

**PLAN FOR ADMINISTERING
THE NCAA DIVISION I ATHLETICS CERTIFICATION
SELF-STUDY**

2006-07



VirginiaTech

Introduction to the Self-Study

From its earliest years as a land-grant college to the present day, Virginia Tech has maintained its long tradition of including athletic programs as a vital component in the life of our institution. On a Friday in late October of 1892, Virginia Tech, then known as the Virginia Agricultural and Mechanical College, played its first football game against St. Albans, a private preparatory school for boys. With a 14-10 win for Virginia A & M, the tradition was established. From that day forward, the University has adhered to its goal of participating successfully and ethically at the highest levels of intercollegiate athletic competition.

This long-standing commitment to athletic excellence is a direct reflection of the University's leadership in instruction, public service and research. By providing a superior academic experience, array of facilities, and support for quality of life for all campus citizens, Virginia Tech demonstrates its intention to model a vibrant campus community focused on achievement in every arena. Moreover, Virginia Tech's heritage illustrates that academic and athletic distinction can work in tandem to build a strong university and a strong collegiate experience that together fulfill the University's motto, *Ut Prosim* (That I May Serve). This pledge of service is clearly defined in the mission statements of both the University and its athletic department.

University Mission Statement

Virginia Polytechnic Institute and State University is a public land-grant University serving the Commonwealth of Virginia, the nation, and the world community. The discovery and dissemination of new knowledge are central to its mission. Through its focus on teaching and learning, research, and outreach, the University creates, conveys, and applies knowledge to expand personal growth and opportunity, advance social and community development, foster economic competitiveness, and improve the quality of life.

Department of Athletics Mission Statement

Consistent with the University's mission, the Virginia Tech Department of Athletics will provide an athletics program founded on excellence, integrity and honesty. We will develop successful teams that support the intellectual, athletic and personal endeavors of our student-athletes. Additionally, the department will operate the athletics program and manage its resources in a manner having the most beneficial impact on student-athletes, coaches, staff and the University Community, within the parameters set by the Operating Principles of the NCAA.

We are a department committed to:

- Developing student-athletes academically, athletically and socially, with the intent of aiding the efforts of each to graduate with a high-quality college education, advance toward a rewarding career and contribute to society.
- Supporting equitable opportunities for all student-athletes, administrators and staff, including women and minorities.
- Modeling the principles of teamwork, sportsmanship, ethical conduct and leadership, and instilling these principles within each student-athlete.

Firm in its commitment to the shared characteristics of these mission statements, and to the spirit of *Ut Prosim*, Virginia Tech has engaged in the task of developing institutional goals for the self-study process. The University intends to continue and sustain its dedication to both academic and athletic excellence, and thus welcomes the NCAA Division I Certification process as a means not only to insure but also to enhance that excellence.

Objectives Related to the Self-Study

1. Goals.

A. Institutional goals for the process

1. Demonstrate Virginia Tech's commitment to integrity in intercollegiate athletics.
2. Demonstrate a level of excellence that is fully aligned with the University's overall commitment to students, with regard to the education, graduation and welfare of student-athletes.
3. Demonstrate that the goals and mission of the Department of Athletics are in every respect consistent with the goals and mission of the University.
4. Educate the University community and the public regarding the goals and challenges of the Department of Athletics, as well as the demands placed upon athletes within the program.
5. Evaluate the progress made with regard to the operating principles of the 1993 NCAA Convention in the areas of

governance and commitment to rules compliance, academic integrity and equity and student-athlete well-being.

6. Identify opportunities for the University and Department of Athletics to improve operations through a review of the NCAA Operating Principles.
7. Create institutional plans for addressing each area identified as an opportunity for improvement.

B. Consistency of institutional goals with overall goals of certification

Virginia Tech's goals for the certification process demonstrate institutional commitment to the overall objectives of certification as defined by the NCAA. The process will reveal progress made on currently legislated NCAA Operating Principles, as well as illustrate the University's commitment to integrity in the operation of the intercollegiate athletics program. Through achieving the goals as defined, Virginia Tech will illustrate that it has fully embraced the fundamental purpose of the NCAA Athletics Certification Program: to ensure the ethical and conscientious operation of an intercollegiate athletics program.

2. First cycle institutional plans for improvement.

The first cycle report for NCAA Division I Certification process from Virginia Tech was completed in December of 1997. From a review of this report the NCAA Committee on Athletics Certification determined Required Actions and Strategies for Improvement for the University to undertake. The University, in order to become an NCAA certified school, was obliged to implement the actions and strategies put forth by the NCAA.

Before the NCAA Committee on Athletics Certification review, and as part of the Self-Study Report, Virginia Tech was required to create institutional plans for improvement. Those institutional plans were produced for each of the four areas studied during the first cycle certification process: Governance and Commitment to Rules Compliance, Academic Integrity, Fiscal Integrity and Commitment to Equity.

The specific Required Actions, Strategies for Improvement and institutional plans for improvement relative to the currently legislated NCAA Operating Principles are included below. Each has been appropriately addressed by the University. A study of the extent to which each of the plans was implemented will serve as the first agenda item for all of the three subcommittees participating in the 2006-07 Self-Study process.

