2003-2004
DIVISION I
ATHLETICS
CERTIFICATION
SELF-STUDY
INSTRUMENT
Introduction to Self-Study Report

Institutional Information

1. Type of Institution: Public

2. Year institution was founded: 1963

3. Special Affiliation? No

4. Coeducational? Yes

5. Total student enrollment (undergraduate and graduate combined) [using a full-time-equivalency (FTE) basis]: 32004

6. Number of Faculty [using a full-time-equivalency (FTE) basis]: 1516

7. Highest level of academic degree offered: Ph.D.

8. Institution's governing entity: Board of Trustees

9. a. Regional accreditation agency: Southern Assn. of Colleges and Schools

9. b. Date of most recent regional accreditation self-study: In process

9. c. Current accreditation status: Accredited

Athletics Information

1. Subdivision status of athletics program (Academic Year 2004): I-A

2. Conference affiliation(s) or independent status (Academic Year 2004):

   - Baseball: Atlantic Sun Conference
   - Football: Mid-American Conference
   - Men's Basketball: Atlantic Sun Conference
   - Men's Cross Country: Atlantic Sun Conference
   - Men's Golf: Atlantic Sun Conference
   - Men's Soccer: Atlantic Sun Conference
   - Men's Tennis: Atlantic Sun Conference
   - Softball: Atlantic Sun Conference
   - Women's Basketball: Atlantic Sun Conference
   - Women's Cross Country: Atlantic Sun Conference
   - Women's Golf: Atlantic Sun Conference
   - Women's Rowing: Independent
   - Women's Soccer: Atlantic Sun Conference
   - Women's Tennis: Atlantic Sun Conference
   - Women’s Track, Indoor: Atlantic Sun Conference
3. Athletics program structure ('X' all that apply):

   _X_ one combined athletics department
   ___ separate men's and women's departments
   _X_ 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.

   None.

5. Other signification events (with dates) in the history of intercollegiate athletics program:

   2001-2002
   August 3, 2001
   The UCF Board of Trustees established a committee structure that included athletics under the Educational Programs Committee.
   October 25, 2001
   UCF’s affiliation with the Mid-American Conference was announced.

   2002-2003
   January 24, 2002
   UCF’s Sports Complex was re-named the Wayne Densch Sports Center.
   January 24, 2002
   Intercollegiate Athletics’ financial audit was completed.
   June 24, 2002
   Mr. Steve Orsini was appointed Director of Athletics.
   September 26, 2002
   UCF named the UCF Intercollegiate Rowing Complex.
   November 21, 2002
   Athletics fee increases were approved.

   2003-2004
   January 23, 2003
   The UCF Athletics Association, Inc. was certified as a direct support organization (UCFAA).
   January 23, 2003
   UCF personnel were instructed on the Educational Programs Committee of the National Collegiate Athletics Association certification process and criteria.
February 2003
The UCF Athletics Association, Inc., was formed.

November 13, 2003
Head Football Coach Mike Kruczek was relieved from his duties.

November 13, 2003
UCF received an all-sports membership in Conference USA.

December 8, 2003
UCF announced George O'Leary as Head Football Coach.

Previous Certification Self-Study

4. Changes in key senior-level positions, institutional or athletics program, (if any) since the institution’s previous certification self-study.

Following are the changes in key senior-level positions:

Dr. Terry L. Hickey, Provost
Dr. Thomas Huddleston, Jr., Vice President for Marketing, Communication, and Admissions
Mr. William F. Merck, Vice President of Administration and Finance
Mr. Steve Orsini, Director of Athletics
Mr. George O'Leary, head football coach
Mr. Mike Bazemore, Assistant Athletics Director for Business
Dr. Robert Mathner, Assistant Athletics Director for Compliance
Ms. Jessica Reo, Director of Compliance
Dr. Karl P. Mooney, Director, Academic Services for Student-Athletes
Dr. Richard Lapchick, Program Director and Eminent Scholar, DeVos Sport Business Management Program
Mr. Keith Lee, Chief Operating Officer for the National Consortium for Academics and Sports
Dr. Beth Barnes, Vice President and Chief of Staff
Ms. Helen Donegan, Vice President for Community Relations
Dr. Maribeth Ehasz, Vice President for Student Development and Enrollment Services
Dr. Dennis Dulniak, University Registrar
Mr. Gordon Chavis, Assistant Vice President for Undergraduate Admissions and Financial Aid

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:

Following are the significant changes impacting the institution and/or athletics program:

1. The athletic program moved from Division I-AA to I-A in 1996.

2. With the conference name change, all sports other than football competed in the Atlantic Sun Conference. Football joined the Mid-American Conference beginning in the fall of 2003. All sports become members of Conference USA beginning in the fall of 2005.

