

**SELF-STUDY INSTRUMENT
INTRODUCTION TO SELF-STUDY REPORT**

[Note: Not applicable (N/A) in and of itself is not an appropriate response. If the institution cannot provide a response for a self-study item, the institution should provide a narrative explanation why a self-study item is not applicable.]

Institutional Information

(Name of Institution)

1. Type of institution: **Public** Private

2. Year institution was founded: **1899**

3. Special affiliation (e.g., religious, military)? Yes **No**

4. Coeducational? **Yes** No

5. Total student enrollment (undergraduate and graduate combined) [using a full-time-equivalency (FTE) basis]: **Fall 2007: 18,281**

6. Number of faculty [using a full-time-equivalency (FTE) basis]: **Fall 2007: 744**

7. Highest level of academic degree offered: **Doctorate**

8. Institution's governing entity (e.g., board of trustees): **Arizona Board of Regents (ABOR)**

9. a. Regional accreditation agency: **North Central Association of Colleges and Schools**
 - b. Date of most recent regional accreditation self-study: **October 2007**
 - c. Current accreditation status: **continued accreditation**

Athletics Information

1. Subdivision status of athletics program: FBS **FCS** Division I (without football)

2. Conference affiliation(s) or independent status:

Big Sky Conference (BSC): Football, Men's Basketball, Men's Tennis, Men's Cross-Country, Men's Indoor/Outdoor Track, Women's Basketball, Women's Tennis, Women's Golf, Women's Cross-Country, Women's Indoor/Outdoor Track, Volleyball

Western Athletic Conference (WAC): Women's Swimming & Diving

3. Athletics program structure (check all that apply): **one combined athletics department** separate men's and women's departments incorporated unit separate from institution department within a physical education division.

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. If this is the institution's first time to complete a certification self-study, respond to the question based on the last 10 years:

Since the previous certification self-study in 1998, an NCAA major infraction case was reported on April 18, 2001. From this reported incident, the university developed a formal policy for all faculty members, specifying the conditions under which a faculty member may submit a change of grade after the completion of an academic term. The policy states that a course syllabus or addendum to the syllabus must clearly indicate what options, if any, are available for extra credit work, and that a post-semester grade change cannot be based on extra credit work unless that option is made available for all students in the class. The revised policy was distributed to all faculty members at the university, including part-time and adjunct faculty, and is also incorporated in the faculty handbook. The Athletics Department instituted a grade change policy whereby a grade change that might affect eligibility must be accompanied by written verification from the faculty member that the grade change was unrelated to the fact that the student was also an athlete and that the basis upon which the grade change was granted was available to all students in the class. An additional area impacted was the university and the university's Computer Services Department, which created a daily report for the Athletics Department reflecting any changes in the enrollment status of student athletes that might affect eligibility (e.g. change in grade, GPA, or number of hours enrolled). This report is reviewed each morning by the athletic academic coordinators.

5. Other significant events (with dates) in the history of intercollegiate athletics program since previous certification self-study. If this is the institution's first time to complete a certification self-study, respond to the question based on the last 10 years:

No other significant events have occurred since 1998 when the previous certification self-study was conducted.

Previous Certification Self-Study

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

1. Date of previous orientation visit, evaluation visit and interim self-study report (if applicable):

Date of previous orientation visit was November 20, 1997.

Date of the previous evaluation visit was March 1999
There has been no interim self-study report

2. Initial certification-status decision rendered by the NCAA Committee on Athletics Certification (and date):

In July 1999, the NCAA Committee on Athletics rendered Northern Arizona University's Athletics Program certified, operating in substantial conformity with all of the operating principles.

3. Subsequent actions or changes in certification status (if any) made by the NCAA Committee on Athletics Certification (and date): N/A

No subsequent actions or changes in certification status have been made since the first-cycle review conducted in 1998.

4. Changes in key senior-level positions, institutional or athletics program, (if any) since the institution's previous certification self-study. If this is the institution's first time to complete a certification self-study, respond to the question based on the last 10 years:

University President

(former) Clara Lovett	February/1994 to June/2001
(former) Owen Cargol	July/2001 to November/2001
(current) John D. Haeger	November 2001 to present

Senior Associate/Vice President

(former) MJ McMahon	March/2002 to June/2002
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The position changed to **Executive Vice President**

(current) MJ McMahon	July/2002 to present
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Provost & Vice President for Academic Affairs

(former) Charles Connell, Provost Academic Affairs & Student Services August/1997 to August/1999

(former) Mason Somerville, interim, September/1999 to July/2000

(former) John D. Haeger, Provost & Vice President for Academic Affairs May/2000 to October/2001

