

NCAA DIVISION I ATHLETIC CERTIFICATION
University of Wisconsin Milwaukee
Institutional Self-Study Recertification

PROJECT MANAGEMENT PLAN
2007-2008

PURPOSE

Athletics certification is meant to ensure the National Collegiate Athletic Association's (NCAA) fundamental commitment to integrity in intercollegiate athletics. The program is structured to achieve its goal in several ways: (a) by opening the affairs of athletics to the university community and the public; (b) by setting standards (called operating principles) for the operation of Division I athletics programs; and (c) by putting tough sanctions in place for institutions that fail to conduct a comprehensive self-study or to correct problems. Three sub-committees are identified by NCAA to assist institutions in meeting the purpose and goals of the process. They are:

- Subcommittee on Governance and Commitment to Rules Compliance
- Subcommittee on Academic Integrity
- Subcommittee on Equity and Student Athlete Well-Being

(http://www1.ncaa.org/membership/membership_svcs/athletics_certification/purpose)

An effective self-study benefits the University of Wisconsin Milwaukee by providing self-awareness, affirmation, and opportunities to improve.

GOALS

The primary goal of this recertification process is to ensure that the University of Wisconsin-Milwaukee complies with the standards set forth by the NCAA on Athletics Certification in its 2007 Handbook, to determine if progress has been made in the recommendations generated from the first certification cycle, and to make recommendations for improvement where needed.

The University of Wisconsin-Milwaukee's ultimate goal is to have an excellent athletics program that provides a superior experience for our students, and that is integrated fully into the academic mission of the University.

To ensure a timely and successful outcome for completion of the goals, this project management plan will be instituted over the tenure of the initiative.

REGIONAL ACCREDITATION

The University of Wisconsin-Milwaukee is accredited by the North Central Association of Colleges and Schools.

STEERING COMMITTEE AND SUBCOMMITTEES

Dr. Carlos E. Santiago, Chancellor of the University of Wisconsin-Milwaukee has appointed Dr. Joan Prince, Vice Chancellor for Partnerships and Innovation, to chair the Steering Committee. Dr. Prince is a member of the Chancellor's executive management team, reports directly to the Chancellor, and has clear authority from and ready access to him in all university matters.

Likewise, the Chancellor, in consultation with the Steering Committee Chair, has appointed chairs/co-chairs of the three subcommittee sections designated by the NCAA self-study instrument. They are:

Governance and Commitment to Rules Compliance Co-Chairs:

- Dr. William J. Kritek, Professor - School of Education
- Gwyn Wallander, Senior Advisor, Student Academic Services

Academic Integrity Co-Chairs:

- Dr. Janice Miller, Associate Dean – Lubar School of Business
- Dr. Maureen Keyes, Associate Professor – School of Education

Equity and Student Athlete Well-Being Co-Chairs:

- Dr. Michael Powell – Associate Vice Chancellor Academic Affairs
- Cathy Seasholes – Director, Women's Resource Center

These co-chairs represent our campus diversity in disciplines and experience. Two of the subcommittee chairs are professors; two are former chairs of faculty and academic staff governance committees; and two have previous experience from the university's first NCAA certification cycle. The chairs are supported by a committee representing broad-based participation from faculty, academic staff, students, athletes, administration and community partners. Individuals include the Chancellor, a faculty athletics representative, the Director of Athletics, and our Senior woman administrator. The Chairs and Steering Committee members have ready access to information needed for timely completion of the self-study report. The names and titles of all subcommittee members are listed in subsequent pages of this written plan.

The Chancellor will communicate the importance that the institution attaches to the self-study to the campus and community, and will encourage self-study participants to take the process seriously. He will provide a direct charge to the Steering Committee, charging them with the proper authority to complete their work.