A. NCAA Committee on Athletics Certification

a. Required Actions:

The institution shall complete and submit a comprehensive plan for addressing minority opportunities (for student-athletes and staff) in its intercollegiate athletics program that is developed through broad-based campus participation and receives formal institutional approval. Institutional plans also must include (at a minimum) the following elements:

- intended end results,
- individuals or offices that will be responsible for taking specific actions, and
- the specific timetables for completing the work.

The institution should clearly specify:

- the issues confronting the institution that have been identified throughout the Self-Study process,
- the goals the institution intends to achieve, and
- the steps the institution will take to achieve those goals.

Deadline: June 15, 1999.

b. Strategies for Improvement:

- 1 Take steps to ensure that the institution's revised athletics department mission statement receives wide circulation, is developed through a process that reflects broad-based participation and supports

equitable opportunities for women and minorities. *Deadline: June 15, 1999.*

- 2 Provide evidence that the institution has implemented a comprehensive rules-compliance education program. *Deadline: June 15, 1999.*
- 3 Analyze, explain, and address (through specific plans for improvement and by appropriate institutional authorities under clearly established and approved policies) the academic profiles and graduation rates of football and men's basketball student-athletes. *Deadline: June 15, 1999.*
- 4 Submit evidence that the institution's plan for achieving gender equity has been finalized and received formal institutional approval. *Deadline: June 15, 1999.*
- 5 Provide evidence that the institution is conducting student-athlete exit interviews in accordance with NCAA Bylaw 6.3.2. [If the institution, after investigating this matter, determines that it has not satisfied the requirements of NCAA Bylaw 6.3.2, it should self-report the violation to the NCAA enforcement staff, as required by Constitution 2.8.1.1.]. *Deadline: June 15, 1999.*

B. Institutional Plans for Improvement

a. Governance and Commitment to Rules Compliance

- 1 Utilize electronic data access prevalent throughout this University more effectively in communicating rules-compliance issues to boosters, staff, coaches, and student-athletes. Appropriate websites accessible by computers would improve communications between the Director for Compliance and those who depend on that person for information. The Director for Compliance would be responsible for the content of such websites, and senior

staff of the Athletic Department would need to support the effort by providing necessary resources to develop the program. *Deadline: September 1998.*

- 2 Develop methods to insure that squad lists are always accurate and complete. The purpose is to protect the University from allowing an ineligible student-athlete to compete. This effort requires coordination between the Director for Compliance, the Registrar, and the Financial Aid Office, plus coaches and other staff members. While many methods could achieve this result, it appears that a real time sensitive database with appropriate password-protected data fields for different parties would greatly improve the present paperwork-driven system. Responsible personnel would be the Director for Compliance, the Registrar's Office, the Financial Aid Office, and coaches within the Athletic Department. *Deadline: August 1999.*
- 3 Create a rules-compliance policy manual that would be separate from the present department policy manual. The purpose would be to make the rules more visible and more accessible to those concerned. This document should be distributed electronically and in written form and targeted toward the needs of Athletic Department staff and coaches. This document should include procedures for handling monies received from booster groups or individuals. The responsible party would be the Director for Compliance. *Deadline: August 1999.*
- 4 Revise the present department mission statement to be more succinct and to include references to meeting the needs of a highly diverse group of student-athletes. The purpose would be to bring the department mission statement more in line with NCAA guidelines for elements to be included in mission statements. This effort should be initiated by senior staff members and involve

the Athletic Committee. *Deadline: December 1998.*

- 5 Assign the University Athletic Committee the responsibility of reporting to the President of the University on an annual basis the status of rules compliance at the University. This report should document the preparation of squad lists; education programs for boosters, coaches, staff, and student-athletes; the updating of appropriate manuals and website materials; and any NCAA or conference-related rules-compliance activities which affect the Athletic Department. This report would not involve the detail of the present effort, but would insure annual examination of rules-compliance efforts. Benefits of this annual evaluation would be to educate members of the Athletic Committee on rules-compliance efforts and to raise awareness among the University at large of the effort required within the Athletic Department to insure that rules are enforced. Responsible parties would be the Chairman of the Athletic Committee, the Director for Compliance, and the President of the University or his designated representative. *Deadline: December 1998.*

b. Academic Integrity

- 1 It is recommended that the University Athletic Committee examine the scheduling procedures of the different sports to determine whether the scheduling of any individual sport results in student-athletes being either off campus an excessive number of times during the academic year or off campus for excessively long periods of time during the academic year, resulting in a negative impact on the student-athlete's academic performance. *Deadline: December 1997.*

c. Commitment to Equity

1 The Director of Athletics, the Senior Associate Athletic Director/Senior Woman Administrator, and the Associate Athletic Director for Business Affairs should monitor the following:

- The number of minority coaches should be increased.
- Even though the recruitment is race-blind, there should be efforts to recruit able student-athletes that represent minorities in all sports.
- Continue to insure the continuing equitable distributions of athletic aid.

Deadline: reviewed each academic year.