(former) Suzanna Maxwell, interim November/2001 to June/2002

(current) Liz Grobsmith, July/2002 to present

Student Affairs

(former) Sarah Bickel, Associate Provost for Student Affairs, July/1997 to April/2002

The position changed to **Associate Vice President for Student Affairs**

(current) Sarah Bickel, May/2002 to present

In June 2003, a new position was created, which incorporated Student Affairs and Enrollment Services: **Vice President for Enrollment Management & Student Affairs** (current) David Bousquet, Vice President for Enrollment Management & Student Affairs, June/2003 to present

Administration & Finance

(former) Michael Mullen, Vice President for Business Affairs, September/1998 to March/2001

(former) Josh Allen, Vice President for Business Affairs, March/2001 to May/2002

(former) David Lorenz, Interim, June/2002 to February/2003

(former) David Lorenz, Vice President for Business Affairs, March/2003 to October/2004

(former) MJ McMahon, Interim, Vice President for Business Affairs, August/2004 to June/2005

(former) Rich Bowen, Interim, Vice President for Business Affairs, June/2005 to March/2006

(current) Kathe Shinham, Vice President for Administration & Finance, March/2006 to present

Budget

(former) Sharon Marmaduke, Budget Director, August/1997 to January/1998

(former) Josh Allen, Interim Budget Director, February/1998 to February/1999

(former) Josh Allen, Budget Director, March/1999 to April/2004

(former) Dug Tryon, Interim Budget Director, May/2004 to April/2005

(current) Michelle DeAngeles, Associate Director of Budget, April/2005 to present

(current) Michelle DeAngeles, Director of Budget, (Position title changed) in July/2007

Advancement

(former) Ted Ford, Vice President for Advancement, April/1998 to September/2000

(former) Jim Hill, Vice President for Advancement, September/2000 to July/2003

(former) Susan Shroeder, Interim Vice President for Advancement, May/2003 to November/2003

(former) Molly Williams, Vice President for Advancement, November/2003 to November/2007

(current) Susan Shroeder, Associate Vice President for Advancement, November/2007 to present

Diversity & Equity

(former) C Gonzalez, Associate Vice President for Ethnic Diversity September/2000 to July/2002

July/2002-June/2007 vacant

(current) David Camacho Associate Vice President for Diversity & Equity July/2007 to present

Changes to Athletics Program since Northern Arizona University's 1998 self-study

(former) Steve Holton July/1994 to December/2003

(former) David Brown, interim January/2004 to June/2004

(current) Jim Fallis, May/2004 to present

Compliance

(former) William Regan, Assistant Director/Compliance, August/1998 to November/1999

(former) Kimberly Bowman, Assistant Director/Compliance, January/2000 to April/2001
May/2001 to December/2001 vacant

(former) Martin Maletta, Assistant Director/Compliance, January/2002 to November/2002

(former) Lyla Aguirre, Assistant Director/Compliance, January/2003 to August/2004

(former) Scott Larson Assistant Director/Compliance, October/2004 to September/2005

(current) Jared Bruggeman Assistant Director/Compliance, November/2005 to present

**Assistant Director/Compliance upgraded to Associate Director/Compliance
July/2007**

(current) Jared Bruggeman, Associate Director/Compliance

5. 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. If this is the institution's first time to complete a certification self-study, respond to the question based on the last 10 years:

Athletic Programs

In June of 1999, the Athletics Program dropped men's swimming and diving.

Athletics Department

In 2004, the new athletics director revised the *Student-Athlete Handbook* to include a commitment statement describing the reciprocal relationship between the Athletics Department and the student-athlete (see pages 4 and 5). The commitment statement includes community service as a priority for all NAU student-athletes. During the 2004 – 2005 and 2005 – 2006 academic years, student-athletes contributed more than 6,000 hours of community service and in 2006 – 2007, NAU student-athletes performed 4,212 hours of community service. In all, the Athletics Department participated with 48 different organizations in their various projects for the 2006 – 2007 academic year. This time given to the local community illustrates NAU student-athletes' dedication to making community service a priority:

Administrative Support

Based upon recommendations from an annual audit conducted by ABOR, two administrative support positions were created, an assistant director of compliance and a business manager. The assistant director of compliance was filled in March 2007, vacated in December 2007. The business manager's position was filled in May 2007, and the assistant director of compliance was filled in April, 2008. .

