

**Steering Committee Meeting  
October 27, 2007 – 2:00 – 4:00 pm  
Rice Hall, Suite 701**

Committee Members Present:

Chandra Bierwirth  
Diane DePalma  
David Earl  
Jack Friedenthal  
Elizabeth Hillin  
Lou Katz  
Travis King  
Chris Kormis  
Jack Kvancz  
Kathy Napper  
Cynthia Richardson-Crooks  
Mary Jo Warner

Lou Katz opened the meeting at 2:00 p.m.

Meeting Items:

- Chandra distributed the self-study and plans for improvement from 10 years ago.
- Members asked to review previous plans for improvement and note any questions or comments they may have.
- Updated Work Plan was distributed as minor updates were made to the role of the Steering Committee, report writer was included and timeline for campus input was enhanced
- Role of Steering Committee was reviewed
- Chandra will send out Subcommittee Meeting Minutes after each cluster of meetings – Oct., Dec., Feb., & March
- Discussion of broadly distributing report (post on website)
  - By George article; articles on athletics department website; link on GW News Center; E-News
  - Chris will check with Susan Kaplan if GW posted NCAA report on a website? Which one?
  - Discussion ensued on the following issues:
    - Should we develop talking points for committee members
    - Website = feedback / Comment form
    - Post work plan / goals website
    - Count hits to site
  - Based on the discussion (as noted above) the group agreed that information on the process, including committee members, be posted.
    - Decided to create link on athletics website: <http://gwsports.cstv.com/ot/athletics-certification.html>
    - Link is up and allows individuals to e-mail comments or questions to Chandra (depending on what is provided these may be forwarded to the Steering Committee and subcommittee chair)
- Diane asked Chandra when sending out reminders for meetings request them to RSVP if they will be unable to attend and let chairs know.

- Chris indicated if members were contacted they should direct them to the website or Chandra and, if needed, they can direct all media calls to the Office of Media Relations and its director, Tracy Schario at 46460. Tracy will work with Brad Bower, Athletics Sports Information Director, as needed on requests.
- In early January binders w/data given to subcommittees will be provided (informational to assist with report review).
- Members reminded that information discussed and reviewed during the process was confidential in nature.

**Next meeting scheduled for February 5, 2008 from 3 p.m. – 5 p.m. in Rice Hall, 701**

Meeting adjourned at 2:45pm.