2 The Director of Athletics, the Senior Associate Athletic Director/Senior Woman Administrator, and the Associate Athletic Director for Business Affairs should monitor the following:

- Examine the salary structure for coaches in all sports to insure equity.
- Explore the participation of auxiliary operations such as cheerleaders, bands, etc. to equalize participation of varsity and junior varsity squads between men's and women's sports. Alternating the participation of the two bands at men's and women's events should be explored.

Deadline: reviewed each academic year.

Major Components of the Self-Study

1. Appointment of Steering Committee Chair.

The Chair of the Steering Committee is Mr. Minnis E. Ridenour, Senior Fellow for Resource Development. As Senior Fellow, Mr. Ridenour serves as a member of senior management at Virginia Tech and reports directly to President Charles W. Steger. This reporting structure provides Mr. Ridenour access to President Steger whenever necessary. President Steger appointed Mr. Ridenour through a letter dated July 31, 2006 (on file). The letter clearly states Mr. Ridenour's responsibilities and authority over the Self-Study process.

2. Appointment of Steering Committee and Subcommittees.

President Steger appointed members of the Steering Committee, Governance and Commitment to Rules Compliance Subcommittee, Academic Integrity Subcommittee, and Equity and Student-Athlete Well-Being Subcommittee through individual letters of appointment dated July 31, 2006 (on file). Following are the names and titles of the Steering Committee and Subcommittee members. Each list demonstrates Virginia Tech's commitment to broad-based participation, an assurance of access to information that is pertinent to the Self-Study and a balance of influence from athletics and non-athletics faculty, staff and students.

A. Steering Committee Members

Mr. Minnis E. Ridenour
Steering Committee Chair
Senior Fellow for Resource Development

Dr. Kristen Bush
Director of the Office of Institutional Research

Dr. Benjamin Dixon
Vice President for Multicultural Affairs

Dr. W. Samuel Easterling
Faculty Senate
Professor of Civil and Environmental Engineering

Dr. David Ford
Academic Integrity Subcommittee Chair
Vice Provost for Academic Affairs

Dr. Rosemary Goss
Chair, University Athletics Committee
Residential Property Management Advisory Board Professor
of Apparel, Housing and Resource Management

Ms. Kay Heidbreder
University Counsel

Dr. Zenobia Hikes
Equity and Student-Athlete Well-Being Subcommittee Chair
Vice President for Student Affairs

Mr. Lawrence Hincker
Communications Coordinator
Associate Vice President for University Relations

Dr. Larry Killough
Faculty Athletics Representative
KPMG Professor of Accounting and Information Systems

Mr. Cameron Martin
Student-Athlete
Majoring in Business Management

Ms. Sharon McCloskey
Senior Woman Administrator
Senior Associate Director of Athletics

Mr. Lucius Merritt, Jr.
Director of Development for Intercollegiate Athletics
Virginia Tech Athletic Fund, Inc.

Dr. Jerry Niles
Dean of the College of Human Resources and Education

Mr. Glenn Orr
Graduate Student
Majoring in Public Administration and Policy

Mr. James Severt
Board of Visitors
Private Investor

Ms. Lori Anne Sheppard
Staff Senate
Program Support Technician

Dr. William E. Skelton
Board of Directors,
Virginia Tech Athletic Fund, Inc.

Ms. Mallory Soldner
Student-Athlete
Majoring in Industrial Systems Engineering

Dr. Charles W. Steger
President
Professor of Architecture

Dr. Thomas Tillar
Vice President for Alumni Relations

Dr. Joseph Tront
Governance and Commitment to Rules Compliance
Subcommittee Chair
Professor of Electrical and Computer Engineering

Mr. James Weaver
Director of Athletics

Ms. Nikeshia Womack,
Undergraduate Student
Majoring in Political Science

B. Governance and Commitment to Rules Compliance
Subcommittee

Dr. Joseph Tront
Governance and Commitment to Rules Compliance
Subcommittee Chair
Professor of Electrical and Computer Engineering

Ms. Elizabeth Abbey
Graduate Student Assembly
Majoring in Human Nutrition, Foods and Exercise

Dr. Thomas Burbey
Associate Professor of Geological Sciences

Ms. Kelly Cagle
Department of Athletics Liaison
Head Coach for Women's Soccer

Ms. Catherine Gellis
Staff Senate
Administrative Associate for Alumni Relations

Mr. David Gustin
Undergraduate Student
Majoring in History

Dr. Frank Gwazdauskus
David and Margaret Lincicome Professor of Dairy Science

Ms. Amber Hall
Student-Athlete
Majoring in Business Management

Dr. Larry Killough
Faculty Athletics Representative
Subcommittee Advisor
KPMG Professor of Accounting and Information Systems

Mr. Tim Parker
Department of Athletics Liaison
Assistant Director of Athletics for Compliance

Dr. John Randolph
Director of the School for Public and International Affairs
Professor of Urban Affairs and Planning

Mr. John Rudd
Subcommittee Chief Report Writer
Director of Internal Audit

Dr. Barry Simmons
Director of the Office of Scholarships and Financial Aid

Dr. Edward Spencer
Associate Vice President for Student Affairs

Dr. Diane Zahm
Faculty Senate
Associate Professor of Urban Affairs and Planning

C. Academic Integrity Subcommittee

Dr. David Ford
Academic Integrity Subcommittee Chair
Vice Provost for Academic Affairs