Steering Committee responsibilities

The Steering Committee is responsible for the successful outcome of the self-study project. This committee will work in partnership with the committee Chair, and other campus and community participants to ensure that all deadlines are met and the process is open and transparent. Specifically their duties will consist of:

1. Collecting and organizing pertinent data. The institution will gather data by making use of those individuals best suited to the job, and make this data readily accessible to the steering committee and subcommittees as requested.
2. Coordinating activities of the subcommittees and monitoring progress of the self-study. The Steering Committee is expected to help ensure that subcommittee and steering committee reports are developed with opportunities for input from appropriate campus constituent groups, and that appropriate involvement of all members of the steering committee or of a given subcommittee in the preparation of particular reports occurs.
3. Reviewing reports of the institution, the peer review team, and the NCAA Division I Committee on Athletics Certification in relation to the institution's previous self-study
4. Reviewing the reports of the steering committee and the various subcommittees
5. Maintaining a written record of : (a) dates on which subcommittee and steering committee meetings were conducted, and the individuals in attendance at those meetings; (b) individual (s) responsible for writing each section of the self-study report; (c) invitations extended to members of the subcommittee and steering committee draft reports, including the approximate dates on which those invitations were extended
6. Producing and publicizing the final self-study report

Subcommittee responsibilities

The subcommittees are ultimately responsible for providing reports to the steering committee that are acceptable in answering the questions and inquiries from the self-study check list. Specifically, members and chairs of these subcommittees will be expected to:

1. Coordinate activities of their respective groups, under the direction of their chairs, to secure and review institutional data and information necessary to complete the self-study checklist

2. Work with the subcommittee chair to ensure that evaluation of requested information is in direct relationship to addressing the operating principles of the self-study
3. Be active participants in the self-study process, adhering to proposed meeting schedule attendance and task completion
4. Maintain a written record of : (a) dates on which subcommittee meetings were conducted, and the individuals in attendance at those meetings and (b) individual (s) responsible for writing each section of their portion of the self-study report
5. Provide continuous commitment to the integrity and transparency of the process

CAMPUS LIAISON AND CHIEF REPORT WRITER

Several individuals have been identified to assist with successful completion of the self-study process. These individuals were selected for their expertise in project management work, and their specific knowledge of campus and community operations.

Campus liaison. The campus liaison for this self-study project will be Ms. Mary J. Mulroy. Ms. Mulroy has been a long term member of the UWM campus family through her work as an academic staff employee in the School of Continuing Education. She is recently retired, and readily accessible to provide the time and expertise necessary to support successful completion of this project. She will be responsible for fielding questions from institutional personnel and forwarding them to the NCAA staff member, coordinating preparation and logistics for the NCAA evaluation visit, and organizing any work-related needs for peer reviewers. She will also assist the chief report writer by providing the written reports from the subcommittee chairs in a timely manner, and working with the chief report writer to incorporate these reports into a form for final submission.

Chief report writer. The chief report writer for this project will be Dr. William A. Horstman. Dr. Horstman is a recently retired Assistant Dean Emeritus for the College of Letters & Science. He was the previous chair of the Fiscal Integrity subcommittee for the first certification cycle for the campus. He will interact with the campus liaison to ensure timely completion and downloading of the final report. Further duties will include working to ensure that report responses are from a direct evaluation against the operating principles. This will be accomplished by communication with the campus liaison, steering committee Chair, and subcommittee Chairs on an intermittent basis to ensure process integrity.

THE ROLE OF THE CONFERENCE OFFICE AND OUTSIDE CONSULTANTS

A representative of the Horizon League (formerly known as the Midwest Collegiate Conference) will be asked to read the final self study, and will be invited to attend the peer review visit as an observer. There is no plan to involve an outside agency or consultant.

