

**2003-2004**

**DIVISION I**

**ATHLETICS CERTIFICATION**

**SELF-STUDY INSTRUMENT**

**University of Oklahoma**

# Introduction to Self-Study Report

## Introduction to Self-Study Report

### Institutional Information

1. Type of Institution: Public
2. Year institution was founded: 1890
3. Special Affiliation? No
4. Coeducational? Yes
5. Total student enrollment (undergraduate and graduate combined) [using a full-time-equivalency (FTE) basis]: 25309
6. Number of Faculty [using a full-time-equivalency (FTE) basis]: 2224
7. Highest level of academic degree offered: Doctoral
8. Institution's governing entity: OU Board of Regents
9. a. Regional accreditation agency: Higher Learning Commission of North Central Assoc.
9. b. Date of most recent regional accreditation self-study: October 2001
9. c. Current accreditation status: Accredited

### Athletics Information

1. Subdivision status of athletics program (Academic Year 2004): I-A
2. Conference affiliation(s) or independent status (Academic Year 2004):

Baseball	Big 12 Conference
Football	Big 12 Conference
Men's Basketball	Big 12 Conference
Men's Cross Country	Big 12 Conference
Men's Golf	Big 12 Conference
Men's Gymnastics	Mountain Pacific Sports Federation
Men's Tennis	Big 12 Conference
Men's Track, Indoor	Big 12 Conference
Men's Track, Outdoor	Big 12 Conference
Men's Wrestling	Big 12 Conference
Softball	Big 12 Conference
Women's Basketball	Big 12 Conference
Women's Cross Country	Big 12 Conference
Women's Golf	Big 12 Conference
Women's Gymnastics	Big 12 Conference

## Introduction to Self-Study Report

Women's Soccer	Big 12 Conference
Women's Tennis	Big 12 Conference
Women's Track, Indoor	Big 12 Conference
Women's Track, Outdoor	Big 12 Conference
Women's Volleyball	Big 12 Conference

### 3. Athletics program structure ('X' all that apply):

- one combined athletics department
- separate men's and women's departments
- incorporated unit separate from institution
- department within a physical education division

### 4. Date of NCAA major infractions case(s) (if any) since previous certification self-study and impact (if any) on the areas of the certification program.

None.

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

None.

## Previous Certification Self-Study

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

On April 30, 1998, Joseph R. Castiglione became Director of Athletics.

On July 1, 2003, Stephanie A. Rempe became Associate Athletics Director/Senior Woman Administrator, replacing Marita Hynes (long-time and highly valued, now retired but available in the Athletics Department community).

### 5. Significant changes impacting the institution and/or athletics program, if any (e.g., conference affiliation, sports sponsored, changes in admissions standards, significant changes in graduation rates, changes in mission statement of the athletics program, changes in fiscal stability/condition of the athletics program), since the institution's previous certification self-study:

Changes in admissions standards:

1996-1999: 22 ACT or 1010 SAT (recentered)  
 2000: 24 ACT or 1090 SAT  
 2001-2004: resident: 24 ACT or 1090 SAT  
 nonresident: 26 ACT or 1170 SAT

## Certification Self-Study Information

1. Steering Committee Chair: Gregory D. Kunesh
2. Chief report writer/editor of self-study report: Daniel G. Gibbens

## Introduction to Self-Study Report

- 3. Describe the extent of broad-based participation of campus constituencies in the self-study. Specifically, report on the opportunities that actually were provided to various individuals or groups in the broad-campus community to: (a) offer input into the self-study report before its findings and plans for improvement were formulated, and (b) review the self-study report after it was drafted.**

(a) A primary method of ensuring broad-based participation was selection of members of the Steering Committee and subcommittees. See rosters, pages 9-10. Five former Faculty Senate chairs participated.

An announcement of the commencement of the Self-Study appeared in the campus newspaper and in two other newspapers with wide community circulation. These announcements specifically requested input from anyone interested.

Beginning with the October 2003 meeting, the Athletics Council (with its inclusive representation of University constituents) addressed the Self-Study process and important issues involved.

At the March 22 meeting of the Faculty Senate Executive Committee, a meeting with the various University council chairs, the NCAA Certification Self-Study was discussed. At that meeting, Athletics Council Chair Trent Gabert (a member of the Executive Committee) provided a written summary of Athletics Council activities that included a section on the Certification process.

Two specific examples of additional input:

1. In February, a Steering Committee member had extensive phone and e-mail communications with a citizen who was then a candidate for Norman mayor.
2. On several occasions prior to the April 30 dissemination (see below), there were communications with the then Faculty Senate Chair regarding the Coalition on Intercollegiate Athletics (COIA) drafts and there was accompanying discussion of the Self-Study process.