Dr. Susan Angle
Subcommittee Chief Report Writer
Director of Students with Disabilities Services

Dr. Candice Clemenz
Associate Dean of Undergraduate Programs for the Pamplin
College of Business

Mr. Clyde Cridlin, Jr.
Assistant Registrar in the Office of the University Registrar

Dr. Rosemary Goss
Chair, University Athletics Committee
Residential Property Management Advisory Board Professor
of Apparel, Housing and Resource Management

Mr. Chris Helms
Department of Athletics Liaison
Director of Student-Athlete Academic Support Services

Mr. Jon Jaudon
Department of Athletics Liaison
Associate Director of Athletics for Administration

Ms. Mildred Johnson
Senior Associate Director of Undergraduate Admissions

Mr. Michael Kacmarcik
Undergraduate Student
Majoring in Mechanical Engineering

Dr. Arthur Keown
RB Pamplin Professor of Finance

Dr. Larry Killough
Faculty Athletics Representative
Subcommittee Advisor
KPMG Professor of Accounting and Information Systems

Ms. Deanna McCrudden
Staff Senate
Medical Technologist Supervisor for Veterinary Medicine

Mr. Sean O'Brien
Student-Athlete
Majoring in Apparel, Housing & Resource Management

Mr. Kenneth Stanton
Graduate Student Assembly
Majoring in Electrical Engineering

Dr. Jerry Via
Assistant Dean of the College of Science

Dr. Terry Wildman
Assistant Provost and Director of the Center for Excellence
in Undergraduate Teaching

Dr. Cynthia Wood
Faculty Senate
Associate Professor of Animal and Poultry Sciences

D. Equity and Student-Athlete Well-Being Subcommittee

Dr. Zenobia Hikes
Equity and Student-Athlete Well-Being Subcommittee Chair
Vice President for Student Affairs

Ms. Megan Armbruster
Department of Athletics Liaison
Director of Student Life for the Department of Athletics

Mr. Michael Goforth
Department of Athletics Liaison
Director of Athletic Training

Dr. Rachel Holloway
Subcommittee Chief Report Writer
Associate Professor and Chair of the Department of
Communications

Ms. Sharon McCloskey
Senior Woman Administrator
Department of Athletics Liaison
Senior Associate Director of Athletics

Mr. Kevin McDonald
Director of the Office for Equal Employment Opportunity

Dr. Quinton Nottingham
Associate Professor of Business Information Technology

Dr. Sean O'Keefe
Faculty Senate
Associate Professor of Food Science and Technology

Ms. Lindsey Pieper
Student-Athlete
Majoring in Communications

Dr. Ellen Plummer
Director of the Women's Center at Virginia Tech

Dr. Dixie Watts Reaves
Associate Professor of Agricultural and Applied Economics

Dr. Karen Sanders
Assistant Provost and Director of Academic Support Services

Mr. Ned Skinner
Department of Athletics Liaison
Head Coach for Swimming

Dr. Terry Swecker
Associate Professor of Large Animal Clinical Sciences

Mr. Thomas Tucker
Staff Senate
Architectural Planner for the Office of the University
Architect

Mr. Christopher Vavricka
Graduate Student Assembly
Majoring in Biochemistry

Ms. Jennifer Weber
Undergraduate Student
Majoring in Human Development

3. Responsibilities of Steering Committee & Subcommittees.

The Steering Committee was charged with overseeing the three subcommittees and reviewing the information to be used in the final Self-Study Report.

All members of the Steering Committee were charged with:

- a. Attending regular meetings,
- b. Monitoring progress of the Self-Study,
- c. Obtaining inputs from appropriate campus constituencies,
- d. Reviewing the reports of the institution, peer-review team, and the NCAA Division 1 Committee on Athletics Certification in relation to the institution's previous Self-Study,
- e. Reviewing the reports of the Steering Committee and the various subcommittees,
- f. Maintaining written records of various Steering Committee activities (e.g. meeting minutes and attendance), and
- g. Producing and publicizing the final Self-Study report.

Progress reports by subcommittee chairs will be made to the Steering Committee at each Steering Committee meeting. Specific reports to be given and due dates for drafts are included in the section of this document entitled *Outline and Schedule*.

The chairs of the subcommittees were charged with:

- a. Determining meeting schedules,
- b. Delegating information collection,
- c. Maintaining a written record of subcommittee activities (e.g. meeting minutes and attendance),
- d. Designating a report writer for their subcommittee reports,
 1. Governance and Commitment to Rules Compliance – Mr. John Rudd
 2. Academic Integrity – Dr. Susan Angle
 3. Equity and Student-Athlete Well-Being – Dr. Rachel Holloway
- e. Reviewing subcommittee reports, and
- f. Forwarding reports and recommendations to the Steering Committee.

All members of the subcommittees were charged with:

- a. Collecting and organizing pertinent data,
- b. Attending regular meetings,
- c. Obtaining inputs from appropriate campus constituencies, and
- d. Aiding in the preparation of reports to be submitted to the Steering Committee.

