

Evaluation of the Self-Study

Accuracy

The peer-review team found, through the process of on-campus, in-person interviews and examination of documents provided, that the presentation of the self-study was an accurate representation of the situation at Utah Valley State College.

Institution Response:

No response entered.

Broad-Based Participation in the Self-Study Process

The self-study process incorporated a wide representation from the campus and support communities. Steering committee and subcommittee composition and resource people created a broad perspective on the issues. In addition to the broad representation on the steering committee and subcommittees, there were opportunities for input from various campus constituencies throughout the athletics certification process.

Institution Response:

No response entered.

Governance and Commitment to Rules Compliance

1.1 Institutional Control, Presidential Authority and Shared Responsibilities

A. Evaluation of the Athletics Program in Relation to the Operating Principle.

Committee on Athletics Certification Identified Issues

The committee did not identify any issues.

B. Additional Peer-Review Team Issues

None.

C. Opportunities for Enhancement

None.

Institution Response to the Opportunities for Enhancement

None.

1.2 Rules Compliance

A. Evaluation of the Athletics Program in Relation to the Operating Principle.

Committee on Athletics Certification Identified Issues

1. NCAA Operating Principle 1.2 requires an institution to have a clear and unambiguous commitment to rules compliance as a central element in personnel matters for all individuals outside the athletics department who are involved or associated with athletics. In order to demonstrate conformity with this operating principle, an institution must include a statement regarding the importance of rules compliance in all of the following documents: contracts or letters of appointment, performance evaluations and job descriptions for all individuals outside the athletics department who are involved or associated with athletics. After reviewing Page Nos. 25 and 26 of Utah Valley State College's self-study report, as well as the plan for improvement on Page No. 30 and supplemental information provided by your institution on June 4, 2007, the NCAA Division I Committee on Athletics Certification (hereafter referred to as "committee") noted that your institution planned to add language to contracts or letters of appointment, performance evaluations and job descriptions by April 16, 2007. Therefore, your institution must revise its plan for improvement to include performance evaluations. Further, your institution must provide written evidence it has completed its plan to include a statement regarding the importance of rules compliance in contracts or letters of appointment, performance evaluations and job descriptions for all individuals outside the athletics department who are involved in or associated with athletics by December 14, 2007.

Institution Response to the Analysis

Compliance Issue 1.2 Rules Compliance

Reviewed by: Scott Hammond, PhD Assistant Vice President for Academic Affairs

Utah Valley State College Athletics has completed a plan that includes statements regarding the importance of rules compliance in contracts or letters of appointment, performance evaluations, and job descriptions. Compliance with rules is explicitly stated in letters of appointment and is discussed thoroughly with candidates and new appointees. A sample letter of appointment will be made available to the site visitation team in the institutional documents binder. UVSC uses a standard performance management system that formally evaluates all employees annually in January or February. As a part of this evaluation, employees are rated by their job supervisors and asked to create an annual work plan. Once again samples of the employee work plans and performance management documents can be found in the institutional documents binder. Job descriptions also explicitly and implicitly focus on rules compliance. Sample job descriptions can also be found in the institutional documents binder. A memo describing this process from the Associate Director of Human Resources can also be found in the institutional documents binder.

It should be noted that the Department of Human Resources at UVSC carefully monitors job descriptions, the performance management system, and letters of appointments or contracts, in order to ensure that UVSC is in full compliance with Federal law, state law, accrediting bodies, and the NCAA. UVSC has undergone numerous audits and evaluations in the last five years. Without exception, these reviews have noted that UVSC's human resources systems are in compliance with regulating bodies.

Notes:

1. See Appendix B: Rules Compliance Documents.

Peer-Review Team Report

Rationale as to how the committee's issue has been addressed:

Through on-campus interviews and review of records, the peer-review team determined that your institution minimally met the requirement that appropriate language regarding the commitment to NCAA rules compliance be included in salary notification letters, performance evaluations and job descriptions for all individuals, both inside and outside the athletics department, who are involved or associated with athletics by tying the performance evaluation back to the job description, which includes the appropriate language.

Based on this information, the peer-review team has determined that the issue has been resolved.

Institution Response to the Peer-Review Team Report

None.

B. Additional Peer-Review Team Issues

None.

C. Opportunities for Enhancement

The peer-review team suggests that your institution add an addendum to the performance evaluation form that clearly demonstrates the staff member is evaluated on the importance of NCAA rules compliance.

Institution Response to the Opportunities for Enhancement

Part 1: See Faxed copy (sent Dec 14, 2007 to Binh T. Nguyen, Assistant Director of Membership Services, Fax # 317.917.6622) of amended HR performance evaluation that includes NCAA compliance addendum.

Part 2: Memo from Utah Valley's Human Resource Associate Director regarding who the amended performance evaluation applies to.

Memo

To: Megan Kennedy, Athletics

From: Mark Wiesenberg, Associate Director, Human Resources

Date: December 11, 2007

Re: Amended Performance Management Evaluation Form for Athletics

As a follow-up to the recommendation made by the NCAA Peer-Review Team, HR has amended the performance management evaluation form to include a specific rating of an employee's adherence to NCAA and College policies. The modified form will be applied to the evaluations of employees in all Athletics positions and employees in the following non-Athletics positions whose jobs interface with the Athletics Department:

1. Vice President for Student Affairs
2. Senior Director One-Stop
3. Auditor ?– Internal
4. Advisor Generalist
5. Sr. Director - Financial Aid
6. Advisor - Transfer Articulation
7. Registrar
8. Other positions deemed appropriate that may fall under NCAA guidelines.

In order to fulfill these requirements, HR and Athletics will work together to ensure the evaluation forms are applied to the required positions.

Academic Integrity

2.1 Academic Standards

A. Evaluation of the Athletics Program in Relation to the Operating Principle.

Committee on Athletics Certification Identified Issues

1. Operating Principle 2.1 requires an institution to demonstrate that written policies regarding the scheduling of practice and competition are established in all sports to minimize student-athlete's conflicts with class time and/or final examination periods due to participation in intercollegiate athletics. In order to demonstrate conformity with this operating principle, such policies must be clearly communicated (e.g., published in the institution's student-athlete handbook, published in the appropriate athletics department manual, discussed during team meetings) to student-athletes and staff. After reviewing Page Nos. 37 and 38 of your institution's self-study report, as well as supplemental information provided by your institution on June 4, 2007, the committee is unclear if formal, written policies exist in this area and whether they are communicated to student-athletes and staff members. Therefore, your institution must provide written evidence that policies related to the scheduling of practice and competition to minimize missed class time do exist and that the policies are clearly communicated to student-athletes and staff members (e.g., published in the institution's student-athlete handbook, published in the athletics department manual, discussed during team meetings).

Institution Response to the Analysis

Compliance Issue 2.1, Paragraph 1 Academic Standards

Formal written policies regarding the scheduling of practice and competition do exist and have been in effect during most of UVSC's provisional status.

Current/Existing Policy:

"Event and Competition Scheduling Policy: UVSC Athletics Policies and Procedures"

As student enrollment at Utah Valley State continues to grow, it has become apparent that guidelines for scheduling athletics practice are necessary. Currently, many departments are only able to offer required courses once a year, or at a specific time each semester. Additionally, courses are reaching their listed capacity soon after the opening of registration, therefore decreasing the ability for students to make schedule changes "at the last minute." Out of concern for the student-athlete's degree progress, the Athletic Administration supports the following guidelines:

1. Practice times for any given semester shall be determined prior to student-athlete early registration for that semester (e.g., practice times for fall must be determined before early athletic registration during spring semester).
2. Practice times shall be provided in writing to student-athletes and athletic academic advisors one week prior to student-athlete early registration.

3. If permanent changes to the practice schedule occur after student-athlete early registration due to facility availability or other extenuating circumstances, student-athletes must be made aware of the scheduling changes as soon as possible, but no later than one week prior to the start of classes in any given semester.

All schedules for all contests should be submitted to and approved by UVSC Athletic Administration in order to avoid regular season competition conflicts with examination periods. Competition schedules will not be considered final until such approval is received by UVSC Athletic Administration. The Administration's review will compare scheduling of regular season competition during examination periods. Four general guidelines are especially important:

1. Away contests SHALL NOT be scheduled during final examination periods;
2. Home contests should not be scheduled during final examination periods;
3. Contests during the final week of classes each semester should be scheduled at home or with only limited travel demands;
4. Student-athletes may NOT miss class to attend practices.

The Athletic Administration also encourages coaches to schedule practice and travel times so as to minimize class time missed. The Athletic Administration recognizes that travel can be difficult and time-consuming, but the coaching staff must also recognize that the success of our student-athletes is dependent on their presence and participation in classes. Exceptions to these guidelines can be approved only by UVSC Athletic Administration after consideration of reasonable justification.