Assistant Director for Compliance

(former) Jennifer McCurdy, Assistant Director for Compliance, March/2007 to December/2007

(current) Lynn Newsome, Assistant Director for Compliance, April/2008 to present

Business Manager

(current) Jeffrey Pritsker, Business Manager, May/2007 to present

Athletic Facilities

Northern Arizona University's Steering Committee made a recommendation during the previous certification self-study in 1998 to address current deficiencies or potential problems concerning Operating Principle 3.3—Student-Athlete Well-Being. It was recommended that Northern Arizona University explore the addition of locker and restroom facilities adjacent to the tennis courts and Lumberjack Stadium. The addition of women's soccer added to the number of sports programs with a primary practice facility that was not near a locker or restroom facility, exacerbating existing facility concerns.

For the fall 2006 soccer season, the university rented a trailer for the soccer team to use as a meeting location during practice and games. The trailer was removed after the fall 2006 season. In the summer of 2007, the university, in cooperation with the Center for High Altitude Training, built a wall and earmarked some space in the old Lumberjack Stadium building for the soccer team to use. This made it possible for the players to go across the hall to use the restrooms, and there was a small amount of space for the trainers to set up a taping table. This was done to provide temporary facilities until the design and construction of the new locker rooms occurred. The university is in the development stage of designing new locker room facilities for the soccer and track teams in the general vicinity of the recreation center. In addition, more than \$300,000 has been raised and some \$200,000 in materials has been pledged to the project.

In August 2006, the tennis courts were removed to accommodate an increased demand for student parking. Arrangements were made to rent time at an indoor tennis complex to accommodate practice. Also in 2006, preliminary plans were developed, and external funds were raised to partially fund the needed locker facility. In July 2007, the president created a task force to assess the current facilities on campus and to predict their current and future use for both the university and community. This task force represented internal and external constituencies of the university, using an outside consultant to drive the assessment efforts of athletic programs and facilities. The purpose of the report was to determine the status of the university's NCAA athletic programs as they relate to their

respective facilities, as well as on-campus, intramural activities and events and their impact on athletics. The final report, The Athletics Master Plan, was submitted to the president in December 2007, outlining the proposed four-phase schedule. Soccer team lockers and restroom facilities are described in Phase I of the Master Plan with a start date indicated as May 2008.

Results from the “Interest and Abilities” survey conducted by the university will be used to determine if additional sports are warranted based upon an unmet desire for athletic participation opportunities and if additional facilities would be necessary to support additional sports.

Continued Student-Athlete Success

The first-cycle review revealed positive trends in overall graduation rates of student-athletes compared to the general population, and this trend continues through the second-cycle review. In 2005, the athletics director established an Athletic Director’s Honor Roll recognizing student-athletes that achieve a GPA of 3.50 or higher, and in 2006 and 2007, 131 student-athletes were named to the honor roll.

Women’s soccer, cross-country, basketball, and golf are consistently represented in the All Academic Team awards. The Northern Arizona University women’s cross country was given the distinction of NCAA Division I All-Academic while the women’s basketball team earned top 10 ranking in the Women’s Basketball Coaches Association (WBCA) Top 25 Team Academic Honor Roll for three straight years. Women’s soccer has received the National Soccer Coaches Athletic Association (NSCAA) Team Academic Award for four years in a row, and women’s golf posted the highest GPA average in the Big Sky Conference for two consecutive years.

Certification Self-Study Information

1. Steering Committee chair (name and title):

Sarah Bickel, Associate Vice President for Student Affairs

2. Chief report writer/editor of self-study report (name and title):

Rebecca Butcher, Research Specialist, Sr.

3. Describe the extent of broad-based participation of campus constituencies in 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 report after it was drafted.

Steering Committee and Subcommittee contributions were made from across the campus community and greater Flagstaff area and included representation from the Faculty

Senate; Intercollegiate Athletics Committee (IAC); and university administration, faculty, staff, and students as well as leaders from the local community.

- a. Input for the self-study report came from Steering Committee and subcommittee members; the former FAR; current member of the LAA; Athletics Department administration, coaches, and staff; Student-Athlete Advisory Committee (SAAC); and Lumberjack Athletic Association (LAA)
- b. Review of the self-study report was provided through engaging various campus groups that include the President's Cabinet, Faculty Senate and their Executive Board, IAC, student government group of Associated Students of Northern Arizona University (ASNAU), coaches and members of SAAC, and a public forum. Additional feedback was solicited via the university's weekly newsletter as well as on the web.