Each subcommittee will use the appropriate Operating Principles in the Self-Study Instrument as a guide with regard to collection and evaluation of information and recommendations for improvement.

Each member of the Steering Committee and three Subcommittees has received a letter dated August 18, 2006 (on file) outlining the specific duties and responsibilities listed. A review of the duties and responsibilities outlined in the letters took place during a meeting led by President Steger and Mr. Ridenour on August 30, 2006. At this meeting each member also received a resource manual with pertinent information for conducting the Self-Study properly and effectively.

4. Institution Liaisons.

A. Campus Liaison

Ms. Jody Bickel, Director of Programs and Projects, Office of the Senior Fellow for Resource Development, will serve as Campus Liaison and be responsible for fielding questions from Virginia Tech personnel and forwarding them to the NCAA staff member. Mr. Ridenour appointed Ms. Bickel through a letter dated August 23, 2006 (on file). The letter of appointment clearly states the duties and responsibilities of the Campus Liaison position.

B. Campus Coordinator

Ms. Dee Perkins, Administrative Assistant, Office of the Senior Fellow for Resource Development, will serve as the Campus Coordinator. Campus Coordinator responsibilities include logistical arrangements for on-campus meetings, coordination of the Peer Review Team visit, and other responsibilities delegated by the Chair of the Steering Committee or Campus Liaison. Mr. Ridenour appointed Ms.

Perkins through a letter dated August 23, 2006 (on file). The letter of appointment clearly states the duties and responsibilities of the Campus Coordinator position.

C. Project Coordinator

Ms. Natalie Hart, NCAA Certification Coordinator for Virginia Tech, will serve as the project coordinator throughout the University's certification process. In addition to project coordination, Ms. Hart will assist both the Campus Liaison and the Campus Coordinator in their duties as stated above.

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

A. Conference assistance

Mr. Ridenour appointed Mr. Shane Lyons, Associate Commissioner for Compliance of the Atlantic Coast Conference, through a letter dated August 23, 2006 (on file), to serve as an advisor to the Self-Study process. His expertise on a broad range of compliance issues makes him an invaluable asset to the entire Self-Study effort.

B. Use of outside individuals or agencies

In February 2007 an outside, independent Title IX audit will take place at Virginia Tech. Information from this audit will be used to inform subcommittee data gathering and reporting.

6. Outline and schedule.

July 2006

31 President Steger appointed Mr. Minnis E. Ridenour to serve as Chair of the Steering Committee. The President also appointed individuals to serve on the Steering Committee, Governance and Commitment to Rules Compliance Subcommittee, Academic Integrity Subcommittee, and the Equity and Student-Athlete Well-Being Subcommittee.

August 2006

- 18 Letters were sent to appointees confirming acceptance of appointment and defining roles and responsibilities for each committee member.
- 22 Initial meeting of the Steering Committee chair and Subcommittee chairs took place.
- 23 Mr. Ridenour, through letters of appointment, officially appointed Jody Bickel as Campus Liaison, Dee Perkins as Campus Coordinator, Carole Nickerson as Chief Report Writer, and invited Shane Lyons to participate as a source of information on conference issues and issues of compliance.
- 24 A meeting between the Steering Committee Chair, Campus Liaison, Campus Coordinator, and Chief Report Writer was held to discuss plans for conducting the kickoff meeting and streamlining the report writing process.
- 30 A kickoff meeting with all committee members took place at the Inn at Virginia Tech and Skelton Conference Center. At the meeting President Steger and Mr. Ridenour introduced the process and expectations, resource manuals were provided and resources available for conducting the study were identified.

September 2006 (going forward)

- 5 A meeting with the Skelton Conference Center staff and technology staff will be held to discuss logistics of the orientation videoconference with the NCAA.
- 6 An Academic Integrity Subcommittee meeting will take place at 9:00am in 325 Burruss Hall.
- 8 The Tentative Written Plan is due to be sent to Ms. Shana Levine at the NCAA for review.

- 12 A meeting with the Campus Liaison and the Director of Athletics will take place from 2:30pm – 3:30pm to discuss how to best inform the Department of Athletics staff, faculty and students of the NCAA Self-Study.
- 13 A Governance and Commitment to Rules Compliance Subcommittee meeting will take place from 2:00pm – 3:00pm in 460 Durham Hall to organize working groups and review appropriate Operating Principles.
- 20 A Steering Committee meeting will take place from 10:30am – 11:30am in the President’s Boardroom to discuss the orientation videoconference, deadlines for draft subcommittee reports, guidelines for reviewing subcommittee reports, pertinent NCAA deadlines, and possible Peer Review Team evaluation visit dates.
- By 29 Subcommittees will have had meetings to determine a meeting schedule and to identify a subcommittee report writer.
- Ongoing Additional subcommittee meetings will take place as determined by chairs.
- Ongoing Meetings will be held with campus constituencies to discuss the NCAA Self-Study process.

October 2006

- 6 On October 6th:
- The NCAA orientation videoconference will be held.
 - The University will receive relevant passwords for the NCAA Athletics Certification System (ACS).
 - Virginia Tech will make a public announcement about the initiation of the Self-Study process.
 - The Virginia Tech Self-Study website will go live.