3. Two women’s sports have been added—rowing and softball.

4. The Athletic Compliance Office is staffed with three full-time employees—an Assistant Athletics Director for Compliance, Director of Compliance, and Assistant Director of Compliance, plus administrative support.
5. The Office of Academic Services for Student-Athletes has expanded significantly.

6. On July 1, 2003, the University of Central Florida Athletic Association, Inc. became a Direct Service Organization.

7. Funding is in place to support all women's sports to the maximum limits allowed by the NCAA for scholarships and coaching staff.

Certification Self-Study Information

1. Steering Committee Chair: William Callarman


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.

   Broad-based participation of campus constituencies was ensured through the make-up of the Steering Committee and the Subcommittees (see pages 8-11). Each committee had representatives from the Board of Trustees, academic and athletic administrators, faculty, student body, coaches, alumni. Committees met periodically throughout the development of the self-study report providing multiple opportunities for input from all constituencies. There were two forums open to the university community during the process. The first open forum was held on October 13, 2005 when each subcommittee presented its rough draft. The second open forum was held on February 28, 2005 when each subcommittee presented its final report. Input from each of those forums was integrated into the self-study.

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

   University of Central Florida
   Written Plan for Conducting the NCAA Division I Athletics Certification 2004-05

   The plan for conducting the NCAA Division I Athletics Certification process at the University of Central Florida includes eleven elements:
   1. stated goals for the process
   2. identification of all institutional plans from the first cycle
   3. the function and composition of committees
   4. the identification of UCF's campus liaison
   5. identifying the chief report writer
   6. the schedule for completion
   7. conference office involvement
   8. guidelines for writing and editing the self-study report
   9. the process for reviewing draft reports
   10. the process for developing the final self-study report
   11. plans for communicating the work to the UCF community.
I. Goal

The overriding goal of the UCFAA is to ensure the integrity of the athletics program at the University of Central Florida. This self-study will provide valuable input to meet that goal. More specifically, this self-study will enable the university to accomplish the following objectives:

A. Evaluate the athletic programs at the University of Central Florida in three areas—governance and rules compliance; academic integrity; and equity, welfare, and sportsmanship.

B. Identify university strengths and weaknesses in each of those areas and identify opportunities for improvement.

C. Create plans to bolster those strengths and capitalize on those opportunities for improvement.

D. Celebrate the quality of athletics programs with the community.

II. Institutional Plans from the First Cycle Self-Study

Following are the five Strategies for Improvement from the 1995 First-Cycle Self-Study Report:

A. Include in the institution’s next revision of its intercollegiate athletics mission statement that the UCFAA supports equitable opportunities for all students and staff, including women and minorities, consistent with the provisions of NCAA Bylaw 23.2.1.I-(d).

B. Establish means by which to provide NCAA rules education to individuals outside athletics who have been assigned NCAA compliance responsibilities.

C. Review summer employment policies and procedures for student-athletes to ensure that those policies and procedures include means by which to communicate and monitor compliance with NCAA rules.

D. Review contracts and job descriptions for coaches and athletics department staff members to ensure compliance with the provisions of Bylaw 11.2.

E. In planning for the institution’s next athletics certification self-study, ensure that required self-study materials (including institutional plans required as part of the self-study) are included in the material provided to the peer-review team.

Each of these Strategies for Improvement was addressed in detail in the Interim Status Report—2001 (provided in the resource room).

Additionally, following are the ten Suggestions for Improvement from the 1995 Self-Study Report:

A. Consider establishing an NCAA rules-education orientation program for new coaches, athletics department staff members, and other institutional personnel assigned rules-compliance responsibilities.

