

NCAA Self-Study Certification Steering Committee Meeting  
Tuesday, March 3, 2009  
MINUTES

Members Present: Shawn Eichorst, Steve Waterfield for David Zimmerman, Amy Toburen, Dale Bjorling, Terry Gawlik

1. Plan for Completion Update

- a. Subcommittee Self-Study Report Review/Chief Report Writer Update - The Subcommittees preliminary report were emailed to the Steering Committee on Tuesday, March 3rd. Edits are due by March 12<sup>th</sup>. UW Communications has agreed to review the preliminary report as well. The preliminary report will be made available to the public by Tuesday, March 24<sup>th</sup>.
- b. Communication Strategy Update – The committee members present provided their thoughts on notifying certain constituency groups regarding the preliminary report. Amy and Shawn followed up with Darrell and the following strategy was developed: Darrell as Chair of the Steering Committee will send out an email in advance of the public release of the preliminary report (March 24<sup>th</sup>) informing them of the certification background, process, preliminary report, public forum and the campuses dedicated web site for the NCAA Self-Study program. The groups who will receive the advance notice are: University Committee, Academic Staff Assembly, UW System/Board of Regents, Associated Students of Madison (ASM), Chancellor's Cabinet, Damon Williams, Luis Pinero, UW Foundation, WAA, Athletic Department coaches & staff, the Student-Athlete, Advisory Committee (SAAC) and Booster groups (National W-Club, Mendota Gridiron Club and Badger Basketball Booster Club). Darrell will also meet separately with Chancellor Martin and Regent Walsh.

Amy will do a WI week story around March 11<sup>th</sup> and add the public forum to the online calendar as well as publicize the

campus NCAA Self-Study website. Communications will do a news release to sports reporters and other reporters as well.

- c. Public Forum Plan – The public forum is scheduled for Tuesday, March 31, 2009 from 6 pm to 8 pm in the Ebling Symposium Center at the Microbial Sciences Building. UW Communications will have someone on site. Darrell will moderate the forum. Amy will make sure the public forum is publicized as an opportunity for campus to provide an overview of the process and the preliminary report and not as a full reading of the report.

The tentative format: Intro and general overview of certification (Bazzell) 5 min presentation;  
Governance/Rules section overview  
Zimmerman/Waterfield) – 15 min presentation and 10 min Q&A;  
Academic Integrity overview (Bjorling/Tiedt) – 15 min presentation and 10 min Q&A; Gender, Diversity and Student-Athlete Well-Being overview  
McGuirk/Gawlik/Frazier/Chadima) – 10 min presentation per section (30 min) and 10 min Q&A per section (30 min);  
and then 5 min general follow up Q&A. Shawn will work with groups so they use same theme and power point format.

- 2. Other business – no other business discussed.

\*\*\*Next Meeting: April 17<sup>th</sup> 2:00-3:00 pm