- The internal communication system for committees will go live.
- A Governance and Commitment to Rules Compliance Subcommittee meeting will take place from 12:15pm – 12:45pm at the Inn at Virginia Tech and Skelton Conference Center to discuss the NCAA videoconference and internal management system.
- An Equity and Student-Athlete Well-Being Subcommittee meeting will take place from 5:00pm – 6:00pm at the Inn at Virginia Tech and Skelton Conference Center to discuss the NCAA videoconference and internal management system

10 A conference call between Virginia Tech’s Chief Report Writer and Subcommittee Chief Report Writers, Campus Liaison and the NCAA representative will take place from 2:30pm – 3:45pm in the President’s Boardroom to discuss final report expectations.

16 A meeting will take place with the entire Department of Athletics to discuss the NCAA Certification process and the need for openness and availability to properly conduct the self-study.

17 On October 17th:

- A Governance and Commitment to Rules Compliance Subcommittee Meeting will take place from 4:00pm – 5:00pm in 460 Durham Hall to discuss initial research findings on Operating Principles 1.1 and 1.2.
- A draft report on Operating Principle 3.1 is due to the Equity and Student-Athlete Well-Being Subcommittee chair.

18 An Academic Integrity Subcommittee meeting will be held from 8:30am – 9:30am in the President’s Boardroom. Subcommittee members will report on progress made toward addressing Operating Principle 2.1, Items 1-3 and 10-14.

- 23 An Equity and Student-Athlete Well-Being Subcommittee meeting will take place from 3:00pm – 4:30pm in 325 Burruss Hall. Draft report on Operating Principle 3.1 will be reviewed.
- Ongoing Additional subcommittee meetings will take place as determined by chairs.
- Ongoing Meetings will be held with campus constituencies to discuss the NCAA Self-Study process.

November 2006

- 1 On November 1st:
- President Steger will receive a list of potential Peer Review Team members.
 - An Academic Integrity Subcommittee meeting will be held from 8:30am – 9:30am in 325 Burruss Hall. At this meeting subcommittee members will give a report on progress made toward addressing Operating Principle 2.1, Items 4-9.
- 7 A Governance and Commitment to Rules Compliance Subcommittee meeting will take place from 3:30pm – 5:00pm in 460 Durham Hall. Each of the three working teams will report on Operating Principles 1.1 and 1.2.
- 13 An Equity and Student-Athlete Well-Being Subcommittee meeting will take place from 1:30pm – 3:00pm in 110 Burruss Hall to discuss research progress on Operating Principles 3.2 and 3.3.
- 15 On November 15th:
- An Academic Integrity Subcommittee meeting will be held from 8:30am – 9:30am in the President's Boardroom. At this meeting subcommittee members will give a report on progress made toward addressing Operating Principle 2.2, Items 1-7.

- A Steering Committee meeting will take place from 10:30am – 11:30am at the Inn at Virginia Tech and Skelton Conference Center.

Subcommittee Presentations:

- The Governance and Commitment to Rules Compliance Subcommittee Chair will report on progress made toward addressing **Operating Principle 1.1.**
- The Academic Integrity Subcommittee Chair will report on progress made toward addressing **Operating Principle 2.1.**
- The Equity and Student-Athlete Well-Being Subcommittee Chair will report on progress made toward addressing **Operating Principle 3.1.**

29 A Governance and Commitment to Rules Compliance Subcommittee meeting will take place from 1:30pm – 3:00pm. Each working group will report on the progress of data collection for Operating Principles 1.1 and 1.2.

Ongoing Additional subcommittee meetings will take place as determined by chairs.

Ongoing Meetings will be held with campus constituencies to discuss the NCAA Self-Study process.

December 2006

1 Updated list of potential Peer Review Team members is due back to the NCAA.

5 Draft reports on Operating Principles 3.2 and 3.3 are due to the Equity and Student-Athlete Well-Being Subcommittee Chair.

- 6 An Academic Integrity Subcommittee meeting will take place from 8:30am – 9:30am in the President's Boardroom. Working draft reports for Operating Principles 2.1 and 2.2 are due.
- 7 A Governance and Commitment to Rules Compliance Subcommittee meeting will take place from 12:30pm – 2:00pm in 460 Durham Hall. All working group draft reports are due on Operating Principles 1.1 and 1.2.
- 11 An Equity and Student-Athlete Well-Being Subcommittee meeting will take place from 3:00pm – 4:30pm in 325 Burruss Hall. Draft reports on Operating Principles 3.2 and 3.3 will be reviewed.
- 13 A Steering Committee meeting will be held from 10:30am – 11:30am at the Inn at Virginia Tech and Skelton Conference Center.

Subcommittee Presentations:

- o The Governance and Commitment to Rules Compliance Subcommittee Chair will report on progress made toward addressing **Operating Principle 1.2.**
- o The Academic Integrity Subcommittee Chair will report on progress made toward addressing **Operating Principle 2.2.**

- Ongoing Additional subcommittee meetings will take place as determined by chairs.
- Ongoing Meetings will be held with campus constituencies to discuss the NCAA Self-Study process.