B. Consider developing an institutional policy related to the scheduling of athletics contests/practices, class attendance, and examinations.

C. Consider establishing means by which to measure and document the success of the academic support program.
D. Consider incorporating the long-range plan developed in 1990 for the athletics department within the institution’s 1995 athletics certification self-study report.

E. Consider reviewing institutional policy related to summer camps to ensure compliance with NCAA rules.

F. Consider maintaining on file in the athletics department a complete inventory of equipment, uniforms, and supplies for each athletics team.

G. Consider establishing a team travel policy that includes equitable per diems among all athletics teams.

H. Consider monitoring increases in operating budgets to ensure that funds are allocated equitably among men's and women's sports.

I. Consider developing a written policy explaining the athletics department's procedures to ensure the equitable distribution of financial aid for student-athletes attending summer school.

J. Consider conducting an NCAA rules and athletics department policies education orientation meeting for newly enrolled student-athletes.

Each of these Suggestions for Improvement was addressed in detail in the Interim Status Report—2001 (available in the resource room).

Additionally, there were two plans for improvement:

1. ACADEMIC INTEGRITY - It is recommended that the Faculty Senate review the current situation and develop a policy (to protect students that miss classes or exams while representing the university at events) and procedures which clearly delineate the following:

   a. the types of absences covered;

   b. the procedures students should follow to inform the faculty members involved;

   c. the type of documentation students will be required to provide faculty members;

   d. options for making up the assignments; each faculty member will determine which are appropriate for students;

   e. students’ and faculty members’ responsibilities in setting up the make-up assignments.

2. MINORITY ISSUES - The improvement of ethnic diversity across sports will include the following specific plan:

   a. Athletic director will communicate to all coaches the responsibility to include students of various races in the program.

   b. Each coach will recruit with diversity in mind so that scholarship awards may be made to a pool of students that includes Black and Hispanic students. Coaches will continue to administer their own scholarship awards, as is currently the policy. [Asian-American and Native American students will be welcomed and their participation monitored under this goal, but their representation in the feeder pool does not support a specific affirmative action goal]. Annual monitoring will be included in the Athletic Equity Report, transmitted to the Florida Board of Regents January 31 of each year.
These plans for improvement were included in the first-cycle self-study (available in the resource room).

There was one additional action identified from the interim report—that the University create a plan to enhance the graduation rates of those sports who were significantly below the graduation rate of student-athletes as a whole. That plan will be included in this self-study report.

III. Function and Composition of the Steering Committee and Subcommittees

A. The Steering Committee has been given clear authority from the UCF President to speak and act on behalf of the university with regard to the self-study. The Steering Committee's primary responsibilities are: (1) collecting and organizing pertinent data; (2) coordinating activities of the subcommittees and monitoring the progress of the self-study; (3) reviewing reports of the university, the peer-review team, and the NCAA Division I Committee on Certification in relation to the university's previous self-study; 4) reviewing the reports of the steering committee and the various subcommittees; (5) maintaining a written record of meetings, writing responsibilities, and comment sessions; and (6) producing and distributing the final self-study report.

Additionally, the Steering Committee and the subcommittees will provide numerous opportunities for input from various on- and off-campus constituencies.

The Steering Committee is chaired by Dr. William G. Callarman, Associate Professor of Management and NCAA Faculty Athletics Representative. As chair of the Steering Committee, Dr. Callarman has been given clear authority by and ready access to UCF President Hitt.

The subcommittees are responsible for gathering and analyzing information relating to the operating principles and self-study items identified in the 2003-04 Division I Athletics Certification Self-Study Instrument. Subcommittees are also responsible for maintaining and distributing a written record of meetings and responsibilities. Additionally, the subcommittees will write the rough draft of their results including an Evaluation and Plan for Improvement.