4. Provide a copy of the institution's written plan for conducting the self-study.

NCAA ATHLETICS CERTIFICATION

Northern Arizona University's Written Plan for Conducting the Self-study

A. Objectives Related to the Self-Study.

1. Goals

- a. Affirm Northern Arizona University's commitment to a strong intercollegiate athletics program that is operating with substantial conformity as it relates to the revised NCAA operating principles and honors the spirit of the mission of the university.
- b. Involve internal and external constituents to broaden the understanding of the goals, purpose, and challenges of the Athletics Department.
- c. Review the policies and procedures of the Athletics Department to identify opportunities for improvement.
- d. Review compliance systems to ensure that the integrity of NCAA rules is maintained.
- e. Review the academic support programs and policies for student-athletes to identify opportunities for improvement.
- f. Affirm the commitment to gender equity, minority representation and student-athlete well-being within the Athletics Department.
- g. Identify solutions for any areas that need improvement.

h. Successfully accomplish recertification

2. First Cycle Institutional Plans for Improvement.

The first cycle review by the NCAA Committee on Athletic Certification was completed in the summer of 1999. No corrective actions were required by the committee.

The following are the institutional self-study recommendations submitted by Northern Arizona University's Self-study Steering committee.

Governance and Commitment to Rules Compliance:

The Steering Committee made several recommendations for strengthening the governance and commitment to rules compliance of the NAU Athletics Program:

1. That the newly revitalized Intercollegiate Athletics Committee (IAC) stay on course and accomplish the goals they have established. The new IAC charter provides a solid foundation for this committee to fulfill its charge in the future.
 - a. The chair of the IAC, FAR, athletics director, and the associate athletics director will meet prior to each IAC meeting to ensure that goals are on track to be accomplished, beginning January 1999. To allow for formal scrutiny of Athletics Department policies, the athletic director will annually review the establishment of any new athletics policies with the Intercollegiate Athletics Committee.
2. That duties formally completed by the outgoing FAR are to be assumed and monitored by the incoming FAR to ensure a smooth and complete transition of all duties and responsibilities.
 - a. The financial aid counselor's position will be upgraded to a director of compliance position. The FAR duties will be reviewed in connection with defining this new position. To ensure the proper execution of Bylaw 14, the process will continue to be handled by Admissions, FAR, and Registrar Clerk, and include consultation with the director of compliance and assistant athletics director for academics beginning fall 1998.
3. That the Department of Athletics commitment be obtained to continue and complete the effort to document and systematize procedures and to find expeditious and integrated methods to document compliance activities.
 - a. There will be a sustained effort to complete the documentation of the rules-compliance policies and procedures. The new director of compliance, in conjunction with the Compliance Committee, will consult with appropriate constituencies for each compliance area. The compliance manual will be completed during fiscal year 1999 and will be updated as needed.
4. That a Compliance Committee be established to oversee compliance efforts.

a. In order to have periodic review of the rules compliance program in the future, a Compliance Committee will be formed. The members of this committee will include a representative from the departments of Admissions, Registrar, Financial Aid, and University Audit; a Faculty Senate Representative; the faculty athletics representative (chair of the committee); the director of compliance, the athletics director, the assistant athletics directors, and the associate athletics director. This committee will be charged with assisting in the on-going process of development and documentation of compliance policies and procedures. A subcommittee consisting of the FAR, University Auditor, Registrar's representative, Financial Aid representative, and Admissions representative will ensure that NAU is in compliance with NCAA and Big Sky rules by reviewing and examining a sampling of certain files with the director of compliance. This will be implemented during fiscal year 1999.

5. That to enhance rules education between formal rules education meetings, periodic topical e-mail reminders on rules compliance be sent out to a new LISTSERV containing appropriate constituencies such as coaches, other Athletics Department staff, and other university departments.

a. This will be implemented by the new director of compliance effective fiscal year 1999.

Academic Integrity:

Although NAU was found to be in substantial conformity, the Steering Committee made the following recommendations:

1. The university policy which prohibits scheduling athletic competition during reading week is sometimes compromised by NCAA Champion Competition and by both men's and women's basketball due to limited opportunities for competition during the month of December. It is recommended that the policy remain, but that requests for exceptions to the policy be allowed and reviewed by the IAC beginning spring 1999.

2. A form needs to be developed to document summer transfer work. Currently there is not uniformity regarding a written record of approvals across the academic units for student-athletes taking summer courses at an institution other than NAU. This form should be developed and implemented by the Assistant athletics director for academics by April 1999.