January 2007

- 10 A Steering Committee meeting will take place from 10:30am – 11:30am in the President's Boardroom.

Subcommittee Presentations:

- The Equity and Student-Athlete Well-Being Subcommittee Chair will report on progress made toward addressing **Operating Principles 3.2 and 3.3.**

Subcommittee Reports:

- A **draft report** (including narratives, charts, and institutional plans for improvement) from the Governance and Commitment to Rules Compliance Subcommittee is due for the Steering Committee to review and evaluate against **Operating Principles 1.1 and 1.2.**

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On January 17th:

- An Academic Integrity Subcommittee meeting will take place from 8:30am – 9:30am in the President’s Boardroom.
- An Equity and Student-Athlete Well-Being Subcommittee meeting will take place from 1:30pm – 3:00pm in the President’s Boardroom.

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A Steering Committee meeting will be held from 10:30am – 11:30am in the President’s Boardroom.

Steering Committee Presentations:

- The Steering Committee will present comments and edits to the Governance and Commitment to Rules Compliance Subcommittee draft report.

Subcommittee Reports:

- A **draft report** (including narratives, charts, and plans for improvement) from the Academic Integrity Subcommittee is due for the Steering Committee to review

and evaluate against **Operating Principles 2.1 and 2.2.**

25 A Governance and Commitment to Rules Compliance Subcommittee meeting will take place from 3:00pm – 4:00pm in 460 Durham Hall to discuss feedback and edits from the Steering Committee.

Ongoing Additional subcommittee meetings will take place as determined by chairs.

Ongoing Meetings will be held with campus constituencies to discuss the NCAA Self-Study process.

February 2007

12 An Equity and Student-Athlete Well-Being Subcommittee meeting will take place from 1:30pm – 3:00pm in 110 Burruss Hall. Operating Principles 3.1, 3.2 and 3.3 2nd draft reports are due to the Chair.

14 A Steering Committee meeting will take place from 9:00am – 10:00am in the President's Boardroom.

Steering Committee Presentations:

- The Steering Committee will present comments and edits to the Academic Integrity Subcommittee draft report.

Subcommittee Reports:

- **A draft report** (including narratives, charts, and plans for improvement) from Equity and Student-Athlete Well-Being Subcommittee is due for the Steering Committee to review and evaluate against **Operating Principles 3.1, 3.2 and 3.3.**

21 An Academic Integrity Subcommittee meeting will take place from 8:30am – 9:30am in the President's Boardroom. Final reports on Operating Principles 2.1 and 2.2 are due to the Subcommittee Chair.

28

On February 28th:

- An Academic Integrity Subcommittee meeting will take place from 8:30am – 9:30am in the President's Boardroom to review and finalize the Academic Integrity Subcommittee Self-Study Report.
- A Steering Committee meeting will be held from 10:30am – 11:30am in the President's Boardroom.

Steering Committee Presentations:

- The Steering Committee will present comments and edits to the Equity and Student-Athlete Well-Being Subcommittee draft report.

Subcommittee Reports:

- **A final report from the Governance and Commitment to Rules Compliance Subcommittee with comments and changes from the Steering Committee incorporated is due.**

Ongoing

Additional subcommittee meetings will take place as determined by chairs.

Ongoing

Meetings will be held with campus constituencies to discuss the NCAA Self-Study process.

March 2007

12

An Equity and Student-Athlete Well-Being Subcommittee will take place from 1:30 – 3:00pm in 110 Burruss Hall to discuss Steering Committee comments.

14

A Steering Committee meeting will take place from 10:30am – 11:30am in the President's Boardroom.

Subcommittee Reports:

- **A final report from the Academic Integrity Subcommittee with comments and changes from the Steering Committee incorporated is due.**

23 Final Equity and Student-Athlete Well-Being Subcommittee report is due to the Subcommittee Chair.

28 A Steering Committee meeting will be held from 10:30am – 11:30am in the President’s Boardroom.

Subcommittee Reports:

- **A final subcommittee report from the Equity and Student-Athlete Well-Being Subcommittee with comments and changes from the Steering Committee incorporated is due.**

Ongoing Additional subcommittee meetings will take place as determined by chairs.

Ongoing Meetings will be held with campus constituencies to discuss the NCAA Self-Study process.

April 2007

4 A draft Self-Study Report is due to the Steering Committee for review before the April 11th meeting.

9 An Equity and Student-Athlete Well-Being Subcommittee meeting will take place from 1:30pm – 3:00pm in 110 Burruss Hall.

11 A Steering Committee meeting will take place from 10:30am – 11:30am in the President’s Boardroom.

- **Substantive comments on the overall draft Self-Study Report are due from the Steering Committee.**

- **The draft report will be uploaded onto the Virginia Tech Self-Study website for public review and comment.**

16 All public comments on draft of final report are due.

25 A Steering Committee meeting will take place from 10:30am – 11:30am in the President’s Boardroom.

- **Steering Committee to approve final Self-Study Report for uploading to the NCAA ACS.**

May 2007

1 **Virginia Tech’s final Self-Study Report is due to the NCAA.**

2 Virginia Tech will publicly announce the completion of the Self-Study process.

4 A copy of the final Self-Study Report will be uploaded to the Virginia Tech Self-Study website.

June 2007

Virginia Tech will respond to any requests from the NCAA for clarification on the Self-Study Report.