Following are the members of the Steering Committee and the subcommittees:

Steering Committee
Mandatory members:
Dr. John C. Hitt, UCF President
Dr. William Callarman, NCAA Faculty Athletics Representative
Mr. Steve Orsini, Director of Athletics
Ms. Mary Kaufman, Senior Woman Administrator

Additional representation:
The Honorable Olga Calvet, Member, UCF Board of Trustees

Other University Administrators:
Dr. Terry Hickey, Provost and Vice President for Academic Affairs
Mr. William F. Merck, II, Vice President for Administration and Finance
Dr. Tom Huddleston, Vice President for Student Development and Enrollment Services
Dr. Gordon Chavis, Assistant Vice President for Undergraduate Admissions
Dr. Dennis Dulniak, University Registrar
Ms. Mary McKinney, Executive Director of Student Financial Assistance
Ms. Janet Balanoff, Director of EEO and Affirmative Action Programs
Dr. John Schell, Chair, Academic Integrity Subcommittee
The Honorable Rick Lee, Chair, Equity Subcommittee, and Member, UCF Board of Trustees
Dr. Cynthia Young, Faculty
TBA, Student Body President
TBA, other Student Government Association (SGA) members
Mr. Tom Messina, Associate Vice President for Alumni Affairs
Mr. John Gill, President, UCF Alumni Association
Ms. Jena Delk, member of the UCF Alumni Association
Mr. Allan Gooch, Executive Director, Golden Knights Club
Mr. Rob Molnar, President, Golden Knights Club
TBA, Student-athlete Advisory Committee Chair
TBA, other student-athletes
Mr. Scott Cole, General Counsel
Mr. David Albertson, UCFAA Board President
Ms. Amanda Cromwell, coach
Ms. Michelle Francis, student
Mr. Chris Watson, student
Ms. Tara Lynn, student

B. Governance and Rules Compliance Subcommittee
Dr. Dennis Dulniak, Chair, Governance and Rules Compliance Subcommittee, and University Registrar
The Honorable Judy Albertson, Compliance Committee Chair and member, UCF Board of Trustees
Dr. Robert Mathner, Assistant Director of Athletics-Compliance
Mr. Art Zeleznik, Senior Associate Director of Athletics
Dr. Bernard McCarthy, Faculty
Ms. Tepricka Morgan, student
TBA, Student-athlete
TBA, SGA representative
Ms. Meg Colado, Coach
Mr. Michael Grindstaff, member, UCFAA Board of Directors
Ms. Angela Shaw, Alumna
Ms. Joanne McCully, member, Staff Council and Athletics Committee

C. Academic Integrity Subcommittee:
Dr. John Schell, Chair, Academic Integrity Subcommittee, and Assistant Vice President and Dean of Undergraduate Studies
The Honorable Gerri Ferris, member, UCF Board of Trustees
Dr. Karl Mooney, Director, Academic Services for Student-Athletes
Ms. Sabrina Andrews, Director of Institutional Research
Dr. Maribeth Ehasz, Associate Vice President for Academic Development and Retention
Ms. Delaine Priest, Director, Student Academic Resource Center (SARC)
Dr. Corey Watkins, Faculty
Ms. Katie Troutman, student
Mr. Adam Kanaan, student
TBA, Student-athlete
TBA, SGA representative
Mr. Kirk Speraw or Ms. Gail Striegler, Coaches
Mr. Tony Nicholson, member, UCFAA Board of Directors
Mr. Manny Rodriguez, UCF Alumni Association
Ms. Judy Monroe, member, Athletics Committee

Dr. Corey Watkins, Chair, Equity, Welfare, and Sportsmanship Subcommittee
The Honorable Rick Lee, Chair, Equity, Welfare, and Sportsmanship Subcommittee, and member, UCF Board of Trustees
Ms. Janet Balanoff, Director, EEO and Affirmative Action Programs
Ms. Mary Kaufman, Senior Woman Administrator
Dr. Craig Ullom, Associate Vice President for Student Development and Enrollment Services
Dr. Valarie Green King, Director of Diversity Initiatives
Ms. Christi Hartzler, Director, Housing and Residence Life
Ms. Laura Riddle, Director, Alcohol and Other Programs
Dr. Patty McKnown, Assistant Vice President for Student Development and Enrollment Services and Director, Office of Student Conduct
Dr. Richard Lapchick, Faculty
Dr. Bernard Jensen, Faculty
Mr. Brad Sexton, student
Mr. Ronald Khadaran, student
TBA, student-athlete
TBA, SGA representative
Ms. Lee Ann Crain, coach
Mr. Todd Bowers, member, UCFAA Board of Directors
Ms. Darla Olive, UCF Alumni Association
IV.
Dr. William G. Callarman, Campus Liaison between the university and NCAA staff, and coordinator for visit preparations and scheduling meetings, materials, and equipment.