(b) On April 30, the draft was made available on a University website and copies of the draft were placed in eight campus locations. Both availabilities were described in campus and local newspapers, and in a University e-mail mass mailing listing the locations. These announcements and the cover sheet of the draft itself requested input. In addition, the cover sheet and newspaper reports also provided information about an open forum to be held at a time and place to be provided on-line. That information was provided in a May 7 statement on the on-line cover sheet.

At the May 3 meeting of the Faculty Senate, the chair stated that the draft was available in the Senate office and on-line.

At the open forum, four members of the Steering Committee were present and six others: 2 members of the Athletics Council, 2 members of the Athletics Department staff, a newspaper reporter, and Chair Kunesh's secretary.

There was only one input received in response to the draft dissemination and accompanying requests, from 2004-05 Faculty Senate Chair, Valerie Watts. She suggested that specific mention be included about certain interactions between the Senate and the Athletics Council, and about Athletics Director Castiglione's annual reports to the Senate on a whole and also to the Executive Committee. Needless to say, her suggestions have been incorporated.

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

The University of Oklahoma  
NCAA Certification Self-Study Plan

#### A. Objectives Related to the Self-Study

##### 1. Goals

a. President David Boren has charged the Self-Study Steering Committee with conducting the second comprehensive self-study of its Department of Athletics in accordance with the NCAA's 2003-04 Handbook and 2003-04 Self-Study Instrument, the first such self-study having been in 1995-96. The self-study will be completed within the time period specified, for the anticipated visit of the peer-review team in November 2004. The self-study process will include participation of the entire University community. Thus the self-study will again open the affairs of the Department of Athletics to the University community and to the public.

## Introduction to Self-Study Report

A major goal is to learn the extent to which OU meets the operating principles stated in the Self-Study Instrument in the following four areas: (a) governance and commitment to rules compliance, (b) academic integrity, (c) fiscal integrity, and (d) commitment to equity, welfare and sporting conduct. The self-study should also provide:

- Awareness in the university community of the Athletics Department's goals and purposes, the challenges intercollegiate athletics faces today, and the ways in which intercollegiate athletics supports OU's educational mission.
- Affirmation of the numerous praise-worthy aspects of the athletics programs.
- Opportunities to improve the athletics programs by identifying problems and seeking suggestions from individuals with varied backgrounds and wide ranges of experience.

b. OU anticipates achieving its stated goals will also demonstrate the Athletics Department's continuing commitment to the University's governance system as well as its academic mission.

### 2. First cycle institutional plans for improvement

A major focus of this self-study is a review and evaluation of all plans for improvement stated in the 1996 Self-Study and in the subsequent 1998 Gender Equity Plan and Composite Minorities Opportunities Plan required by the NCAA Committee on Athletic Certification. Appendix A contains these plans, as thus stated, in each the four study areas.

## B. Major Components of the Self-Study

### 1. Steering Committee Chair

a. President David Boren has appointed Gregory Kunesh, Regents' Professor and Academic Chair of Musical Theatre, the Steering Committee Chair. By letter to Professor Kunesh dated August 25, 2003, President Boren grants him "clear authority to acquire all information from whatever source within the University pertinent to the completion of the Certification Self-Study" and "ready access to me on any matter related thereto"

### 2. Composition of Steering Committee and Subcommittees

The composition of the Steering Committee and four Subcommittees is provided in Appendix B.

### 3. Responsibilities of Steering Committees and Subcommittees

#### a. Steering Committee:

- Coordinating the self-study's timeline and ensuring that OU completes the final report within the allotted time;
- Providing opportunities for input from the appropriate campus groups, including OU students and student-athletes;
- Reviewing the data collected, the report drafts and the final Self-Study Report;
- Maintaining written records of steering committee meeting dates and individuals in attendance;
- Reporting the activities and the findings of the self-study to the campus and community groups. Press releases will be periodically sent to various media outlets informing the community about the certification process.

#### b. Subcommittees:

- Collecting and organizing data;
- Communicating regularly through meetings and reports on specific areas of the self-study;
- Maintaining written records of subcommittee meeting dates and individuals in attendance;
- Writing the subcommittee reports.