NCAA Bylaw 17.1.5.2 Outside of the playing season, from the institution's first day of classes of the academic year or September 15, whichever occurs earlier, to one week prior to the beginning of the institution's final examination period at the conclusion of the academic year, only a student-athlete's participation in required weight-training, conditioning and individual skill instruction shall be permitted. A student-athlete's participation in such activities per Bylaw 17.02.1 shall be limited to a maximum of eight hours per week with not more than two hours per week spent on individual skill workouts. All athletically related activities outside the playing season are prohibited one week prior to the beginning of the final examination period through the conclusion of each student-athlete's final exams (Revised: 4/27/06 effective 8/1/06).

This policy can be found in the Athletic Department Compliance Manual and Coaches' Handbook located on the UVSC Athletic Department website in addition, it is also located on the athletic website under the student-athlete tab student-athlete access (see note 1). This policy is reviewed at least annually at both athletic department staff meetings, athletic administration meetings, and in SAAC.

Note 1:

http://www.cstv.com/auto_pdf/p_hotos/s_chools/utva/genrel/auto_pdf/EventandSchedulingPol

Peer-Review Team Report

Rationale as to how the committee's issue has been addressed:

Your institution's standards meet the criteria established by the committee. Based on review of the documents, the written regulations are clearly communicated to staff and student-athletes and provide an exacting guide for expectations in the area of scheduling of practice times, competition and missed class time. Ample evidence exists to demonstrate that your institution's coaches are concerned that student-athletes miss only minimal class time.

Based on the information provided, the peer-review team has determined that this issue has been resolved.

Institution Response to the Peer-Review Team Report

None.

2. Operating Principle 2.1 requires institutions to demonstrate that written policies are established in all sports to minimize student-athlete's conflict with class time and/or final examination periods due to participation in intercollegiate athletics. In order to demonstrate conformity with this operating principle, institutions must analyze, explain and address missed class time that has been determined to be significant or excessive for any sport(s). After reviewing Page No. 38 of your institution's self-study report, as well as supplemental information provided by your institution on June 4, 2007, the committee noted your institution did not analyze, explain and address missed class time that has been determined to be significant or excessive for any sport(s). Therefore, your institution must analyze, explain and address missed class time that has been determined to be significant or excessive for any sport(s).

Institution Response to the Analysis

Compliance Issue 2.1, Paragraph 2: Academic Standards

Student Athlete Missed Class Time

Reviewed by:

Faculty Athletic Representative (FAR): Mike Shively

Assistant Vice President for Academic Affairs: Scott Hammond

An analysis of class time missed for each of the team sports has been completed for fall and spring of the academic year 2006-2007. Student athletes in two sports (women's soccer and women's softball) missed only 3 percent of their classes. Those in women's golf, men's wrestling, women's basketball, and women's volleyball missed 4 percent of their classes. Men's baseball, men's golf and the cross country/track teams missed 5 percent of their classes. Only the men's basketball team missed more than 5 percent of their class periods (6 percent). Although minimizing missed classes is an academic goal, these percentages seem reasonable, particularly in view of UVSC's current independent status which makes home games in some sports (basketball in particular) difficult to schedule. Hopefully, when UVSC is accepted into a conference, missed classes may be further reduced.

Notes:

1. Please reference: Appendix A: Missed Class Time Data Table.
2. Future data will be divided into semesters.

Peer-Review Team Report

Rationale as to how the committee's issue has been addressed:

Based on your institution's response to the committee's analysis, your institution's analysis and class-time data table show conclusively that student-athletes are available for at least 94 percent of scheduled class meetings and admits that the percentage of missed class time could be reduced even further after being accepted into an NCAA Division I conference.

Based on the information provided, the peer-review team has determined that this issue has been resolved.

Institution Response to the Peer-Review Team Report

None.

B. Additional Peer-Review Team Issues

None.

C. Opportunities for Enhancement

None.

Institution Response to the Opportunities for Enhancement

None.

2.2 Academic Support

A. Evaluation of the Athletics Program in Relation to the Operating Principle.

Committee on Athletics Certification Identified Issues

1. Operating Principle 2.2 requires an institution's academic support services for student-athletes to be periodically reviewed and approved by academic individuals external to the athletics program. After reviewing Page No. 51 of your institution's self-study report, the committee noted that, as a provisional NCAA Division I member, your institution has not previously been required to implement an evaluation of academic support programs for student-athletes by an authority outside the athletics department. Further, your institution's response to self-study Item No. 6 on Page No. 51 indicated the review will be conducted in the future by the athletics advisory committee; however, no plan for improvement was developed. In addition, after reviewing Page Nos. 41 through 50, of your institution's self-study report, the committee noted that some academic support services areas receive periodic approval by academic authorities outside of the athletics department. However, the committee was unclear if the following academic support services areas also received periodic approval by academic authorities outside of the athletics department:

- a. Success skills;
- b. Study hall;
- c. Academic-progress monitoring and reporting;
- d. Assistance for at-risk students; and
- e. Posteligibility programs.

Therefore, your institution must provide written evidence that your institution's academic support services for student-athletes have been subject to a comprehensive review and periodic approval at least once every three years by academic authorities outside of athletics who do not have day-to-day responsibilities in the academic support services area by December 14, 2007. Further, your institution must ensure that this review will occur at least once every three years in the future. Lastly, your institution must describe any relevant corrective actions planned or implemented for the recommendations contained in the academic support services review.

Institution Response to the Analysis

Compliance Issue 2.2 Academic Support

Under the guidance of the new Faculty Athletics Representative (FAR), Dr. Mike Shively, and the Athletics Advisory Committee (AAC), a comprehensive review of the entire suite of academic support services for UVSC student-athletes has now been initiated. It will be completed by December 14, 2007. One outcome from this review will be a plan for the periodic approval of all academic support services that will occur once every three years, per NCAA guidelines.

Clarification is provided about periodic approval by academic authorities outside of the athletics department related to the following academic support services:

a. Success skills: the CHAMPS program that was developed by the Athletics Department and described in the self-study has not undergone any external review or approval. The current FAR/AAC review mentioned above will provide such a review and approval. As indicated in the self-study, the CLSS course (Student Success ? CLSS 1000) does receive external review and approval by Bonnie Henrie, Dean, School of General Academics.

b. Study hall: the study hall service for student-athletes has not undergone any external review or approval. The current FAR/AAC review mentioned above will provide such a review and approval.

c. Academic progress monitoring and reporting: the first monitoring and reporting process in this Fall 2007 semester has been submitted to the campus Registrar's office and has been approved by that office. More consistent review and approval of this support service will be feasible with a dedicated part-time person in the Registrar's office (see Plan for Improvement below).

d. Assistance for at-risk students: this service has not undergone any external review or approval. The current FAR/AAC review mentioned above will provide such a review and approval. It should be noted that the Athletics Department has plans to hire an intern to specifically assist at-risk student-athletes in a pilot program.

e. Post-eligibility programs: this service has not undergone any external review or approval. The current FAR/AAC review mentioned above will provide such a review and approval.

Plans for Improvement: (see spreadsheet in "Plan for Improvement" section of submittal)

1. Complete a comprehensive review of academic support services by academic authorities outside of the Athletics Department by December 14, 2007 (in process).

2. Work with campus Registrar's office to obtain part-time employee dedicated to work with the Athletics Department to provide oversight and approval of the academic progress monitoring and reporting of the student-athletes.

Peer-Review Team Report

Rationale as to how the committee's issue has been addressed:

The peer-review team noted that your institution has taken steps to put in place a process that will review the academic support services for student-athletes every three years by academic authorities outside of athletics who do not have day-to-day responsibilities in the academic support areas. This review team is being chaired by the faculty athletics representative (FAR) along with a subcommittee of the athletics advisory committee. The review is well under way and is scheduled for completion December 14, 2007.

As of the November peer-review team visit, this review has not yet been completed. While it is clear your institution is prepared to move forward with this requirement and will include a schedule of reviews every three years, the peer-review team is unable to report that your institution has met this measurable standard of Operating Principle 2.2 as it relates to the review of academic support services by academic authorities outside of athletics who do not have day-to-day responsibilities in the academic support services area at least once every three years.

Institution Response to the Peer-Review Team Report

Submitted: December 7, 2007, to Bihn Nguyen, by Mike Shively (FAR)

Clarification Note:

The Athletic Advisory Committee (AAC) is a non-Athletics Department committee chaired by Mike Shively (FAR).

