign in when arriving and leaving. Utilization is also monitored when the athletic department is also billed for special tutoring done by math and language tutors.</p> <p>There is an ongoing program of editing and upgrading of the recruited athletes in the registration and admissions records so that the appropriate flag is set in the student information system.</p> <p>The following policy statement regarding prospective student-athletes is in effect. Staff members from the Office of Compliance and</p>	<p>1995</p> <p>1995</p> <p>1995</p> <p>1999</p>		

Plan for Improvement	Actions Taken	Dates	Actions not Taken	Explanations for Partial Completion
<p>admissions files of prospective student-athletes and must go through the Director of Student Support Services.</p> <p>NCAA Compliance Committee responsibilities should be written into job descriptions and included in annual evaluations of performance.</p>	<p>Student Support are the Athletic Department's official liaison with Admissions, the Registrar, and Financial Aid. Coaches are required to give all academic records for all prospective student-athletes to the Associate Director of Athletics to be processed and delivered to the appropriate office. After evaluations these documents are returned to each head coach by the Compliance Office/Student Support staff.</p>	<p>Fall 2000</p>		<p>This action was not completed; however, the NCAA Compliance Committee responsibilities will be written into the following job descriptions by each individual: Director of Registration and Records, Associate Registrar, Director of Admissions, Director of Financial Aid, Assistant Director of Financial Aid, University Auditor, University Fiscal Officer, Retention/Recruiting Representative, and a Student Affairs Representative. This will be completed by Fall 2000.</p>
<p>Student and faculty representatives should be added to the NCAA Compliance Committee.</p>	<p>Implemented - See attached compliance committee list.</p>	<p>1998</p>		
<p>The NCAA Compliance Committee should give an annual report to the President's staff, the Academic Affairs Council and Faculty Senate.</p>	<p>Implemented</p>	<p>1995</p>		

Plan for Improvement	Actions Taken	Dates	Actions not Taken	Explanations for Partial Completion
<p>Assign a permanent graduate assistantship to the Office of Student Support Services in the Athletics Department.</p> <p>Review the salary for the job of Director of Student Support Services in relationship to other positions in the Athletics Department and University, or at peer institutions, for purposes of equity.</p> <p>Send a copy of all self-reported rules violations to the NCAA Compliance chair for distribution to the committee members.</p>	<p>Implemented</p>	<p>1998</p>	<p>Partially Addressed</p> <p>This is reported informally to the NCAA Compliance Committee.</p>	<p>This item still needs to be reviewed by the Athletic Department and University.</p> <p>A formal reporting mechanism is being developed.</p>
<p>Athletics Department to develop a summer employment form which all returning student-athletes must complete and sign prior to the start of the fall academic term, verifying that the information is correct.</p>	<p>Implemented - The form is included in Section 2.2</p>	<p>1995</p>		
<p>Develop a computer edit/warning that provides notification when a student-athlete processes a drop/add below 12 credits.</p>	<p>Implemented</p>	<p>1995</p>		
<p>Track enrollment in English and mathematics courses for all students to assure that these critical general education courses are taken early.</p>	<p>Implemented - A computer tracking system has been developed to ensure student-athletes take English and mathematics during their first and second semester.</p>	<p>1995</p>		
<p>Change the institutional requirement so that majors be declared by no later than 58 credits or junior class level.</p>	<p>Implemented - All students must declare a major by their fifth semester or by the time they have accumulated 58 credits.</p>	<p>1996</p>		

Plan for Improvement	Actions Taken	Dates	Actions not Taken	Explanations for Partial Completion
<p>Post athletics schedules on the campus computer network and include in the faculty newsletter.</p> <p>Send two master game/travel itineraries each semester to deans and department chairs, with a letter to all faculty informing them of the posted location in their departments.</p>	<p>Implemented - current schedules have been posted on the Athletic Department's Home page which links to the University's Homepage for everyone to have access. In addition, this has also been given to the Program Board to be printed on the Student Activities Calendar.</p> <p>Implemented</p>	<p>1997 - Calendar</p> <p>1998 - Computer Network</p> <p>1996</p>		