Commitment to Equity

Gender Issues

The Steering Committee made the following recommendations listed as a means of addressing current deficiencies or potential problems with the programs, activities, and policies of the NAU Athletics Department:

1. Research the addition of one or more intercollegiate sports programs for women. The addition of golf and soccer increased women's participation opportunities to 45 percent of total for NAU Intercollegiate Athletics. However, NCAA Policy regulating the maximum number of (full) scholarships awarded by each sport program limits NAU to 85 (45 percent) scholarships for women and 103 (55 percent) for men through current sports programs. To reach the current OCR range of a 5 percent discrepancy between intercollegiate athletic participation opportunities and percentage enrolled in the general student body, NAU must increase its female participation rate to 49 percent by fall 2000. The financial assistance differential also needs to be addressed. The development of an additional sports program for women and research into expanded scholarship opportunities for volleyball and soccer are favored over a reduction in the number of men's sports programs.

a. The Gender Equity Committee will be responsible for this recommendation as delineated in the Gender Equity Plan, to be completed spring 2000.

2. Aggressively recruit women assistant coaches and review salaries of women head coaches. Women are currently underrepresented as assistant and restricted coaches. Hiring male assistants for female or coed sports teams has added to this imbalance. The limited pool of female aspirants to coaching positions has frustrated the national demand for women coaches, complicating the issue for all campuses. The Commitment to Equity Subcommittee encourages a review of the salaries of the head coaches of women's sport programs and women who are head coaches in particular. The 1963 Equal Pay Act and Title VII do not allow for unequal pay based on gender, but do allow paying one person more based on experience, education, or differing contractual expectations. Recent rulings on the Equal Employment Opportunities Commission (EEOC) do not allow for expectations of revenue production, salary marketplace or prior salaries to be used as rationale for differing salaries. The Equity Subcommittee recommends an inspection of head coach contracts to determine differing expectation justify differing salaries.

a. The athletics director will be responsible for this recommendation to be completed by June 1999.

3. Assess the impact of additional sport programs on practice facilities and strength and conditioning schedules. Evaluation of reports from coaches, Athletics Department staff, and student-athletes reveals that the recent addition of two sport programs (soccer and golf) has made a fairly substantial impact on the scheduling and use of athletics-related facilities and programs. The Commitment to Equity Subcommittee recommends better coordination of the competing demands of sports programs for these resources with a particular focus on equity in access.

a. The athletics director will assess the sports programs, completing this recommendation by spring 1999.

Minority Issues

1. Aggressively recruit ethnic minority restricted assistant coaches. At the time of this report, one of the eighteen restricted assistants in coaching positions belonged to an ethnic minority group. As both a vehicle to support graduate studies and professional

development, and moreover, as an avenue to support the ethnic minority student-athlete, the Commitment to Equity Subcommittee encourages the aggressive recruitment of ethnic minorities for available coaching positions. In addition, an aggressive professional development program for restricted assistant coaches may enable NAU to “grow our own” in terms of a diverse full-time coaching pool.

a. The responsible party for this recommendation is the athletics director in cooperation with the Ethnic Minority Opportunities Committee (EMOC) as an ongoing process.

2. Evaluate impact of new admissions standards on recruitment of student-athletes and coordinate education of recruiting coaching staff. Higher admission standards for the three Arizona universities may have an impact on the successful recruitment of eligible ethnic minority student-athletes. Recruiting coaches need to be current on the new admission requirements, especially when recruiting out-of-state students.

a. The assistant athletics director for academics, the Admissions Office and the Ethnic Minority Opportunities Committee are responsible for this ongoing recommendation.

3. Consider whether the Minority Opportunity Plan could potentially overload ethnic minority student-athletes. The Plan for the Enhancement of Minority Opportunities has several recommendations regarding the required participation of new student-athletes in various support programs. The Commitment to Equity Subcommittee suggests a close inspection of these requirements to ensure that we are not overwhelming the very students we mean to support.

a. The Ethnic Minority Opportunities Committee is responsible for this recommendation with a deadline of fall 1999.

Student-athlete Welfare

1. Explore the addition of locker and restroom facilities proximate to the Tennis Courts/Lumberjack Stadium. The addition of women’s soccer has added to the number of sport programs with a primary practice facility that is not proximate to locker or restroom facilities. Tennis, soccer, outdoor track and field, and occasionally football, could benefit from the addition of such facilities to north campus, as could the recreational user of these areas.

a. The athletics director is responsible for this recommendation with a deadline of spring 1999.

2. Develop plans to improve the distribution of resources identified for recruitment

B. Major Components of the Self-Study.

1. In April 2007, President John Haeger appointed Associate Vice President of Student Affairs Sarah Bickel, a member of Northern Arizona University’s senior management team, as chair of the Steering Committee. Within Northern Arizona University’s organizational structure, the Athletics Department has no oversight of the Office of

Student Affairs. This appointment was formalized in a letter to Dr. Bickel from Northern Arizona University's president on April 10, 2007, indicating that she have clear authority from and ready access to the president.