Report:

Academic Support for Student-Athletes at Utah Valley University

This report was initiated by the Faculty Athletic Representative (Michael Shively), and reviewed by the UVU Athletic Advisory Committee and the UVU NCAA Compliance Committee. It is based on written surveys completed by the Administrators, Coaches, Compliance Officers, and Advisors in the Athletic Department as well as by key personnel in the areas of academic advising and support from the main campus. The completed survey forms are available for public review from the Faculty Athletic Representative.

Wolverine Service Center

A Wolverine Service Center (WSC) was dedicated in the fall of 2007. This 18,000 square foot facility houses the wrestling program, men's and women's golf, and men's and women's track. One fourth of the facility is specifically dedicated to academics. This includes a lounge, study tables and a computer lab with 26 terminals for student-athlete use. The WSC also houses the NCAA compliance officer, student athlete financial aid officer, Athletic Department academic advisors, and the UVU Marketing Office.

Recommended changes: Expand size and quality of facilities for student-athletes and athletic programs.

Academic Advising

Academic support for student-athletes at UVU is a mix of general services (available to all students) and a number of services specifically designed to meet the needs of student-athletes. Approximately thirteen general advisors assist students with enrollment, interpretation of test scores, career counseling, and specific class sequencing. In addition, departmental advisors in each of the degree programs that UVU offers are available for students who have declared majors and/or career goals. Student-athletes are required to meet with these major advisors before registration of their fifth semester and every semester thereafter. Two advisors within the Athletic Department work exclusively with student-athletes in a general advising capacity as well as assisting them with the early registration that is available for UVU athletes and seniors (insuring them of enrollment in the classes needed to complete their degrees). These athletic advisors also assist with ongoing grade checks, required study hall monitoring; drop/add class changes, problems with professors, and finding appropriate tutors.

Recommended changes: Increase the number of academic advisors in the Athletic Department.

Tutoring

UVU offers free tutoring in math and English throughout regular school days until 11:00 pm at night. Weekend sessions are also scheduled. When students need or request tutoring assistance in any other subject areas, tutors are found on campus, free of charge. A math tutor is provided specifically for student-athletes in the Wolverine Service Center once each week during athlete study hall hours. Tutors in other areas are currently being recruited for student-athlete study halls. There are campus wide peer tutoring labs available and the athletes are also proactive in forming their own peer tutoring groups and in utilizing on-line tutoring services, as well. Tutoring schedules in all subjects are posted in the Wolverine Service Center.

Recommended changes: Continue current trend of making tutors available in the Wolverine Service Center, specifically adding tutors for chemistry and biology.

Success Skills

All freshmen student-athletes are required to enroll in Student Success (CLSS 1000). Additionally, the athletes participate in CHAMPS programs (Challenging Athletes' Minds for Personal Success) each semester which emphasize time budgeting and success strategies for their personal, academic, and athletic lives. Student-athletes also participate in activities organized by the SAAC (Student Athlete Advisory Council) which emphasize success and involve them in the community. Among these are visits to public schools where student-athletes address the student bodies and emphasize the importance of academic success.

Student-athletes are always encouraged (and sometimes required) to take advantage of campus programs and attend addresses by outside speakers in the areas of leadership and success.

Recommended changes: Continue current practice.

Study Halls

Study hall participation by student-athletes is mandated by their classification and GPA. Freshmen, transfer students, and upperclassmen below 2.0 GPA are required to be in study halls for six hours each week. Higher GPA's reduce required study hall hours according to the following sliding scale:

GPA Required Study Halls

2.0-2.5 4 hours/week

2.5-3.0 2 hours/week

3.0-4.0 no required study halls

The Athletic Department offers general study halls in the Wolverine Service Center from 8 am to 8 pm on weekdays. Study hall hours may also be completed via participation in separate team study halls or through campus tutoring sessions. Coaches may increase required study hall hours, if the need arises.

Recommended changes: Continue current practice and increase required study hall hours if the need arises to meet academic progress goals.

Freshmen and Transfer Student Orientation

A "Welcome Packet" is sent to each new UVU student within two weeks of application for admission. In addition, a new student orientation is offered at UVU at the beginning of each academic year as a campus wide activity called UV Experience. Students are also directed to complete a "Webstart" program after admission to add to their familiarity with UVU. The "Transfer Services" department of UVU registration provides information on transfer credit, course articulations, etc. Personal campus tours are available with guides able to answer questions for new students. The Athletic Department has its own required two day orientation with special time set aside for freshmen and transfer students. Academic support services are emphasized in these sessions, as well as institutional and NCAA expectations of student-athletes. One full day of this orientation is devoted to academics.

Recommended changes: Continue current practice.

Academic Progress Monitoring

A campus wide Academic Support group monitors grades for all students. It has established categories of academic warning, probation, continued probation, and suspension. Reviews of academic history with guidance and support for future academic success are offered. Workshops are required for all students at the levels of warning or below. Students that have been suspended must petition for re-admission to the institution and each case is subject to committee review.

In addition, student-athlete academic progress is monitored twice each semester via a current attendance/assignment/grade check form signed by the instructor in each of their classes. These are reviewed by the Athletic Department advisors and coaches. Athletes that are failing or struggling in their classes are assisted as needed with additional tutoring, study halls, etc. Instructors on campus are encouraged to alert the Athletic Department of any academic crisis involving a student-athlete. At the end of each term, continued eligibility based on academic success (grades) is examined for each student.

Recommended changes: Establish a standardized system in UVU records and registration that monitors semester grades and reports directly to the FAR.

Assistance for Special Needs Students

Students with documented special needs have a full range of services provided by the Accessibility Services Department. Counselors therein are well versed in federal guidelines and are empowered to establish accommodations throughout the institution. A learning lab with specialized equipment is available and the UVU Wellness Center provides testing and counseling for those with special needs. The lab includes a braille, equipment to convert written text to spoken word, and that which will convert a student's voice into printed material. A number of other specialized programs are available. The campus Classroom Testing Center offers special testing services to accommodate special needs students.

Student-athletes with special needs meet first with Department Advisors and are then referred to the Accessibility Services Department for testing and follow up. Students with the following diagnoses and/or disabilities are accommodated:

Attention Deficit Disorder (ADD)
Attention Deficit Hyperactivity Disorder (ADHD)
Partially/Totally blind
Partially/Totally deaf
Learning disabled
Medical Problems (diabetes, epilepsy, multiple sclerosis, etc.)
Physical disabilities
Psychiatric disabilities (depression, bipolar disorder, anxiety disorder, etc.)
Chronic illness

The Accessibilities Services Department also provides in class note-takers and also utilizes peer note-takers for students with special needs.

Recommended changes: Continue current practice.

Learning Assessment

All UVU students under 21 years of age are required to submit to standardized testing (ACT or SAT). An ACT score of 19 or higher is assumed to denote appropriate college entry level ability. Students below 19 are required to take Compass tests to determine their appropriate math and English courses. A specific learning assessment is available through the Accessibility Services Department. Students who qualify for assistance are then accommodated as needed throughout their academic careers.

Recommended changes: Continue current practice.

Mentoring

Mentoring at UVU is provided through several channels beginning with the campus wide UV Experience offered each fall. Student-athletes also have a two day Athletic Department orientation as a mentoring service. Coaches in each sport are vitally interested in the academic success of their student-athletes and continually offer them advice, encouragement, (and referrals, when appropriate). Some sports have their own mentoring programs wherein upper classmen and students with experience in specific courses assist their teammates. UVU has formally established student mentors in some programs and a number of other courses wherein exceptional students provide in-class as well as out-of-class assistance and tutoring. Structured learning assistance classes are available in some courses where students attend class with a tutor and then work with that tutor outside of class.

Recommended changes: Continue current practice.

Assistance for At-Risk Students

Entering UVU students scoring below college level in math, English, and reading (all three) are referred to a risk advisor and placed in a transitional program. This prevents them from registering for classes beyond their academic ability because they must utilize an academic advisor for registration (i.e., they cannot register on their own). They may be required to take remedial classes before registering for those that will count toward their degree. Learning specialists are provided for academic assistance. Students dropping below a 2.0 GPA receive an academic warning and must complete an online review of academic standards before they are allowed to reregister. An Academic Support intern within the Athletic Department works specifically with at-risk student-athletes.

Recommended changes: Continue current practice.

Post Eligibility Assistance

Student-athletes who have completed their NCAA eligibility may still utilize the Wolverine Service Center and the Athletic Department Advisors, but are not required to do so. Many of them utilize the advisors in the departments of their majors. Even those that do so are tracked by the Athletic Department, which is vitally interested in graduation statistics. Tuition assistance remains available after eligibility, but student-athletes must apply for it. UVU hopes to be able to provide total financial assistance for fifth-year, post-eligible student-athletes. Such students are often employed as student-assistant coaches or managers.

Recommended changes: Expand financial support for fifth year and post-eligible student-athletes.