7. Changes in key senior-level positions, institutional or athletics program, (if any) since the institution's previous certification self-study:
 - a. Jonathan Lawson – Academic Vice President (8/31/95)
 - b. Kent Tingey – Institutional Advancement Vice President (6/2/98)
 - c. Kelley Wiltbank – Interim Director of Athletics (1/1/95)
 - d. Irv Cross – Director of Athletics (3/15/96)
 - e. Howard Gauthier – Director of Athletics (5/1/99)
 - f. Ken Prolo – Financial Vice President (6/22/99)
 - g. Scott Benson – Faculty Athletics Representative (6/13/99)
 - h. JoAnn Cole-Hansen – Athletic Fiscal Officer (12/6/99)
 - i. Mike Standley – Compliance Officer (9/20/99)

8. Significant changes impacting the institution and/or athletics program, if any (e.g., conference affiliation, sports sponsored, changes in admissions standards, significant changes in graduation rates, changes in mission statement of the athletics program, changes in fiscal stability/condition of the athletics program), since the institution's previous certification self-study:
 - a. Added Women's Soccer
 - b. Mission statement changed and updated
 - c. Developed a long-term plan for gender equity
 - d. Changed the scheduling philosophy in Holt Arena – reducing outside events and increasing use to students
 - e. Updated the policy and procedure manual
 - f. Established a zero-tolerance policy for discipline
 - g. Increased staffing in student support and compliance

Certification Self-Study Information

1. Steering committee chair (name and title):

Initially – Dr Robert Pearce, Vice President for Financial Services;
May 24, 1999 – Dr Barbara G. Wells, Dean of the College of Pharmacy

2. Chief report writer/editor of self-study report (name and title): Ms Jo Parris – Public Information Specialist, University and Government Relations

3. Describe the extent of broad-based participation of campus constituencies in the self-study. (Also, attach a copy of the institution's written plan for conducting the self-study.) Specifically, report on the opportunities that actually were provided to various individuals or groups in the broad-campus community to: (a) offer input into the self-study report before its findings and plans for improvement were formulated, and (b) review the self-study after it was drafted.

An attempt was made to include broad-based participation of campus constituencies when the subcommittees were constituted. Throughout the self-study period, Dr Scott Benson, the Faculty Athletics Representative and Chair of the Faculty Athletics Advisory Board, communicated openly regarding the process to members of the Faculty Athletics Advisory Board. Dr. Benson also took the draft that was approved by the Steering Committee in late November to the Faculty Athletics Advisory Board for their review and comment while the document was being edited prior to the public comment period. Participation from the Big Sky Conference was sought by placing Mr. Doug Fullerton, Commissioner of the Conference, on the Steering Committee. Additional input from the Conference was provided by Ms. Ellen Ferris, Assistant Commissioner. Early during fall semester, 1999, Dr. Barbara Wells, the Chair of the Steering Committee, attended meetings of the Faculty Senate and Student Senate to inform them of the self-study process and to encourage their participation and input (through subcommittee chairs and/or student subcommittee members) throughout the process. The Director of Intercollegiate Athletics reported progress to his departmental staff and to the Bengal Foundation Board of Directors throughout the process of the self-study.

Dr. Wells also sent a letter to the President of the Associated Students of Idaho State University on December 9, 1999 asking her to encourage students in general as well as Student Senators to provide written comment during the written comment period. A press release was released on December 10, 1999 by ISU University and Government Relations providing information on the dates of the public hearing (December 20, 1999) and written comment period (December 10, 1999 through January 3, 2000). This release also offered information on the self-study process, progress to date, the names of subcommittee chairs, the Internet address (on the ISU homepage) and the three physical locations on campus where the draft document could be located for review. Newspapers and television stations in southeast Idaho were sent copies of the press release. The draft document was also placed on the homepages of the Faculty Senate and the Department of Intercollegiate Athletics. Following the public hearing, a subsequent article in the local newspaper again invited written comment through January 3, 2000. The written plan for the self-study is attached as Appendix Introduction-B.