### 4. Institutional Liaison

Daniel G. Gibbens, Regents' Professor of Law and Faculty Athletics Representative, has been appointed by President David Boren the campus liaison. He will collect and disseminate information about the self-study to Self-Study and Athletics Department personnel, field questions regarding the interpretation of certification policies and procedures as contained in the handbook and self-study instrument (forwarding difficult questions to NCAA staff and communicating answers to appropriate staff), coordinate the NCAA orientation visit and the peer-review team's evaluation visit, including lodging, scheduling and organizing work-related needs. Additional duties include collecting and organizing data for the self-study, helping to coordinate the self-study effort and organizing required follow-up studies and reports.

### 5. Conference and Consultant Assistance

## Introduction to Self-Study Report

a. Role of conference office: Lori Ebihara, Assistant Commissioner for Compliance, will participate as follows: assisting in the orientation process, reporting relevant Big 12 staff activities since first-cycle Certification, observing the introductory and exit meetings of the evaluation visit.

b. Lamar Daniel has served as an Athletics Department consultant for Title IX evaluations. His report may be cited in the self-study.

### 6. Regional Accreditation

a. The University of Oklahoma is not requesting a joint visit by the Southern Association of Colleges and Schools/Commission on Colleges and the NCAA.

### 7. Outline and Schedule for Self-Study

September 19, 2003: NCAA Site Visit Orientation and Steering Committee Meeting (1st)

Not Later Than (NLT) October 3: Subcommittees meet (1st) to establish work plan for collecting and reviewing information

NLT November 14: Subcommittees meet (2nd) to review progress, plan additional tasks, plan report to Steering Committee

NLT December 19: Steering Committee meets (2nd) to review subcommittees' progress

NLT January 16, 2004: Subcommittees meet (3rd) to evaluate and make recommendations

NLT January 23: Subcommittees submit drafts to Steering Committee

NLT January 30: Steering Committee meets (3rd) to review drafts with particular attention to recommendations

NLT March 15: Chief report writer produces first draft of Self-Study Report and delivers it to Steering Committee and subcommittees

NLT March 31: Steering Committee (4th) and subcommittees (4th) meet to respond to draft

April 1-20: Additional editing and improvements of Self-Study Report, under guidance of Steering Committee

NLT April 20: Dissemination of Draft Report to University community and media, primarily by, well advertised website, also advertising and delivering hard copies upon request, soliciting comments and suggestions, with deadline June 3

NLT June 20: Steering Committee meets (5th) to review of Self-Study Report in light of comments and suggestions received, making changes as appropriate

June 21-August 15, 2004: Produce complete Self-Study Report (as modified, Jill Ward e-mail, 1-8-04)

August 15, 2004: Submit Self-Study Report to NCAA (as modified, Jill Ward e-mail, 1-8-04)

September-October, 2004: Prepare for Peer-Review Team Visit

November, 2004: Peer-Review Team Visit

Note: Chief report writer has out-of-town commitments May 21-25; June 1-7; and June 10-20, 2004.

### 8. Self-Study Report

a. Daniel G. Gibbens will be the chief report writer. He is responsible for composing the final Self-Study Report, and will offer advice and assistance as needed to the subcommittees for their reports.

b. Subcommittee chairs and their designees will prepare reports for their respective areas, following the general guidelines provided for content, format, and style. The chief report writer will seek to ensure the coherence, consistency, and completeness of the subcommittee reports in preparing the final Self-Study Report.

c. Primary staff support will be provided by the offices of the Associate Athletics Director/Senior Woman Administrator and Associate Athletics Director of Student Life. Secretarial services will be provided by the Law Center Faculty Secretarial Support Staff, Dawn Tomlins, Office Manager. The chief report writer, working with the Athletics Department information technology staff, will have access to all of the equipment and materials needed to prepare and disseminate the Draft and the final Self-Study Report.

## Introduction to Self-Study Report

d. The Draft Self-Study Report will be made available electronically on the Athletics Department website for review by the university community and other interested parties. This availability will be publicized by notices in the campus newspaper, the Oklahoma Daily, and by using campus-wide e-mail to faculty and staff. Comments will be solicited. The final Self-Study Report will be posted on the University of Oklahoma website.

### APPENDIX A

#### First Cycle Plans for Improvement

##### 1. From first-cycle Self-Study (1996):

##### Governance and Commitment to Rules Compliance:

(1) Expand the rules education program:

(a) Expand rules education provided to University staff external to the Athletics Department.

(b) Provide written and verbal education materials to Oklahoma high schools and junior colleges through coaching clinics, academic seminars and periodic correspondence.

(c) Update the University's NCAA Rules and Regulation Guide for Alumni and Friends of Sooner Athletics.

(d) Include Guide information or similar rules education information in game programs, media guides, ticket mailings, public address announcements, coaches shows, and other widely circulated general material.