Financial Aid and Personal Financial Management

Numerous financial aid counselors and technicians are available to UVU students to help them obtain the full range of financial benefits available. In addition, UVU employs a full time Athletic Financial Aid Advisor. This individual works with student-athletes to help them secure all of the financial assistance possible.

Recommended changes: Continue current practice.

Registration

Student-athletes and graduating seniors at UVU are offered early priority registration to make sure they can get the classes and course schedule that they need. This is essential on a campus which has had unprecedented growth in the last decade and whose physical plant is bursting at the seams with student enrollment. The progress of each student-athlete is tracked by Athletic Department advisors and compliance officers for eligibility and to insure that progress toward graduation remains intact. At UVU, all student-athletes are strongly encouraged to carry a class load of at least 15 credit hours each semester (the NCAA requirement is only 12 hours).

Recommended changes: Continue current practice.

International Students

UVU has an active International Student Organization (ISO) which works closely with all foreign students. The ISO helps such students maintain proper visa status. The ISO also sponsors special events for international students to help them maintain their cultural identity and share that identity with other UVU students. A special orientation program for minority and international students occurs each fall. The Athletics Department coordinates closely with the ISO to ensure that international student-athletes feel welcome and comfortable at UVU.

International students are required to take the International TOEFL test or ESL Compass test. They are then accommodated, if necessary, based on their scores. They must also provide an affidavit of support which includes availability of at least \$18,900/year. Transcripts and a regular application fee to UVSC are required, and the Federal I-901 form must be completed prior to their visa application.

Recommended changes: Continue current practice.

Graduation and Transfer Services

Athletic Academic Advisors assist transfer students by timely requests for the evaluation of their transcripts to ensure on-time eligibility clearance. UVU maintains a transfer articulation database where students can evaluate the transferability of classes to or from other institutions. There are transfer specialists available in the transfer credit office to assist with specific questions and/or concerns.

Student athletes are referred to the campus Graduation Office to complete the required paperwork for graduation. This includes an Application for Graduation form and a \$20 graduation fee that must be submitted by the following deadlines:

Spring Semester ? first Friday in February

Summer Semester ? first Friday in June

Fall Semester ? first Friday in October

Recommended changes: Continue current practice.

Informing Students of Academic Support Services

Students are informed of academic assistance through a number of channels:

1. Academic Advisors
 - a. General academic advisors
 - b. Department academic advisors (across campus)
 - c. Athletic Department academic advisors
2. Peers
3. Tutors and mentors
4. UV Link and the Athletic website
5. Academic catalogs
6. Campus flyers
7. Coaches
8. Classroom instructors
9. Conferences and student gatherings
10. Student government services

Recommended changes: Continue current practice.

B. Additional Peer-Review Team Issues

None.

C. Opportunities for Enhancement

None.

Institution Response to the Opportunities for Enhancement

None.

Equity and Student-Athlete Well-Being

3.1 Gender Issues

A. Evaluation of the Athletics Program in Relation to the Operating Principle.

Committee on Athletics Certification Identified Issues

1. In order to demonstrate conformity, Operating Principle 3.1 requires an institution to demonstrate that it is committed to, and has progressed toward, the fair and equitable treatment of both male and female student-athletes and athletics department personnel. Self-study Item No. 4 asks institutions to explain how it is organized to further the gender-issues operating principle for both athletics department staff and student-athletes and provide evidence that matters concerning gender equity are monitored, evaluated and addressed on a continuing basis. After reviewing Page No. 58 of your institution's self-study report, as well as supplemental information provided by your institution on June 4, 2007, the committee noted an explanation was provided related to how your institution is organized to further its efforts related to the gender-issues operating principle. However, the committee is unclear as to how matters concerning gender equity are monitored, evaluated and addressed on a continuing basis. Therefore, your institution must provide written evidence of how matters concerning gender equity are monitored, evaluated and addressed on a continuing basis.

Institution Response to the Analysis

Compliance Issue 3.1, Paragraph 1, Gender Issues

Develop an outside monitoring committee. The Athletics Advisory Committee has already been formed, and this self study instrument gives that committee new tools and direction. Monitoring should start as soon as this plan is accepted and the list of action items should be completely reviewed at least annually, or as needed. This committee is chaired by the Facility Athletic Rep. (FAR) and includes members from the athletic department, student athletes as well as facility and staff from across campus. Monitoring will be done by means of a head coach survey administered each year. Also, review The Athletic Departments EADA (Equity in Athletics Disclosure Act).

Peer-Review Team Report

Rationale as to how the committee's issue has been addressed:

Based on your institution's response to the committee's analysis, your institution has indicated that the newly formed athletics advisory committee will monitor, evaluate and address gender-equity issues on a continuing basis. A survey of head coaches will be administered each year and the Equity in Athletics Disclosure Act (EADA) reports will be reviewed. These steps meet the requirements of the gender-issues operating principle.

Based on the information provided, the peer-review team has determined that this issue has been resolved.

Institution Response to the Peer-Review Team Report

None.

2. Operating Principle 3.1 requires an institution to develop and implement an institutional plan to address gender issues in the intercollegiate athletics program. In order to demonstrate conformity with this operating principle, institutional gender-equity plans must address all 13-program areas and contain the eight-required elements for institutional plans for improvement. After reviewing Page Nos. 60 through 74 of your institution's self-study report, the committee noted all 13-program areas are addressed within your gender-equity plan and your institution identified areas of deficiency and commented on trends in the program areas of athletics scholarships; accommodations of interests and abilities; equipment and supplies; scheduling of games and practice time; travel and per diem allowance; coaches; locker rooms, practice and competitive facilities; publicity; support services; and recruitment of student-athletes. However, these deficiencies were not addressed in your institution's future plan for gender issues on Page Nos. 77 through 79. Therefore, your institution must provide written evidence demonstrating the revision of your gender-equity plan to ensure that all deficiencies identified are addressed and have measurable goals, specific steps to achieve those goals and specific timetables for completing the work. Further, your institution must demonstrate that the revised gender-equity plan has received formal institutional approval, was developed using broad-based participation and extends at least five years into the future.

Institution Response to the Analysis

Compliance Issue 3.1, Paragraph 2

Written Evidence:

"UVSC's Gender Equity plan has been created and implemented by the FAR/ACC under the advice and consultation of the Athletic Director and the Senior Woman Administrator. The plan has the full support of the President (see letter in Institutional Documents binder), Academic Affairs, and the EEO officer in the Department of Human Resources."

See also: Plan for Improvement.

Peer-Review Team Report

Rationale as to how the committee's issue has been addressed:

In reviewing your institution's revised five-year gender-equity plan, it was determined that the plan lacks specificity in the areas of scheduling of games and practice times, locker rooms, practice and competitive facilities and coaches. Both the analysis offered by your institution and the interviews conducted on site failed to clarify how your institution will ensure equal access to the McKay Center for the women's basketball team. This problem would be alleviated if your institution were to gain exclusive rights to the center. Failing that, the plan needs to indicate specifically how equal access for practice and playing will be ensured. Failure to resolve this issue impacts the women's team in terms of their competitiveness and their ability to attract spectators to their sport. Your institution identified, in its analysis of the EADA report, an inequity in the locker facilities for the women's volleyball team. Neither the tour of facilities nor the on-campus interview process offered a possible remedy for this identified problem. The plan offers neither a specific remedy nor a timetable for resolution. And finally, an inequity was identified in the salary for the women's basketball coach. The plan for addressing this issue did not establish a specific basis for comparison. The basis for determining whether the \$5,000 increase is adequate is not specified. It might be appropriate to establish (in the absence of a conference affiliation) a temporary peer-reference group to help in evaluating salaries. Your institution might also consider reinterviewing relevant personnel for their insights into these issues. Your institution might want to revisit and clarify goals in the area of gender equity.

Institution Response to the Peer-Review Team Report

This response contains 5 parts (A-E)

A. Women's Basketball Coach Salary (Parts 1 & 2)

Part 1: Memo from Mike Jacobsen, Director of Athletics

"It is the attitude of Utah Valley University Athletics that salaries are equitable for both the men's and women's basketball programs.

In the past six months, UVU's human resource office did an extensive compensation evaluation of all University positions in comparison to other like institutions. None of our head coaches' salaries showed up with deficiencies, while several of our support staff were re-slotted.

Several regional like institutions have similar differences in pay for men's and women's basketball. The regional schools (Weber State, Southern Utah, and Idaho State) that were surveyed had the following salary figure estimates for men's and women's basketball:

School Men's Women's Difference

A \$95K \$60K \$35K

B \$125K \$67K \$58K

C \$115K \$69K \$48K

Utah Valley \$119K \$70K \$49K

Our state board of regents continues to categorize us with Southern Utah and Weber State. Idaho State is the next most regional school that is most like UVU. When UVU gets into a conference, we will be better able to measure where our salaries need to be."