2. The names and titles of Steering Committee members follow:

a. Names and titles of all steering committee and subcommittee members

Steering Committee

Cindy Anderson, Ed.D.
Sr. Associate Director, Residence Life
Chair of Equity and Student-Athlete Well-Being Subcommittee

Sarah Bickel, Ph.D.
Associate Vice President of Students Affairs
Steering Committee Chair

Rick Brandel, Ed.D.
Dean of Students, Student Life
Chair of Governance and Commitment to Rules Compliance Subcommittee

Maria Bruggeman
Associate Athletics Director
Senior Woman's Administrator

Becky Butcher
Research Specialist, Sr.
Chief Report Writer

Jim Fallis
Director of Athletics

John D. Haeger, Ph.D.
President of Northern Arizona University
(may designate a representative for meetings unable to attend)

Maria Hechanova
Student Athlete/Swimmer
Student Athlete Advisory Council

Gae Johnson, Ph.D.
Professor, College of Education
Faculty Senate Executive Committee

Kay McKay
Director of Big Brothers & Big Sisters of Flagstaff
Alumni of Northern Arizona University
Former Regent and President of the Arizona Board of Regents

MJ McMahon, Ph.D.
Executive Vice President
Northern Arizona University
(The institution's campus liaison and president's representative for meetings he is unable to attend)

Ron Pitt, Ph.D.
Associate Provost, Academic Administration
Chair of Academic Integrity

Wayne Sjoberg, Ph.D.
Faculty Athletics Representative

Subcommittees

Governance and Commitment to Rules Compliance

Rick Brandel, Chair, Dean of Students, Student Life
Jared Bruggeman, Associate Athletics Director for Compliance
Gypsy Denzine, Associate Dean, College of Education
K. C. Drago, Assistant Director Financial Aid
Jessica Fitchett, Budget Administrator, University Budget Office
Erin Grisham, Director, Educational Support
Mandy Hansen, Associate Director, Admissions
Rich Hofstetter, Assistant Research Professor, School of Forestry
Ryan Hunt, Office Supervisor, Registrar
Dave Klensin, Quality Assurance Manager/Nestle Purina, Former NAU Athlete & Community member
Regan Newman, Student Athlete/Women's Tennis
Dean Owens, Head Tennis Coach
Kent Powell, Retired teacher and former high school athletic director & Flagstaff Community Member
Katie Schmalzel, Student
Wayne Sjoberg, Faculty Athletics Representative, Professor, College of Social & Behavioral Sciences
Wendy Swartz, Assistant Comptroller, Comptroller's Office

Equity and Student-Athlete Well-Being

Cindy Anderson, Chair, Associate Director, Residence Life

Bradley Bristow, Student Athlete/Men's Tennis, Student Athletic Advisory Council
Maria Bruggeman, Associate Athletics Director and Senior Woman's Administrator
Chris Campbell, Head Volleyball Coach
Tony Cullen, Flagstaff High School Principal, Community member
Sadé Cunningham, Student Athlete/ Women's Basketball
Thomas Destefano, Professor, College of Education, President's Representative to the IAC
Deborah Harris, Associate Dean, Student Life
Ann Hart, Associate Professor, College of Health & Human Services, IAC Gender Equity Committee
Maria Hechanova, Student Athlete/Swimmer, Student Athlete Advisory Council
Priscilla Mills, Director, Affirmative Action
Linn Montgomery, Professor, Biological Sciences
Kay Pitt, Senior Lecturer, The W.A. Franke College of Business
Rhonda Powers, Associate Director, Recreational Center
Jeff Pritsker, Business Manager, Athletics Department
Michael Tillmon, ASNAU Representative

Academic Integrity

Ron Pitt, Chair, Associate Provost, Academic Administration
Laura Jones, Planning and Institutional Research
Janet Heinrich, Associate Registrar
Gae Johnson, Professor, College of Education
Laura Kelly, Women's Head Basketball Coach
Eileen Mahoney, Director Gateway Student Success Center
Alyssa McKinley, ASNAU Representative
Shane Pablo, Project Director, Educational Support
Jeff Ross, Owner of Carpet One, Community member
Megan Shepherd, Athletic Academic Coordinator
Gary Vallen, Professor, School of Hotel & Restaurant Management, The W.A. Franke College of Business
Josh Wilson, Student Athlete/Basketball

b. The four required individuals on the steering committee are: 1) Northern Arizona University President, John D. Haeger; 2) Faculty Athletics Representative, Wayne Sjoberg; 3) Jim Fallis, Director of Athletics; and 4) Maria Bruggeman, Senior Woman Administrator

c. Forty-seven members of the campus and the greater Flagstaff community will serve on either the steering committee or as a member of one of the subcommittees. Participants include faculty, staff, administration, students, student-athletes, former student-athletes, representatives of athletic interests and community members. Gender and ethnic representation was assured in these appointments.