V.
Ms. Amy Barnickel, Chief Report Writer and Senior Executive Assistant to the UCF President

VI.
Schedule

March 16, 2004
Submission of rough draft of written plan for completing the self-study

Week of March 22, 2004
Distribution of written plan for completing the self-study, the 2003-2004 Division I Athletics Certification Handbook, and the Self-Study Instrument to the Steering Committee and Subcommittee members

March 30, 2004
Orientation visit conducted by Mira Colman, Assistant Director of Membership Services, NCAA

Week of April 12 or April 19, 2004
Subcommittee orientation meetings and begin the process of identifying information needs

April 21-23, 2004
Annual outside compliance review conducted by Steve Sturek, Associate Commissioner of the Atlantic Sun Conference

Months of May, June, and July, 2004
Data collection and analysis

End of August 2004
Self-study items completed by Subcommittees

End of September 2004
Open forums conducted by the Subcommittees

End of October 2004
Input from the open forums integrated into the self-study report

End of November 2004
Subcommittee rough draft report completed and forwarded to the chief report writer

End of December 2004
Subcommittee reports integrated by the chief report writer and sent back to the Subcommittees for their input

End of January 2005
Self-study draft report to the Steering Committee

End of February 2005
Self-study draft report back to the chief report writer and Subcommittees. Rough draft completed. Open forum held on the completed rough draft

March 18, 2005
Final draft completed for presidential review and approval

April 15, 2005
Completed self-study submitted to the NCAA Committee on Athletics Certification

July 2005
Initial review of the self-study by the NCAA Committee on Athletics Certification
August/September 2005
Evaluation visit by the peer review team

October 2005
NCAA Committee on Athletics Certification decision

VII. Conference Office Involvement—Mr. Steve Sturek, Associate Commissioner of the Atlantic Sun Conference, will be on the UCF campus to conduct the annual compliance review April 21-23, 2004, and he will be available as a consultant during the self-study process. Mr. Sturek will also be on the UCF campus during the peer-review visit.

Writing and Editing the Report—The University of Central Florida will follow the specific guidelines for preparing and writing the self-study report as prescribed on pages 20-21 of the 2003-04 Division I Athletics Certification Handbook:

A. The responses shall address each aspect of all self-study items in a thorough but concise manner.

B. The responses will be prepared so they can be read individually.

C. Supporting documentation will be provided only as necessary as prescribed by the self-study instrument.

D. The conclusions will be based on readily available and reliable data.

E. The conclusions will be reasonable based on the available data.

F. Plans for improvement will be written to address concerns uncovered in the self-study process.

G. Plans will be established to maintain a high level of quality of all programs.

H. The organization of the self-study report will be an introduction, responses to the self-study items, and evaluations and plans for improvement. These will be presented in three sections: governance and rules compliance; academic integrity; and equity, welfare, and sportsmanship.

The university has a strong commitment to meet all work-related needs (word processing equipment, secretarial assistance, copy reproduction, computer resources, meeting rooms).

IX. Draft Report Reviews—Subcommittee reports will be reviewed periodically by the Steering Committee and the chief report writer to ensure consistency among the Subcommittees. Open forums will be held to share the work of the Subcommittees with the university community for input. Subcommittees will incorporate appropriate input.

Each review will focus on the completeness of the work, compare the responses with the operating principles, and ensure that quality plans for improvement are developed.

The chief report writer will submit the Draft Report of the completed self-study to the Steering Committee and the Subcommittees for review. The Steering Committee will make the final decision on what is included in the final report.

X. The Final Report - The chief report writer will prepare the final self-study report for the final review by the Steering Committee. The final self-study report will then be sent to the NCAA Division I Committee on Athletics Certification.
XI. Communicating the Process and Final Report

All meetings will be open to the public and meeting times and locations will be posted with an open invitation to anyone who wishes to attend. The UCFAA Website will provide that information.

Open forums will be held periodically and announced well in advance.

The final self-study report will be electronically posted.