Part 2: Memo from Utah Valley's HR Associate Director

Memo

To: Megan Kennedy, Athletics

From: Mark Wiesenberg, Associate Director, Human Resources

Date: December 13, 2007

Re: Salary for Women's Basketball Coach

In January 2007, HR began to analyze the UVSC compensation plan. It was determined at that time to change the compensation strategy and align compensation to the market to ensure competitive rewards for employees, adapt to changes in the labor market as they occur over time, and ensure that the University's compensation rates would attract and retain the needed talent.

A market-based compensation program was developed. UVSC positions were compared to 35 peer institutions as determined by the State Board of Regents, plus seven institutions identified in collaboration with the Director of Budgets. According to the NCAA website, 15 of the peer institutions are NCAA Division I schools. Salary surveys were conducted by independent third-party consultants, who collected, analyzed and reported, summarized pay data.

The women's basketball coach position was benchmarked against the mid-level CUPA survey description #560 Head Coach ? Women's Basketball. The market median salary was reported as \$66,599. The UVSC Head Coach for women's basketball's salary is \$70,323 which is above the market median.

To maintain market competitiveness, salary scales/structures are reviewed each year and, as appropriate, adjustments are made. A detailed analysis regarding all benchmark jobs will occur every two years and appropriate adjustments will be made as dictated by the market.

B: Volleyball Locker Rooms

The Women's Volleyball program is located exclusively in the Activities Center. Women's Volleyball practices and competes there. Volleyball also has locker rooms and staff offices in the Activities Center. This set-up is ideal for Women's Volleyball. It provides the program with equitable facilities. Women's Volleyball has the advantage of having all their athletic facilities in one convenient location.

The Activities Center, like other UVU athletics facilities, is clean, safe, and thoroughly maintained. The Activities Center is centrally located on UVU's campus, which increases the effective use of the student-athlete's time and resources. The Activities Center meets the same quality standards as our other facilities

The Gender Equity Committee feels the Women's Volleyball locker room facility is not deficient. Thus, no additional plan is necessary to address this situation.

Clay Chivers,

Chair - Gender Equity Committee

C: Equal access for Practice and Playing (see also plan for improvement)

The following memo was provided by Dr. DJ Smith, Associate Athletic Director of Internal Operations.

Gender-Equity Plan

Equal Access to the McKay Center for Men's and Women's Basketball

In order to ensure equal access to the McKay Center for practices and games for the men's and women's basketball teams, the following policies have been established and will be implemented for the first time in Spring 2008:

Practice Times for the McKay Center Main Floor

Practice times will be divided into two sessions, one early and one late. The early practice session will run from 12:30 to 3:30 PM. The late session will go from 3:30 to 6:30 PM.

In alternating years, each team (men's and women's) will have the opportunity to choose which practice time they would prefer to have (early or late). The men's team will have the choice in even-numbered years, and the women's team will have the choice in the odd numbered years. This choice must be made and formally submitted to the Athletic Director by March 31 of the previous season. For instance, for the season with practices beginning in October 2008 (even-numbered year ? men's choice), which is the 2008-2009 season, the choice must be made by March 31, 2008. For the following season, which begins in October 2009 (odd-numbered year ? women's choice), which is the 2009-2010 season, the choice must be made by March 31, 2009, etc.

Game Dates/Times for the McKay Center Main Floor

Game dates and times for the McKay Center will be equally available for both men's and women's teams. The policy is that all home regular-season and post-season games for men and women will be played in the McKay Center. In special conditions and/or in the event that scheduling cannot be arranged in the McKay Center, coaches may petition the Athletic Director for an exception to the policy. With the Athletic Director's approval, games may be played in the Shurian Activity Center or at a neutral site. This would be the rare exception, and would only be approved if coaches submit substantial reasons for such a change.

At present the McKay Center is a shared-use facility, with community events (e.g., State High School competitions, Utah Flash, Concerts, etc.) to be scheduled around. Each spring the McKay Center supplies the Athletic Director with a list of dates that are blocked out for community events. Men's and women's coaches are supplied with a list of these blocked out dates. All other dates are available for the teams to schedule games. There are more than enough dates to allow for each team to have a sufficient number of home games. But the challenge of finding teams who can and will come in on the available dates is still significant, especially while we are an independent provisional team.

Our hope is that our institution will eventually gain exclusive rights to the McKay Center, but that is something that is not under the control of the Athletic Department.

As coaches are able to line up opponents to fill the home schedule, they double-check with the McKay Center to make sure the date they are planning on is available. They then clear the date with the Athletic Director and get a signature/approval on the contract. The contract is then sent to the opposing school for their signature/approval.

D. See revised gender equity plan that builds specificity

B. Additional Peer-Review Team Issues

None.

C. Opportunities for Enhancement

The peer-review team suggests that the athletics advisory committee establish a permanent gender-equity subcommittee that would be charged with conducting an annual Title IX audit, monitoring progress on the five-year gender-equity plan and gathering information from surveys and the EADA report. The subcommittee would use the information gathered from all of these sources to prepare an annual report for approval and adoption by the athletics advisory committee. Such a process ensures a timely response to issues identified and involves the larger campus in ensuring gender equity in athletics.

Institution Response to the Opportunities for Enhancement

The Vice President for Student Affairs and FAR are currently appointing committee membership to establish a permanent gender equity sub-committee (under the direction of the Athletics Advisory Committee/FAR) that will be charged with conducting an annual Title IX audit, monitoring progress on the five year gender-equity plan, and gathering information from surveys and the EADA report. The membership will be a balance of males and females, including the Senior Woman Administrator, as well as faculty and staff from campus. The committee will be active January 2008 to participate in the first annual Title IX audit.

Elements		Goals	Steps		
Program Area	Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/ Officers Responsible for Implementation	Specific Timetable for Completing the Work
Athletics Scholarship.	Maintain equitable distribution of athletics scholarship dollars with ongoing monitoring.	Hire an athletic scholarship coordinator, maintain position.	Post position, screen applications, interview, & hire qualified applicant.	Assoc AD, hiring committee, Human Resources.	Immediate: Hired Darren Larsen May 2007.
Accommodation of Interests and Abilities.	Inconsistent male/female participation when compared to institutional enrollment.	Investigate the possibility of adding a men's sport with conference affiliation.	Gain conference affiliation, compare existing sports with core sports of conference, receive institutional approval and secure funding, initiate new sport program.	Athletic director, UVU President, Conference.	Dependent on conference membership, currently searching and applying.
Equipment and supplies.	Inequity in money spent for equipment and supplies compared to male/female participation levels.	Maintain yearly budget allotments.	Equitably assign yearly budgets for each sport, run monthly budget reports, communicate to sport administrators, freeze budgets to prevent overspending when necessary.	Athletic business manager, sport administrators, athletic director.	Implement stricter budget policies during 2007-2008. Maintain ongoing.

Elements		Goals	Steps		
Program Area	Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/ Officers Responsible for Implementation	Specific Timetable for Completing the Work
Scheduling of Games and Practice Time.	Lack of structured process for scheduling.	Maintain equity for team access to practice and competition facilities.	Create and implement a structured process for scheduling, including an annual meeting with coaches, scheduling personnel, etc. Coaches submit choice of early or late practice schedule to Athletic Director in designated year. McKay Center provides list of dates that are blocked out for community events. Coaches schedule on a first come basis for available dates. Athletic Director approves or denies schedule. Contracts are finalized with opposing schools.	Associate Athletic Director over facilities, scheduling staff, sport administrators, and AAC.	Annually, beginning 2007-2008.
Travel and per diem allowance.	Inequity in money spent for team travel compared to male/female participation.	Review and create equitable team travel budgets and travel experiences compatible with male/female participation levels.	Athletic business manager will monitor travel expenditures, data will be reported to athletic administration, create a written policy regarding air travel vs bus travel, define necessary changes to institutional business practices that impede equitable travel experiences implement travel procedures and benefits that assist in maintaining consistent travel experiences between teams.	Athletic administration, Athletic business manager, Business office, VP of Student Affairs, UVU President.	Begin implementing changes under the control of athletics immediately, coordinate discussions with campus offices during 2007-2008, implement travel benefits department wide that benefit all student-athletes travel experiences by 2008-2009, look for consistent means of travel and lodging when conference membership is achieved creating similar travel schedules.
Tutors.	No significant deficiency in this area.	Athletic Dept. will continue to provide help for student-athletes who need tutoring in math or other subjects.	Currently there is one hired math tutor, and more tutors will be hired when there is a greater need from male and female student-athletes. Follow and implement recommendations from AAC Review of Academic Support Services.	Director of compliance and Student Services, AAC, Director of Athletics.	Review annually as needed.