INSTITUTIONAL GUIDELINES FOR WRITING/EDITING THE REPORT TO INCLUDE THE PROCESS FOR REVIEWING STEERING COMMITTEE AND SUBCOMMITTEE REPORTS

All self-study participants will be provided with the necessary tools for successful completion of the project. The campus liaison, in consultation with additional campus staff support, will provide meeting rooms, institutional data, computer resources, and any clerical assistance needed for completion of the report. The campus liaison will be the key contact with the subcommittee groups to ensure that their needs are met. She will also work with each of the subcommittees to assist in completion of their respective checklists, and generation of that information into a report for submission to the chief report writer. She will be assisted by other campus support staff to ensure that these duties will be completed, and that the goals of the project will be met. The steering committee chair will be ultimately responsible for periodic review of the process, reviewing intermittent writings and draft reports, and movement of the project towards completion, based on the submitted schedule. Frequent communication between the chief report writer, campus liaison, subcommittee chairs, and the steering committee chair will occur to ensure project integrity (self-study responses are being evaluated against operating principles) and adherence to deadline dates. All work related needs will be provided by the office of the Vice Chancellor for Partnerships and Innovation, the office of the Chancellor, and other offices needed for assistance in completing the project.

PROCESS FOR DEVELOPING THE FINAL SELF-STUDY REPORT

The steering committee chair will meet with the chief report writer and campus liaison through monthly “touch base” meetings to monitor report completion progress. She will also meet monthly with subcommittee chairs to ensure that they are on target and have the data and tools necessary to accomplish their tasks. Approximately ninety (90) days before the scheduled submission of the report, the steering committee chair will meet with the chief report writer and campus liaison to determine the final phase of the report writing. Timelines and progress will be reviewed, as well as adherence to the evaluation of self-study responses against operating principles. She will inform the Chancellor monthly as to the project’s progress, and pending completion date. Any variation to this project progress review will be discussed with the NCAA staff member assigned to the university.

PLANS FOR COMMUNICATING THE WORK OF THE STEERING COMMITTEE TO THE INSTITUTIONAL COMMUNITY

Scheduled communication to the campus and other community partners will be held to announce the project, report on its progress, provide opportunity for input, and announce the results of the final report. A campus web site will be established with meeting schedules, committee members, and progress updates available for review. Press releases, articles in the campus internal newsletter, as well as frequent presentations to campus and community partners will be scheduled.

OUTLINE AND SCHEDULE FOR COMPLETING THE SELF-STUDY

A tentative schedule is included in the following pages for guidance in completion of the self-study report. Any modifications or changes to the proposed schedule will be made in consultation with, and approval by, the NCAA office.

September, 2007	Committee members appointed
October, 2007	Launch of NCAA website/press release dissemination for campus
October, 2007	Announcement to external partners regarding project
October, 2007	Committee process/appointments announced to Faculty Senate
October, 2007	Committee process/appointments announced to Acad Staff Senate
October, 2007	Steering committee meeting and briefing
October, 2007	Video Conference orientation
October, 2007	Initial meeting of all subcommittees
November, 2007	Meeting of steering committee and all subcommittees
December, 2007	Meeting of steering committee and all subcommittees
January, 2008	Meeting of Steering Committee and all subcommittees
February, 2008	Meeting of Steering Committee and all subcommittees
February, 2008	Article in UWM report on self study and certification process
February, 2008	Formal campus and community hearing on draft self-study
February, 2008	Presentation to Athletic Board and Chancellor's Cabinet
March, 2008	Separate meetings of Steering committee and all subcommittees
April, 2008	Joint meeting of Steering Committee and all subcommittees
April, 2008	Presentation of self-study to Athletic Board and other partners
April 30, 2008	DEADLINE SUBMISSION DATE FOR REPORT TO NCAA
May 1, 2008	Article in UWM Report on submission of NCAA report
May-June, 2008	NCAA staff liaison reviews report for preliminary issues
July-August, 2008	NCAA committee reviews report and approves issues
Aug-Sept, 2008	Campus has option to respond to NCAA analysis
October, 2008	Campus Evaluation Visit by Peer Review Team
January, 2009	Chancellor responds to report by Peer Review Team
February, 2009	Final decision is reported to the Chancellor by NCAA

FIRST CYCLE INSTITUTIONAL PLANS FOR IMPROVEMENT

The following represents the summary of actions taken by the NCAA Committee on Athletics Certification from the first cycle. It includes the certification status granted, as well as strategies for improvement.

