

California Polytechnic State University

1.2 Rules Compliance

1 NCAA Operating Principle 1.2 requires an institution to have a clear and unambiguous commitment to rules compliance as a central element in all personnel matters for individuals involved outside the intercollegiate athletics program. 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 administrative staff outside the athletics department who are associated with athletics. After reviewing Page No. 15 of your institution's self-study report, the NCAA Division I Committee on Athletics Certification (hereafter referred to as "committee") noted that your institutional practice is not to include duties and descriptions of responsibilities (including those related to NCAA rules compliance) in contracts or letters of appointment for all administrative staff outside the athletics department who are associated with athletics. However, inclusion of compliance-related language in contracts or letters of appointment or related addendums is a requirement for demonstrating conformity with this operating principle. Therefore, your institution must provide written evidence that a statement regarding the importance of rules compliance is included in the contracts or letters of appointment for those individuals outside the athletics department who are associated with athletics.

Institution Response to CAC Analysis

The committee stated, "Inclusion of compliance-related language in contracts or letters of appointment or related addendums [for administrative staff outside the athletics department who are associated with athletics] is a requirement for demonstrating conformity with this operating principle." There is an addendum to the letter of offer at Cal Poly called an HR 120 form that staff members receive along with their letter of offer. The 120 is a position description, and staff must sign it, signifying that they "have read this position description and understand its contents."

Cal Poly has added compliance language to the HR 120 forms of administrative staff and those on the management personnel plan outside the athletics department who are associated with athletics as follows:

Athletics Evaluators and Evaluations Supervisor:

You are expected to remain knowledgeable in, and adhere to, all NCAA, conference and University rules and regulations applicable to the performance of your duties as an Athletic Evaluator, including but not limited to NCAA Bylaw 14 and required attendance at NCAA annual regional compliance seminars.

Director of Financial Aid and Assistant Director for Scholarships and Special Programs:

You are expected to remain knowledgeable in, and adhere to, all NCAA, conference and University rules and regulations applicable to the performance of your duties, including but not limited to NCAA Bylaw 15.

Assistant Vice President of Admissions, Recruitment and Financial Aid and Associate Director, Admissions and Recruitment:

You are expected to remain knowledgeable in, and adhere to, all NCAA, conference and University rules and regulations applicable to the performance of your duties.

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2.2 Academic Support

1 Operating Principle 2.2 requires academic support services for student-athletes to be reviewed and approved at least once every three years by appropriate academic authorities outside the department of intercollegiate athletics. In order to demonstrate conformity with this operating principle, an institution must demonstrate that academic support services for student-athletes are subject to a comprehensive review 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. After reviewing Page No. 37 of your institution's self-study report, the committee noted that the Athletic Governing Board performs this review at your institution on a quarterly basis. However, there was no description of the process for the review, which support services are reviewed, which board members actually conduct the review, or how a particular support service ultimately is approved. Further, the board does not provide the results of its review in written form. Therefore, your institution must provide written evidence that each of your academic support services provided to student-athletes has been subject to a periodic, comprehensive review and approval by appropriate academic authorities outside the department of intercollegiate athletics who do not have day-to-day responsibilities in the academic support services area.

Institution Response to CAC Analysis

The committee stated, "Your institution must provide written evidence that each of your academic support services provided to student-athletes has been subject to a periodic, comprehensive review and approval by appropriate academic authorities outside the department of intercollegiate athletics who do not have day-to-day responsibilities in the academic support services area." The academic services have been reviewed annually by the members of the Athletics Governing Board, but in the past the AGB did not generate a written report indicating approval or which specific services were reviewed.

In May 2006, the Provost sent a memo to the President (#1 below) recommending a change to the Athletics Governing Board Policy that provides the written report that will better satisfy this operating principle. The change was approved by the AGB, approved by the President on May 26, 2006, and adopted as policy. In addition, the Faculty Athletics Representative has written a description of the process of review (#2 below).

1.

Cal Poly
State of California
Memorandum

To: Warren J. Baker, President
Date: May 23, 2006

From: Robert C. Detweiler
Interim Provost and Vice President for Academic Affairs

Subject: RECOMMENDATION FOR CHANGE IN CAM POLICY, FUNCTION STATEMENT —
Athletics Governing Board

Athletics Certification Committee Analysis Report with Institution Responses

California Polytechnic State University

At the May 18, 2006 Athletics Governing Board meeting, members discussed a possible change to the Athletics Governing Board Policy. The following change was unanimously approved by the Athletics Governing Board members:

"Each quarter, the Athletics Governing Board shall review the academic progress of student-athletes as a total and by sport. Any concerns expressed by the Athletics Governing Board shall be submitted to the Faculty Athletics Representative and the Athletics Director.

Annually, the Athletics Governing Board shall be given a presentation on the academic advising, monitoring and mentoring given to student-athletes by the Athletics Department. This presentation will be given to the Athletics Governing Board on or before the next to last meeting of the academic year. The Athletics Governing Board will respond with a written report submitted to the Athletics Director at the end of each academic year. This report may contain concerns, recommendations, compliments and comments as appropriate, and it will be approved by the Athletics Governing Board at the last meeting of the academic year."

We would suggest adding a new item #5 under the "Functions" section.

I endorse the proposed change and request your approval.

2.

Description of the process of review

At least two of the four faculty members of the Athletics Governing Board (AGB) will conduct a yearly review of the Athletics Department's Academic Services and present their written report of the services to the AGB and to the Provost at or before the second to the last meeting of the year. The AGB will vote to accept or reject the report and will in either case reply in writing to the Athletics Director, communicating any recommendations or comments it may have regarding the academic services the Department provides for its student athletes.

The audit report generated by the faculty members of the AGB will address at least the following:

- Initial meetings prior to the onset of the academic year between the Academic Services department and all new student athletes.
- Initial meetings prior to the onset of the academic year between the Academic Services office and each athletic team
- Academic advising for all student athletes
- Selection and training of academic tutors
- Procedures for arranging tutorials for student athletes
- Attendance at tutorials by student athletes and consequences for absences
- Arrangement for and quality of study halls
- Early warning system and intervention procedure for struggling students

The faculty members of the AGB will obtain the above information by conducting interviews with student athletes in all areas, by discussion with the Academic Officer, by spot attendance at tutorials, study halls, and team meetings, by discussion with coaches, by mandatory meetings with each team, and by exit interviews with student athletes.