Elements		Goals	Steps		
Program Area	Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/ Officers Responsible for Implementation	Specific Timetable for Completing the Work
Coaches.	Salary inequity.	Create salary equity within the department for both head male and female coaches.	A. Annual human resource external market review of institutional salary equity B. Structure athletic salaries to be competitive with other regional Div. I institutions by comparing to a peer reference group or conference. C. Continue to increase funding for assistant coaches of female sports until equity is matched. Complete before fall 2011 D. Annual Gender Equity review by AAC/Gender Equity sub-committee	Human Resources, Athletic Business Manager, VP of Student Services, Director of Athletics, SWA, FAR/AAC/Gender Equity Sub-Committee.	A. HR external market review annually B. Review annually and make necessary adjustments C. Reach equity by fall 2011 D. Spring 2008 and annually thereafter, implement recommended changes as appropriate.
Coaches.	Lack of full-time assistant coach for each sport.	Fund a minimum of one full-time assistant coach for each sport.	A. Fund full-time assistant for women's soccer for 2008-2009 B. Fund full-time assistant for combined Men's & Women's Golf Program under Director of Golf OR Separate programs and fund full-time head coaches for both men's and women's C. Evaluate annually in coordinated review of EADA/ Gender Equity Review	Director of Athletics, SWA.	A. Soccer assistant: July 1, 2008 B. Golf: July 1, 2009
Coaches.	Inequitable office space.	Create equitable work spaces for all coaches.	A. Remodel and move into Wolverine Service Center with additional office space B. Evaluate annually in coordinated review of EADA/ Gender Equity Review	Associate AD Internal Affairs, Director of Athletics, SWA	Fall 2007: Track, Men's Golf, Women's Golf, Wrestling Fall 2008: Women's Soccer

Elements		Goals	Steps		
Program Area	Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/ Officers Responsible for Implementation	Specific Timetable for Completing the Work
Locker rooms, practice and competitive facilities.	Locker room equality.	Monitor and maintain equity of locker room, practice, and competition facilities.	A. Routine monitoring and evaluation of locker room, practice and competition facilities by the Athletic Advisory Committee using EADA and Iowa Survey. B. Gain approval from Gender Equity Sub-Committee, AAC, FAR when new facilities are proposed.	Athletic Advisory Committee, FAR, Gender Equity Sub-committee.	Every year beginning Spring 2008.
Medical and Training Facilities and Services.	No issues found in this area.	Maintain equity by having the trainers continue to offer care to men's and women's sports based on the need of the student-athletes.	Continue current practices. Evaluate annually under Gender Equity Review.	Athletic Director, Associate AD/SWA, and Gender Equity sub-committee.	Monitor annually.
Housing and Dining Facilities and Services.	No gender-equity issues determined.	Provide scholarship athletes with equal housing and dining services.	Monitor the amount given to scholarship athletes on all teams, each year, to determine equality.	Athletic Director, Associate AD/SWA, Athletic Financial Aid coordinator, and Director of Athletics Budgets.	Annual review.
Publicity.	Lack of detailed documentation of promotional budgets for each team.	Institute a routine evaluation of promotional spending to maintain equity.	Track amount of publicity, money spent, and types of promotions for each sport and by gender.	Athletic Advisory Committee will evaluate and review on a routine basis.	Beginning 2007-2008.
Support Services.	No deficiencies found.	Maintain current practices and continue to enhance services.	Implement routine evaluation of support services by Athletic Advisory Committee.	Athletic Director, Associate Athletic Director/SWA.	Currently underway-2007.

Elements		Goals	Steps		
Program Area	Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/ Officers Responsible for Implementation	Specific Timetable for Completing the Work
Recruitment of Student-athletes.	Lack of separation of recruiting budget money from general sport budget, inequity of recruiting funds when compared to male female participation levels. General under-funding for recruiting budgets.	Separate and account for recruiting budget funds, create equity between recruiting budgets based on participation levels. Significantly increase recruiting budgets for all programs.	Review and evaluate current recruiting budgets, create more detailed accounting including the number of recruits that are brought on campus, the number of vacancies in each sport that need to be recruited for, and the average dollar amount spent per visit, adjust as necessary. Include in a routine evaluation by the Athletic Advisory Committee. Increase Tier 1 sports by 10%, Tier 2 by 15%, and Tier 3 by 20% annually for the next three years.	Coaches, Athletic Director, Associate Athletic Director/ SWA, AAC/ Gender Equity Sub-committee, and Director of Athletic Budgets.	2007-2008 recruiting budgets have been separated out of sport budgets, and adjusted to be more consistent with participation levels, routine evaluation by AAC as needed. Annual budget increases will take place 2008-2009, 2009-2010, 2010-2011. Review annually.
Outside Monitoring Committee.	UVU Athletics needs an active and functioning outside monitoring committee.	Create an active and functioning outside monitoring committee (AAC) under the direction of the FAR that meets regularly, understands roles and responsibilities, and regularly evaluates athletic department components.	Appoint new FAR, communicate goals and responsibilities of FAR and AAC, maintain active participation on AAC, have VP for Student-Affairs evaluate FAR and AAC efforts each semester and report to President, create routine evaluation procedures and timelines for AAC.	FAR, AAC Committee members, VP for Student-Affairs, President, Associate AD/ SWA, Athletic Director.	Appoint new FAR ? September 2007-completed Re-activate and appoint AAC committee members during Fall 2007 VP evaluation of FAR & AAC begins end of Fall 2007 and ongoing each semester.
Title IX Education.	Need to educate student-athletes, staff and coaches regarding Title IX.	Enhance student-athlete awareness on the prevention and avoidance of sexual harassment. Enhance staff and coach awareness on Title IX issues.	Conduct annual training for student-athletes on the prevention and avoidance of sexual harassment by a qualified individual. Conduct regular education sessions for staff and coaches on Title IX issues.	Athletic Director, Associate AD/ SWA, Institutional Title IX Officer, VP for Student-Affairs.	First student-athlete educational training will occur during 2007-2008, and be an ongoing annual event. Implement Title IX training into the regularly scheduled compliance meetings, staff meetings, and head coach meetings beginning 2007-2008 and ongoing.

3.2 Minority Issues

A. Evaluation of the Athletics Program in Relation to the Operating Principle.

Committee on Athletics Certification Identified Issues

1. Operating Principle 3.2 requires an institution to develop and implement an institutional plan to address minority issues in the intercollegiate athletics program. In order to demonstrate conformity with this operating principle, an institution must ensure a complete study of the eight-program areas for minority issues and identify any areas of deficiency as well as comment on any trends. If an area of deficiency is identified, the institution must include the deficiency in its minority-issues plan for the future. After reviewing Page Nos. 89 and 90 of your institution's self-study report, the committee noted that your institution identified a deficiency in the program area of funding for recruiting travel when it stated, "The athletic department is generally underfunded for recruiting dollars at present. Recruiting funding needs to be significantly increased department-wide, such that coaches have greater opportunities to make contact and perform evaluations of minority recruits." However, the minority-issues plan for the future did not address this deficiency. Therefore, your institution must include the deficiency noted regarding funding for recruiting travel in your minority-issues plan for the future.

Institution Response to the Analysis

See Plan for Improvement.

Peer-Review Team Report

Rationale as to how the committee's issue has been addressed:

Based on the review of documentation and through on-campus interviews, the issue of funding for minority recruitment is addressed in your institution's revised minority-issues plan. However, the plan still lacks specificity in terms of funding. The peer-review team feels it is not clear whether additional funding will be made available for minority recruitment. Further, no one is identified as the entity responsible for implementation, nor is there a specific timetable indicated for completing the work.

Based on this information, the peer-review team has determined that this issue has not been resolved.

Institution Response to the Peer-Review Team Report

Part 1: General under-funding for recruiting dollars:

UVU will increase recruiting budgets by increasing Tier 1 Sports (Men's and Women's Basketball) by 10% annually for the next three years, Tier 2 Sports (Wrestling and Women's Volleyball) by 15% annually for the next three years, and Tier 3 Sports (Baseball, Softball, Men's and Women's golf, Women's Soccer, Men's and Women's Track and Cross Country) by 20% annually for the next three years. The intent of this is to increase overall recruiting budgets while also helping lesser-funded programs to decrease disparity.

Part 2: Minority recruiting Opportunities

In addition to the progress provided by Part 1, Part 2 will provide increased minority recruiting funds.