(2) Continue the role of the Compliance Review Committee in compliance oversight and review and expand its role in active assistance in procedures for compliance education, monitoring, enforcement and reporting.

(3) Review written policies to conform policies to compliance practices.

The above areas noted for improvement and enhancement will be the responsibility of the Athletics Department Compliance Coordinator with assistance and oversight from the Compliance Review Committee. Areas noted for improvement and enhancement will be included in the Annual Report to the Athletics Council. The above areas will be implemented within the 1996-97 academic year with annual assessment and continued development in each area noted.

##### Academic Integrity

(1) Efforts will be made to continue improving graduation rates, not only for student-athletes but also for non-athletes. The emphasis in the Athletics Academic Center currently placed in academic support — including tutoring, advising, and computer assistance — may serve as a model for improved assistance to undergraduate students generally. Specific goals and a specific timetable seem unrealistic. Persistent efforts are required, and the Director of Athletic Student Life is responsible for promoting them.

(2) Continuing joint efforts by the Athletics Department and the Vice President for Student Affairs will be made to improve the integration of student-athletes into the general student body. The recent progress has been significant indeed, but with the history of the separate athletics housing, continuing creative initiatives are needed. The Director of Athletic Student Life is responsible, and should annually discuss progress and needs with the Athletics Council. Again, more specific goals and timelines seem inappropriate.

##### Fiscal Integrity

(1) In light of the ten-year funding plan described in Self-Study Item 1, and the financial difficulties it is designed to address, the monthly reports described in Self-Study Item 9 will be sent to the President's Office as well as the University Controller. At least quarterly these reports will be used by the Athletics Director, the Controller and the President to monitor carefully the revenues and expenditures of the Athletics Department. As part of this quarterly monitoring, any needed adjustments in the ten-year funding plan will be given prompt attention.

(2) Although not developed on a regular basis, for a recent bond issue the Athletics Department prepared a ten-year projection of revenue and expenses. The process of projecting future revenues and expenditures will be regularized on a rolling basis each year and presented to the President with a multi-year summary of past actual and budgeted revenue and expenditures. This multi-year review should facilitate planning by better highlighting ongoing operational issues and any potential systemic problems.

(3) The University's Internal Auditing Office has recently developed a more extensive audit review plan of Athletics to assist the Athletics Department in achieving compliance with NCAA Bylaw 23.2.1.7. The plan is a four-year rotational plan that will cover all areas of compliance as identified in the NCAA Bylaws. The first compliance review is scheduled to be performed during FY97. In addition to the performance of the annual compliance review, Internal Auditing will continue to assist the external auditors in performing the NCAA financial audit and continue to perform an annual review of football and men's basketball ticket accountability. Compliance reviews of the bowl games will also be performed when necessary.

(4) The President commissioned financial and organization design experts to review several departments in the University. The Athletics Department was selected as one of the entities to be reviewed this year. The resulting

## Introduction to Self-Study Report

report identifies possible methods of cost reduction and revenue enhancement. These are being given consideration at this time and some are being implemented.

### Commitment to Equity

(1) The Department of Athletics will continue the recruitment of qualified individuals for administrative roles as positions become available. The Director of Athletics and the Executive Associate Director are responsible. The timetable is dependent upon position openings, including those created by restructuring administrative assignments within the Department.

(2) The Department of Athletics employed a female Head Women's Basketball Coach on the retirement of the male Head Coach in early 1996. A female Head Women's Soccer Coach was employed in 1996 for the new Women's Soccer Team. The Department intends to continue recruitment of qualified women as coaching positions become available. The Associate Directors of Athletics with the particular sports responsibilities are responsible for taking the specific actions required to achieve that end result.

(3) Plans to improve office space and upgrade women's locker rooms are included in a master plan with all renovations and construction work to be completed by the summer of 1998. The Director of Athletics and the Associate Director for women's sports are responsible for overseeing the renovation and construction activities.

(4) A study of utilization of sports practice facilities is currently in progress. The intended result is to provide equitable practice times for all student-athletes, regardless of gender. The Director of Athletic Business Affairs is responsible for conducting this study, with the assistance of the pertinent facility event coordinators. The timetable for completion of the study is the summer of 1997.

(5) Rates of pay for women administrators and coaches will continue to be evaluated to ensure they are comparable to those of their male peers with comparable experience and responsibilities. The Associate Directors of Athletics with particular sports responsibilities are responsible for implementation.