Subcommittees average 11 members and are broad-based in participation. There will be nominal intercollegiate Athletics Department staff involvement. If a staff member is selected to serve on a subcommittee, his or her participation will be limited to a resource role.

Student-athlete subcommittee participation was solicited through the intercollegiate Athletics Department's Student Athlete Advisory Council (SAAC) and respective sports. Student participation was solicited from Associated Students of Northern Arizona University (ASNAU).

Faculty subcommittee involvement was solicited through the university's Faculty Senate and the President's Office. Faculty governance at Northern Arizona University functions under the Constitution and Bylaws of the Faculty Senate. "The Faculty derives its authority and responsibility by delegation from the Arizona Board of Regents. The Arizona Board of Regents assigns to the Faculty primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and other aspects of university life" (Constitution, Article 1). Representatives in faculty governance are elected by the Faculty Senate or by a constituency within the Faculty Senate.

Broad-based participation from the community was achieved from various internal and external constituencies including the Faculty Senate, IAC, administration, staff, students, and the greater Flagstaff community.

The final selection of nominees for subcommittees was based on their ability to devote time to the self-study.

3. The Steering Committee for the NCAA recertification process has clear authority to speak on behalf of Northern Arizona University. Responsibilities of the Steering Committee and subcommittees include:

- a. Collecting and organizing data.
- b. Providing opportunities for input from appropriate campus groups, including student-athletes.
- c. Compiling, writing, and reviewing draft and final reports.
- d. Communicating regularly through meetings and reports.
- e. Maintaining written records of dates of steering committee and subcommittee meetings and the individuals in attendance.
- f. Writing the subcommittee reports.
- g. The Steering Committee and each of the subcommittees will have dedicated secretarial support that includes meeting room scheduling, word processing, and copying. In addition, all will have access to Athletics Department staff that will assist them by obtaining required information from the Athletics Department records for their review.
- h. Reviewing subcommittee and steering committee draft reports.

- i. Draft reports will be reviewed to make sure that the responses address each part of the self-study items in a detailed but succinct manner.
- ii. Responses to each specific self-study item will be prepared so that it can be read individually and is not part of a general narrative.
- iii. Supporting documentation will be supplied only if necessary and with specific attention to materials noted in the self-study instrument.
- iv. The Steering Committee will review the measurable standards documents to ensure that the institutional responses meet the expectations.

4. Identification of the institution's campus liaison.

a. MJ McMahon

Executive Vice President for Academic Affairs

PO Box 4092

Flagstaff, AZ 86011

Phone 928-523-6515

Fax 928-523-1848

b. Maria Bruggeman, Associate Director of Athletics/SWA

Internal Campus Liaison

P.O. Box 15400

Flagstaff, AZ 86011

Phone 928-523-2355

Fax 928-523-6035

c. The internal campus liaison's general responsibilities are as follows:

- i. Schedule meeting rooms for committee and subcommittee meetings
- ii. Coordinate travel and hotel preparations for the evaluation visit.
- iii. Schedule interviews and organize any work-related needs for peer reviewers, such as meeting rooms, computer resources, etc.

c1. The chief report writer's responsibilities are as follows:

- i. Coordinate the collection and distribution of information about the self-study and the certification process to committees and subcommittees

c2. The Steering Committee chair's responsibilities are as follows:

i. Field questions from committee and subcommittee personnel concerning the interpretation of certification policies and procedures as contained in the NCAA Institutional Manual and NCAA Division I Athletics Certification Self-Study Instrument

ii. Utilize NCAA staff to interpret difficult questions and communicate answers to appropriate staff members.

5. Conference assistance/use of outside individuals or agencies.

a. The Big Sky Conference Office will not participate in the certification process; however, the written plan and the self-study report will be provided to the Commissioner of the Big Sky Conference.

b. Northern Arizona University chooses not to use outside consultants.