Utah Valley University Athletics will increase minority recruiting funds by fifty dollars, per NCAA maximum allowed scholarship equivalences, per program for three years beginning July 1, 2008. These funds will only be available for minority related recruiting. Coaches must provide justification that funding will be used directly for minority recruiting. Approval will be handled by compliance and/or Athletics administration. The intent of this program is to encourage minority recruiting. Minority recruiting budgets will be reviewed annually. This will be reviewed annually by Athletics Advisory Committee/FAR and the Business Manager.

(See fax provided to Binh T. Nguyen on December 14, 2007).

(See also, plan for improvement).

B. Additional Peer-Review Team Issues

None.

C. Opportunities for Enhancement

None.

Institution Response to the Opportunities for Enhancement

None.

Elements		Goals	Steps		
Program Area	Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Funding for Recruiting Travel	Lack of sufficient recruiting funds.	Increase recruiting opportunities department wide so that coaches can have greater opportunity to actively recruit minorities.	1. Meet with the UVU multi-cultural center & prospective student-services to determine if opportunities for partnered recruiting exist.	1. Initial meeting between director of multi-cultural, director of prospective student-services and Associate AD/SWA.	1. Meet with multi-cultural center and prospective student-services during the 2007-2008 academic year.
			2. Have multi-cultural and prospective student-services present options & resources at an athletic staff meeting.	2. Coaches and athletic sport administrators, director of multi-cultural, director of prospective student-services.	2. Multi-cultural and prospective student-services present options & resources at an athletic staff meeting during 2007-2008 academic year.

Elements		Goals	Steps		
Program Area	Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
			Increase recruiting budgets for Tier 1 Sports by 10% annually for the next three years (2008-2009, 2009-2010, 2010-2011), Tier 2 Sports by 15%, and Tier 3 Sports by 20%	Athletic Director & Business Manager	2008-2009 to 2010-2011.
			Create additional supplemental recruiting budgets for each program that can only be used to encourage minority recruitment	Athletics Director & Business Manager	2008-2009 to 2010-2011
			Track minority recruitment and success of enhanced funding. Review gender equity annually	Compliance and IR. FAR and AAC. Gender Equity Sub-committee.	Annually

3.3 Student-Athlete Well-Being

A. Evaluation of the Athletics Program in Relation to the Operating Principle.

Committee on Athletics Certification Identified Issues

1. Operating Principle 3.3 requires each institution to have established grievance and/or appeal procedures available to student-athletes in appropriate areas. In order to demonstrate conformity with this operating principle, all grievance and/or appeals procedures must be written and communicated (e.g., student-athlete handbook) to student-athletes and staff. After reviewing Page Nos. 98 and 99 of your institution's self-study report, as well as supplemental information provided by your institution on June 4, 2007, the committee noted your institution intends to post online by summer 2007 information regarding grievance procedures for financial aid in the student-athlete handbook. However, this was not indicated in a plan for improvement. Further, the committee noted that grievance procedures for financial aid will be communicated to student-athletes in the student-athlete handbook. However, it was unclear how these grievance procedures are communicated to athletics staff members. Therefore, your institution must provide written evidence that it has implemented its plan to post written grievance procedures for financial aid in the student-athlete handbook. Further, your institution must provide written evidence that these grievance and/or appeals procedures are communicated to staff (e.g., posted on athletics department Web site, printed in athletics department policies and procedures manual).

Institution Response to the Analysis

Compliance Issue 3.3, Paragraph 1 Student Well Being

UVSC Athletic Financial Aid has been operating under a consistent financial aid grievance procedure that incorporated the written notification to student-athletes prior to July 1 as mandated by the NCAA, as well as the opportunity for a hearing under standard institutional policy for the Office of Student Financial Aid. However, based on the recommendations in the Athletic Certification Committee Analysis Report, more formal policies and procedures have been created, communicated, and posted as resources for both student-athletes and staff.

This policy can be found under the "Academic Advising, Student Athlete" tab (in the "policies" section) located on the UVSC Athletic Department Website (see note 1). This can be accessed by both student-athletes and athletic staff. This policy is reviewed at least annually at both athletic department staff meetings, athletic administration meetings, and in SAAC.

Note 1:

<http://wolverinegreen.cstv.com/athleteservices/utva-athleteservices.html>

Current/Existing Policy

Athletic Financial Aid Grievance and Appeal Policy and Procedure

Renewal/Increase/Reduction/Cancellation Procedures

The Office of Student Financial Services will notify all student-athletes receiving athletic financial aid if their aid will be renewed, increased, reduced, or cancelled for the following academic year by July 1st.

The coach must recommend to the Athletic Scholarship Coordinator ? no later than May 1st ? if athletic aid is to be renewed, increased, reduced, or cancelled for each returning student-athlete on the Scholarship Renewal/Non-Renewal Form.

1.) If Athletic aid is to be reduced or cancelled, the procedures below must be followed:

a) The coach must discuss the reduction or cancellation of athletic aid with the student-athlete and the Sport Administrator prior to the submission of the Scholarship Renewal/Non-Renewal Form to the Athletic Scholarship Coordinator. Each coach should document and maintain reasons detailing why the student-athlete's athletic aid was reduced or cancelled, including the date and location these meetings were held.

b) The coach must submit the Scholarship Renewal/Non-Renewal Form to the Athletic Scholarship Coordinator by May 1st. The Athletic Scholarship Coordinator will then review any recommendations to reduce or cancel the student-athlete's athletic aid with the Director of Athletics and/or the Sport Administrator.

2.) After all scholarship recommendations (renewals, increases, reductions, or cancellations) have been approved by the Director of Athletics and/or the Sport Administrator, such recommendations are sent to the Director of Financial Aid with appropriate documentation no later than June 15th.

3.) Written notification will be sent to the student-athlete disclosing the renewal, increase, reduction, or cancellation of athletic financial aid. This will be sent from the UVU Financial Aid Office and must be received by the student-athlete prior to July 1 in the year the aid is effective. (Example: Notification must be received by the student-athlete by July 1, 2008 for the 2008-2009 Academic Year) (15.3.2.3).

Period of Institutional Financial Aid Award

15.3.3.1 One-Year Period.

If a student's athletics ability is considered in any degree in awarding financial aid, such aid shall neither be awarded for a period in excess of one academic year nor for a period less than one academic year (Revised: 4/27/06 effective 8/1/06).

15.3.3.1.1 Exceptions.

An institution may award athletically related financial aid to a student-athlete for a period of less than one academic year only under the following circumstances (Adopted: 4/27/06 effective 8/1/06).

(a) Midyear Enrollment: A student-athlete whose first full-time attendance at the certifying institution during a particular academic year occurs at midyear (e.g., the beginning of the second semester or second or third quarter of an academic year) may receive a financial aid award for the remainder of that academic year (Revised: 5/9/06).

(b) Final Semester/Quarter: A student-athlete may receive athletically related financial aid for less than one academic year, provided the student is in the final semester or final two quarters of his or her degree program and the institution certifies that the student is carrying (for credit) the courses necessary to complete the degree requirements.

(c) One-Time Exception: One time during a student-athlete's enrollment at the certifying institution he or she may be awarded athletics aid for less than a full academic year, provided the student-athlete has not previously received athletically related financial aid from the certifying institution.

Athletic Adjustment During the Academic Year

Athletic financial aid MAY be reduced or cancelled during the term of the award if the student-athlete:

- ? Renders himself or herself ineligible for competition;
- ? Fraudulently misrepresents any information on an application, letter of intent, or financial aid agreement;
- ? Engages in serious misconduct warranting substantial disciplinary penalty; or,
- ? Voluntarily withdraws from a sport at any time for personal reasons

Athletic financial aid MAY NOT be increased, decreased, or cancelled during the period of its award:

- ? On the basis of a student-athlete's ability, performance, or contribution to a team's success;
- ? Because of an injury that prevents the recipient from participating in athletics; or
- ? For any other athletics reason.

Grievance and Appeal Procedure

Written notification will be sent to the student-athlete disclosing the renewal, increase, reduction, or cancellation of athletic financial aid. This will be sent from the UVU Financial Aid Office and must be received by the student-athlete prior to July 1 in the year the aid is effective. (Example: Notification must be received by the student-athlete by July 1, 2008 for the 2008-2009 Academic Year) (15.3.2.3).

If the student-athlete feels that the reduction or cancellation of their scholarship is unwarranted, the student-athlete has the right to submit an appeal of this decision (15.3.2.4).

To formally appeal this decision, the student-athlete should contact the Athletic Scholarship Coordinator to receive a Scholarship Appeal Form (also available in the Financial Aid section of the UVU Athletics website) which is used to describe the student-athlete's position for appeal.

Upon receipt of a completed Scholarship Appeal Form for athletics aid, a hearing will be scheduled through the UVU Financial Aid Office to review the student-athlete's position. A decision will be made by the Financial Aid Office Appeals Committee within one week of the scheduled appeal hearing.