SUMMARY OF ACTIONS TAKEN BY THE NCAA COMMITTEE ON ATHLETICS CERTIFICATION:

University of Wisconsin, Milwaukee

During its November 1–2, 1999 meeting, the NCAA Committee on Athletics Certification reviewed written materials related to the self-study of athletics completed by University of Wisconsin, Milwaukee and the campus evaluation visit conducted by peer-review team members April 19–22, 1999.

Certification Status

Based upon the information submitted, the committee determined that the institution should be certified.

This classification means that the institution is considered to be operating its athletics program in substantial conformity with operating principles adopted by the Association's Division I membership and that any problems identified during the course of the self-study and the peer-review team's evaluation were considered to be not serious enough to affect the institution's certification status.

Strategies for Improvement

As a normal part of their evaluations, institutions and peer-review teams recommend strategies designed to improve the quality of athletics programs. The Committee on Athletics Certification then determines whether each recommendation should be included in the committee's certification decision.

In this instance, the committee noted the series of recommended plans for improvement identified in the institution's self-study report and in materials submitted by the institution following the peer-review team's visit. The committee received the self-study report and additional materials with the understanding that any plans for improvement outlined by the institution will be implemented according to the deadlines the institution has established but not later than the time of the institution's next certification self-study or interim report, whichever is earlier. In any event, the plans must be carried out

sufficiently in advance of the institution's next self-study or interim report to permit a thorough evaluation of the effectiveness of those actions.

In addition, the committee considered the recommendations of the institution and the peer-review team and determined that the institution shall be required to:

1. Ensure that the procedures for the review of academic support services for student-athletes include a review by academic authorities outside the athletics department.
2. Amend the institution's gender-equity plan to include a more thorough review of other issues related to gender equity in the intercollegiate athletics program (e.g., financial aid, marketing, promotions, media guides, recruiting, facilities, travel per diem, and equipment).
3. Enhance the minority-opportunities plan for the intercollegiate athletics program by providing greater specificity (specific action steps, intended end results or measurable goals) that address issues confronting the institution as identified in the university's self-study report. These enhancements must be developed through a broad-based campus participation and receive formal institutional approval.

In regard to Item Nos. 1 – 3 above, the university will be expected to submit to the Committee on Athletics Certification as soon as practicable but not later than June 1, 2000, evidence that these required actions have been taken by the institution. Should the institution fail to submit the information requested in the time specified, the committee will consider whether the institution's certification status shall be modified.

As noted in the "Certification Status" section of this document, the committee felt that these concerns were not serious enough to affect the institution's certification status. Action taken by the institution in response to the strategies for improvement noted above will be examined in the next regular certification cycle, without interim campus visits or additional communication with the committee, unless specifically noted above as part of the committee's action.

The committee recognizes that the peer-review team made a good faith effort in offering various recommendations to improve the institution's athletics program. The institution is obligated to take specific actions, however, only for those items noted in the "Strategies for Improvement" section of this document, which include those improvement plans developed by the institution. The committee has elected not to include other recommendations that appeared in the peer-review team's report. The institution should feel free, however, to review those recommendations to consider the extent to which they are consistent with the operating principles and would improve the quality of the athletics program. The National Collegiate Athletic Association

November 9, 1999

**NCAA Self Study Membership List
University of Wisconsin Milwaukee
2007-2008**

STEERING COMMITTEE

Joan Prince, CHAIR	Vice Chancellor – Partnerships and Innovation
Rafael Acevedo	Chair – Latino Alumni Constituency Group
Christy Brown	Interim Vice Chancellor – Administrative Affairs
Richard Cox	Executive Director, Neighborhood House President Emeritus - UWM Alumni Association
Bud Haidet	UWM Athletic Director
James Hill	Dean of Students
Rasheedah Helm	Student Athlete – Track
Maureen Keyes	UWM Faculty Athletic Rep, Assoc Prof - Education (Co-Chair – Academic Integrity)
William Kritek	Professor, School of Education (Co-chair - Governance and Rules-Compliance)
Stephen Lautz	Associate Athletic Director Compliance Coordinator
Kathy Litzau	Associate Athletic Director Senior Woman Administrator
Tom Luljak	Vice Chancellor – University Relations
Helen Mamarchev	Vice Chancellor – Student Affairs
Janice Miller	Associate Dean – Lubar School of Business (Co-Chair – Academic Integrity)
David Nikolic	Associate Head Women’s Soccer Coach
Michael Powell	Associate Vice Chancellor – Academic Affairs (Co-Chair, Equity and Student Athlete Well Being)