July 2007

Virginia Tech will respond to any requests from the NCAA for clarification on the Self-Study Report.

August 2007

Ongoing Preparations for the evaluation visit will continue.

Ongoing Meetings will be held with campus constituencies to discuss the Peer Review Team evaluation visit.

September 2007

- Ongoing Preparations for the evaluation visit will continue.
- Ongoing Meetings will be held with campus constituencies to discuss the Peer Review Team evaluation visit.

October 2007

- 22-26 Possible Peer Review Team evaluation visit.
- Ongoing Preparations for the evaluation visit will continue.
- Ongoing Meetings will be held with campus constituencies to discuss the Peer Review Team evaluation visit.

November 2007

- 12-16 Possible Peer Review Team evaluation visit.
- Ongoing Preparations for the evaluation visit will continue.
- Ongoing Meetings will be held with campus constituencies to discuss the Peer Review Team evaluation visit.

December 2007

- 14 Virginia Tech will respond to the Peer Review Team's comments and report.

February 2008

The NCAA Committee on Athletics will conduct its final review and make a certification decision.

7. Self-Study Report.

A. Chief Report Writer

Ms. M. Carole Nickerson was selected by Mr. Ridenour to serve as Chief Report Writer. Ms. Nickerson holds the B. A. and M. A. in English, has taught writing and Literature

courses and coordinated the GTA Training Program in Virginia Tech's English Department, and later served for 12 years in the President's Office, first as Assistant to the President, then as Chief of Staff. Ms. Nickerson aided in the preparation of reports for the previous University accreditation review by the Southern Association of Colleges and Schools. In her capacity as Chief Report Writer, she will be responsible for gathering and editing draft reports from the committees, and advising on formatting those draft reports and pertinent tables and charts in accordance with NCAA requirements.

Ms. Jody Bickel, Ms. Dee Perkins and Ms. Natalie Hart will assist Ms. Nickerson with editing and processing reports, and will format charts and tables. They will also be responsible for uploading electronically the final report with tables and charts to the NCAA Athletics Certification System (ACS).

B. Work needs for producing reports

1. Logistics

The Office of the Senior Fellow for Resource Development will provide any administrative support (including meeting spaces, computer resources, and clerical assistance) needed to compile the reports.

2. Process for reviewing draft reports

- a. Each member of the subcommittee will review all draft reports of their subcommittee.
- b. Changes or modifications will be submitted to the report writer and chair of the subcommittee.
- c. After changes or modification are made, the subcommittee will meet to discuss the draft report.
- d. Drafts of the subcommittee reports will be reviewed by the Steering Committee.
- e. After the Steering Committee has reviewed the drafts of the reports from the subcommittees they will either

accept the reports or return them to the subcommittees for modification.

3. Process for developing final Self-Study Report

From March 28 – April 25, Ms. Nickerson, with assistance from Ms. Bickel and Ms. Perkins, shall be responsible for the editing, writing and organization of the final report, including appropriate narrative, graphs and tables. Ms. Bickel and Ms. Perkins shall electronically upload the final report in accordance with all NCAA ACS requirements by May 1, 2007.

C. Communication strategy

October 2006

- 6 Virginia Tech will announce that the Self-Study process was initiated through press releases to appropriate media outlets (e.g. newspapers). A web address for the Self-Study website will be provided in each of the announcements.

April 2007

- 11 Virginia Tech will announce that the University's draft Self-Study Report is online at Virginia Tech's Self-Study website for review and comment.

May 2007

- 1 Virginia Tech will announce the completion of the Self-Study process through press releases to appropriate media outlets (e.g. newspapers). A web address for the Virginia Tech Self-Study website will be provided in each of the announcements indicating where a copy of the final report can be reviewed.

February 2008

Virginia Tech will announce the NCAA Committee on Athletics final decision regarding Virginia Tech's certification status through press releases to appropriate media outlets (e.g. newspapers). A web address for the Virginia Tech Self-Study website will be provided in each of the announcements indicating where a copy of the final report and the NCAA's decision can be reviewed.

Ongoing

Throughout the Self-Study process meetings with campus constituencies will take place to discuss the Self-Study process. The constituencies include:

- Department of Athletics staff
- Student-athletes
- University Athletics Committee
- Faculty senate
- Staff senate
- Student government associations
- Athletics fund staff
- Alumni Association staff
- Senior Virginia Tech management
- Executive staff
- Others as deemed appropriate

All the meetings will be scheduled through the Campus Coordinator and Campus Liaison.

In sum, Virginia Tech and the Department of Athletics welcome the NCAA Self-Study process, and look forward to working with the NCAA and Peer Review Team on conducting a successful study. This review of Virginia Tech's implementation of NCAA Operating Principles provides an invaluable opportunity not only to promote, but also to enhance, the complementary role of athletics within the University's academic environment.