6. Outline and schedule for completing the self-study

2007

April	Chair of Steering Committee appointed
May	Steering Committee members and subcommittee chairs appointed
August	Draft Written Plan for Conducting Self-study
September	Institution begins self-study process Subcommittee members appointed Letters of appointment by Dr. Haeger sent to all committee members Submit Written Plan to NCAA
October	Orientation Videoconference (October 11 in BAC 206) with the President, Steering Committee Chair, and subcommittee chairs attending Steering Committee meets to confirm Written Plan

November	Subcommittees determine self-study plan and begin gathering information Subcommittees meet at least monthly and share information Steering Committee meeting—subcommittee information to date is shared
December	Subcommittees meet at least monthly
2008	
January	Steering Committee meets Subcommittees meet at least monthly
February	Early in the month, first draft subcommittee reports due Steering Committee reviews first draft reports Report distributed to various constituents for feedback Public forum to solicit feedback from interested parties
March	Subcommittees meet at least monthly Early in the month, second draft subcommittee reports due Steering Committee reviews second draft reports Late in the month, final draft of self-study report Steering Committee reviews final draft
April	Joint meeting of all subcommittees to review final draft report Report reviewed and finalized by Steering Committee

May	Submit final self-study report via ACS (submitted May 1)
May-June	NCAA staff liaison reviews report for preliminary issues
July-August	Full committee (CAC) reviews self-study report and approves issues Institution has option to respond to CAC analysis
September-December	Peer-review team conducts campus visit (October 22-24, 2008) and writes report on Web-based system Peer review team report styled at NCAA office
2009	
January	Peer review team report styled at NCAA office
February	Peer review team report sent to the president for response on Web-based system CAC deliberates and issues a final decision for all institutions

7. Self-Study Report

a. Identification of individual responsible for writing the self-study report:

Rebecca Butcher, M.A.
Research Specialist, Sr.
P.O. Box 4122
Flagstaff, AZ 86011
Phone (928) 523-0642
Fax (928) 523-2344

b. Northern Arizona University will provide meeting rooms, computer resources, clerical assistance, and copying as needed for the chief report writer. Additionally, computers, Internet access, etc. are available university-wide for anyone collecting information or Steering Committee members needing to review the report. An electronic workspace will

be created on the Athletics Department website that will include all necessary self-study resources and committee memberships for accessing to and communicating about the self-study process. The Office of Student Affairs will provide secretarial assistance for copying and collecting data and producing report drafts. The writing format for the subcommittee reports and final report will follow the specific guidelines outlined in the 2007-2008 NCAA Division I Athletics Certification Self-Study Instrument.

c. Specific plans for communicating the work of the steering committee to institutional community included:

i. University community and media communication featuring the study will be developed by the Steering Committee with the assistance of the university's Public Affairs Office and subsequently released by the Public Affairs Office.

ii. The work of the Steering Committee will be communicated to the university community through a public forum, campus meetings, the university's weekly newsletter, as well as on the Internet .

iii. A public forum will be held for the institution and greater Flagstaff community in February 2008.

iv. A final report by the Steering Committee to the president will be made in April, 2008

5. Please provide the institution's mission, philosophy and goals statement and the athletics program's mission, philosophy and goals statement. Also, indicate the dates of formal approval for the latest versions.

Northern Arizona University Mission, Philosophy and Goals

Mission Statement

Northern Arizona University adopted a new mission statement in 2007:

Provide an outstanding undergraduate residential education strengthened by research, graduate and professional programs, and sophisticated methods of distance delivery.

Strategic Goals:

Northern Arizona University's Strategic Planning Council approved new strategic goals in spring 2007:

- Learning-centered university
- Student access, learning, persistence and affordability
- Sustainability and stewardship of place
- Global engagement
- A culture of inclusion, civility and respect
- A commitment to Native Americans

- Innovative, effective and accountable practices

Athletics Mission, Philosophy and Goal Statement

Mission Statement

To support a quality educational experience while providing competitive NCAA Division I athletic opportunities as representatives of Northern Arizona University.

Goals

- Promote graduation and encourage graduation within four years
- Promote the health and well-being of student-athletes
- Recruit quality student-athletes who can compete on a regional and national level
- Continue to be a leader on campus in the recruitment of under-represented populations
- Ensure that the men's and women's sport programs are treated fairly and equitably
- Promote ethnic and cultural diversity within all athletics programs
- Conduct the athletics program in compliance with NCAA, Conference, Arizona Board of Regents, and NAU guidelines
- Continue to build relationships with student-athlete alumni
- Conduct programs that positively impact the youth of Northern Arizona
- Serve as a positive university liaison to the community
- Continue to serve as an integral part of a campus residential experience of a premier undergraduate university
- Win conference championships and be competitive at the NCAA Division I championship level
- Build and improve athletic facilities that are of NCAA Division I championship caliber
- Run a fiscally sound NCAA Division I athletics program.