Randy Ryder	Professor and Secretary of the University
Catherine Seasholes	Director – Women’s Resource Center (Co-Chair, Equity and Student Athlete Well Being)
Patricia Villarreal	Interim Director – Equity and Diversity Services
Jeremy Paul Waldhart	Student Athlete – Men’s Swimming
Gwyn Wallander	Senior Advisor, Student Academic Services (Co-Chair, Governance and Rules-Compliance)
Beth Weckmueller	Executive Director, Enrollment Services
MacArthur Weddle	Executive Director – Northcott Neighborhood UWM Alumni member

Ex-Officio:

- Provost Rita Cheng
- University Committee Chair Jack Johnson
- Academic Staff Committee Chair Tracy Morraine
- Student Association Committee Chair Robert Grover

GOVERNANCE AND COMMITMENT TO RULES COMPLIANCE

COMMITTEE CHAIRS

Dr. William Kritek Professor – Administrative Leadership
Gwyn Wallander Senior Advisor – Letters & Science – Student Academic Services

Members:

1. Cheryl Ajitotutu, Associate Professor – Dept of Anthropology
2. Pete Corfeld – Head Track Coach
3. Christine Faltz – UWM Alumni Association Board chair
4. Robert Harris – Director, Police Athletic League
5. Ron Kotecki – Manager for Foundation and Corporate Relations – Development
6. Becky Peters – Student Athlete, Volleyball
7. Joely Urdan – University Legal Counsel
8. Beth Warner – Associate Director – Enrollment Services
9. Gayla Wince – Administrative Program Specialist – Financial Aid

ACADEMIC INTEGRITY

COMMITTEE CHAIRS

Dr. Janice Miller Associate Dean – Lubar School of Business Administration
Dr. Maureen Keyes Associate Professor – School of Education (Faculty Athletic Rep)

Members:

1. Pam Clark, Director, Gear-Up Program
2. Kim Folstein, Student Services Program Manager – Enrollment Services
3. Vaughn Hallada, Clinical Associate Professor – School of Education
4. Marie Newby-Randle, Principal, Rufus King High School
5. Gail Schneider, Associate Dean – School of Education
6. Sam Sivilotti, Student Athlete – Baseball
7. Murali Vedula, Faculty Associate – Engineering
8. Gwat-Yong Lie, Associate Dean – The Graduate School

EQUITY AND STUDENT-ATHLETE WELL-BEING

COMMITTEE CHAIRS:

Dr. Michael Powell Associate Vice Chancellor for Diversity and Climate
Cathy Seasholes Director, Women's Resource Center

Members:

1. Mark Briggs – Senior Academic Advisor
2. Darren Cole – Student Athlete
3. Dr. Enrique Figueroa – Director, Roberto Hernandez Center
4. Laura Glawe, Director – University Communications & Media Relations
5. Susie Johnson – Head Volleyball Coach
6. Jodi Klagos – Student Athlete, Women's Soccer
7. John Ochsenwald – Athletic Trainer – Norris Health Center
8. Jean Salzer – Counselor, Equity and Diversity Services
9. Dr. Virginia Stoffel - Chair Athletic Board – Associate Professor and Chair,
Department of Occupational Therapy
10. Howard Spearman – Sr. Advisor, Lubar School of Business
11. Dr. Carol Haertlein Sells – Professor, Occupational Therapy
12. Jennifer Murray – Director LGBT Services