All hearing requests must be made before July 15 in the year the aid is effective. (Example: Hearing requests must be received by the Athletic Scholarship Coordinator by July 15, 2008 for the 2008-2009 Academic Year). Hearing requests submitted after July 15 will NOT be considered.

The student-athlete may still be eligible for other types of federal, state, or institutional financial assistance. The student-athlete should contact the Athletic Scholarship Coordinator for more information.

Updated 10/16/07

End of Current/Existing Policy.

Peer-Review Team Report

Rationale as to how the committee's issue has been addressed:

Through interviews, review of documentation and Utah Valley State's athletics Web site, your institution has posted written grievance procedures for financial aid on its Web site and communicates these procedures at least annually at athletics department staff meetings, athletics administration meetings and in NCAA Division I Student-Athlete Advisory Committee meetings. Your institution noted in its response to the committee's analysis that it intended to include the written grievance procedures for financial aid in the 2007-08 student-athlete handbook; however, it was implemented following the publication deadline. It is expected that your institution will include these procedures in the 2008-09 student-athlete handbook and every year thereafter. Moreover, your institution noted that a separate link to the written grievance procedures for financial aid is available online.

Based on this information, the peer-review team has determined that this issue has been resolved.

Institution Response to the Peer-Review Team Report

None.

2. Operating Principle 3.3 requires each institution to have established grievance and/or appeal procedures available to student-athletes in appropriate areas. In order to demonstrate conformity with this operating principle, all grievance and/or appeals procedures must be written and communicated (e.g., student-athlete handbook) to student-athletes and staff. After reviewing Page Nos. 98 and 99 of your institution's self-study report, as well as supplemental information provided by your institution on June 4, 2007, the committee noted your institution intends to include grievance procedures for transfers in an update to the policy manual and student-athlete handbook for the upcoming 2007-08 academic year. Therefore, your institution must provide written evidence that it has implemented its plan to update the policy manual and student-athlete handbook with written grievance procedures for transfers.

Institution Response to the Analysis

Compliance Issue 3.3, Paragraph 2 Student Well Being

One of the first items that was developed during the NCAA Provisional Status was the permission to contact and transfer release procedure. Forms were developed to document and manage this process and have worked effectively and consistently with NCAA regulations. However, based on the recommendations in the Athletic Certification Committee Analysis Report, more formal policies and procedures have been created, communicated, and posted as resources for both student-athletes and staff.

This policy can be found under the "Academic Advising/Student Athlete" tab (under the "policies" section) located on the UVSC Athletic Department Website (see note 1). This can be accessed by both student-athletes and athletic staff. This policy will be reviewed at least annually at both athletic department staff meetings, athletic administration meetings, and in SAAC.

Note 1:

<http://wolverinegreen.cstv.com/athleteservices/utva-athleteservices.html>

Current/Existing Policy

"UVU Student-Athlete Transfer Policy and Procedure"

1. UVU Student-Athletes wishing to explore the option of transferring to another institution should contact the UVU Athletic Compliance Office. All permission to contact /transfer requests must be cleared through the Compliance Office to be valid. A coach does not have the authority to approve or deny a permission to contact/transfer request on their own.
2. The UVU Compliance Office will review the transfer policy and process with the student-athlete.
3. The UVU Compliance Office will communicate the student-athlete's request for permission to contact to the respective coach and sport administrator to determine approval or denial of the request.
4. If permission to contact is APPROVED, the Compliance Office will send the completed permission to contact form to the institution(s) designated by the student-athlete within 7 days.
 - a. A coach from another institution must receive written permission from Utah Valley University before he or she may contact a UVU student-athlete, directly or indirectly, regardless of who initiates the contact.
 - b. Once UVU grants permission to another four-year institution to contact a UVU student-athlete, it is not permissible to revoke such permission. However, this expires when the student-athlete enrolls the following academic year.
5. If the permission to contact/transfer request is DENIED, UVU will inform the student-athlete in writing that he or she, upon request, shall be provided a hearing conducted by an institutional entity or committee outside of the athletics department [Per Bylaw 13.1.1.3.1]. Written requests for a hearing must be submitted to both the UVU Compliance Office AND the Director of Judicial Affairs/Ombudsman.
6. Once the student-athlete has submitted the written request for a hearing to both the UVU Compliance Office AND the Director of Judicial Affairs/Ombudsman, Utah Valley University will follow established procedures for promptly hearing such a request [Per Bylaw 13.1.1.3.1].

7. During the time prior to the hearing, a UVU student-athlete is prohibited from engaging in any discussion with a representative of another NCAA institution concerning a possible transfer.

8. If a UVU student-athlete chooses to leave the UVU Athletic Program without being granted a transfer release, they would not be eligible for intercollegiate competition at a member institution until they have fulfilled a residence requirement of one full academic year at the certifying institution.

End of Current/Existing Policy.

Peer-Review Team Report

Rationale as to how the committee's issue has been addressed:

Through interviews, review of documentation and Utah Valley State's athletics Web site, your institution has posted written transfer grievance and/or appeals procedures in the appropriate areas on its Web site and communicates these procedures at least annually at athletics department staff meetings, athletics administration meetings and in Student-Athlete Advisory Committee meetings. Your institution noted in its response to the committee's analysis that it intended to include the written transfer grievance and/or appeals procedures in the appropriate areas in the 2007-08 student-athlete handbook; however, it was implemented following the publication deadline. It is expected that your institution will include these procedures in the 2008-09 student-athlete handbook and every year thereafter. Moreover, your institution noted that a separate link to the written transfer grievance and/or appeals procedures in the appropriate areas is available online.

Based on this information, the peer-review team has determined that this issue has been resolved.

Institution Response to the Peer-Review Team Report

None.

B. Additional Peer-Review Team Issues

None.

C. Opportunities for Enhancement

None.

Institution Response to the Opportunities for Enhancement

None.

Individuals Interviewed on Campus

Name	Title
Anderson, Brent	women's soccer coach
Anderson, Diana	member of booster group
Atoa, Sam	women's volleyball coach
Beckham, Janette	member of board of trustees
Bills, Brad	student-athlete
Brady, Jordan	student-athlete
Childs, Liz	director of admissions
Chivers, Clay	Title IX officer
Clark, Steve	president of faculty senate
Coles, Kris	student body president
Duckworth, Cory	vice-president for student affairs
Fairborne, Todd	softball coach
Fenwick, Marck	student-athlete
Gardner, Steve	baseball coach
Hammond, Scott	steering committee chair
Hinkley, Josh	student-athlete
Houle, Scott	men's and women's cross country and track coach
Hudgins, Talitha	academic integrity subcommittee co-chair
Hunsaker, Dick	men's basketball coach
Jacobsen, Mike	director of athletics
Kennedy, Megan	director of academic support services for student-athletes and senior woman administrator
Kisner, Megan	student-athlete
Little, Lerron	member of booster group
Marshall, Maureen	compliance staff
Martin, Cameron	governance and rules compliance subcommittee co-chair
McAdams - Jones, Diana	equity and student-athlete well-being subcommittee co-chair
Moore, Jon	equity and student-athlete well-being subcommittee co-chair
Muldoon, Loretta	compliance staff
Nielson, Troy	academic integrity subcommittee co-chair
Nixon, Cathy	women's basketball coach
O'Donnell, Sean	affirmative action staff member
Robison, Dani	student-athlete
Rustand, Clark	men's and women's golf coach
Salcido, Brooke	student-athlete
Sanft, Adam	compliance staff

Name	Title
Scott, Nikki	business manager/director of budgets
Sederburg, William	president
Shively, Mike	FAR
Slack, Jason	academic integrity subcommittee co-chair
Smith, Lauren	student-athlete
Smith, LuAnn	registrar
Williams, Forrest	governance and rules compliance subcommittee co-chair
Williams, Greg	wrestling coach
Zaugg, Tiera	student-athlete

Institutional Records Reviewed on Campus

Records Reviewed
EADA forms for last three years
compliance policies and procedures (e.g., compliance manual)
documentation of secondary rules violations for last three years
documentation related to periodic evaluation of rules-compliance program by some authority outside athletics
information from student-athletes' exit interviews
information regularly reported to chancellor/president, FAR and the athletics director concerning the academic performances of sport teams
job descriptions, contracts and evaluation forms for athletics staff (and others outside the athletics department who are involved in rules compliance)
minutes from steering committee meetings
minutes of athletics board meetings for last three years
minutes of each subcommittee meeting
policies and procedures for athletics department
published policies of governing board
random sampling of student-athlete eligibility files
salary information for head and assistant coaches
sports and facility schedules for all sports
student-athlete handbook