The Board of Regents' Gender Equity Action Plan establishes specific goals related to equitable treatment of both men and women. Within each goal, specific proposed or on-going actions and processes of review for reaching and maintaining goals are established. While the Athletics Department is responsible for implementation of actions required by the Plan, the Plan involves constant review and assessment of each goal and its components. The goals are subject to annual review by the Office of the President, the Board of Regents, and the General Counsel. The Plan establishes a standing Gender Equity Subcommittee of the Athletics Council charged with reviewing the gender equity compliance process, plan development, and cost projections while reporting regularly to the Athletics Council.

In addition, the Executive Associate Director of Athletics is responsible for implementation of these plans for improvement, with the assistance of the two Associate Directors having responsibility for the particular sports.

Areas for continued improvement regarding minority issues are noted with a plan for improvement:

(6) The Department of Athletics will continue the recruitment of qualified individuals including minority candidates for administrative and coaching positions as they become available. The timetable is dependent upon position openings including any restructuring of administrative assignments. In this regard the following applies:

(a) The University of Oklahoma Affirmative Action Plan provides guidelines and procedures for the recruitment of qualified candidates including minorities. The Affirmative Action Plan has been adopted by the University Board of Regents and is updated annually. This Plan applies to all areas of the University including the Athletics Department and serves as the guideline for the Athletics Department's continued recruitment of qualified candidates including minorities.

(b) The Department of Athletics Policies and Procedures specifically references its commitment to the spirit and letter of the laws and regulations pertaining to nondiscrimination (See E-6). Such regulations include the University's Affirmative Action Plans (Table of Contents, E-7). This NCAA Certification Self-Study Report specifically includes and adopts the application of the University of Oklahoma's Affirmative Action Plans to the Department of Intercollegiate Athletics.

(c) The Athletics Director through the Executive Associate Director of Athletics, and the Director of Athletic Business Affairs and two Associate Athletics Directors for particular sports will monitor the continued efforts for recruitment for qualified individuals.

(7) Continuing joint efforts by the Athletics Department and the University Vice President for Student Affairs will be made to improve integration of student-athletes into the general student body, and specifically minority student-athletes. In this regard the following applies:

(a) In the 1995-96 academic year the University African-American Task Force addressing minority issues included participation of the Athletics Department.

(b) Programs and initiatives to improve integration of student-athletes to the general student body will include initiatives specifically addressing minority student-athletes (see also Academic Integrity section).

(c) The Assistant Director of Athletic Student Life will continue to monitor and implement programs developed as a

## Introduction to Self-Study Report

result of the Task Force and other programs and initiatives.

(8) All athletic student life services are provided to all student-athletes without regard to sport, gender, or race. Continuation of this philosophy and policy will be monitored by the Director for Athletic Student Life. Programs and progress will be included in the annual report to the Athletics Council regarding academics and student life.

(9) Continuing joint efforts by the Athletics Department and the Vice-President for Student Affairs will be made to improve the integration of student-athletes into the general student body. The recent progress has been significant indeed, but the history of the separate athletics housing, continuing creative initiatives are needed. The Director of Athletic Student Life is responsible and should annually discuss progress and needs with the Athletics Council. More specific goals and timelines seem inappropriate. (Same as Academic Integrity item (2)).

2. Actions required by NCAA Committee on Athletics Certification, per "Summary of Actions" dated November 12, 1997:

(a) "Modify the institution's current gender-equity plan to create a single, comprehensive institutional plan for addressing gender equity in the intercollegiate athletics program that combines all of the elements of the plan mentioned in various documents reviewed by the peer-review team and the committee including, but not limited to, the following: (1) self-study report information (Page Nos. 332-333), (2) the institution's affirmative action plan, (3) May 22 and September 17, 1997, correspondence from the University to the NCAA, (4) the January 29, 1997, memorandum from Daniel G. Gibbens to Troy L. Arthur, and (5) Board of Regents' policies 7.20, 102.1, 3.1 and 3.2."

(b) "Modify the Institution's current minority-opportunities plan to create a single, comprehensive institutional plan for addressing minority opportunities in the intercollegiate athletics program that combines all of the elements of the plan mentioned in various documents reviewed by the peer-review team and the committee including, but not limited to, the following: (1) self-study report information, (2) the institution's affirmative action plan, (3) May 22 and September 17, 1997, correspondence from the University to the NCAA, (4) the January 29, 1997, memorandum from Daniel G. Gibbens to Troy L. Arthur and, (5) Board of Regent's policies 7.20, 102.1, 3.1 and 3.2."

3. From University of Oklahoma Department of Athletics Composite Gender Equity Plan and Composite Minorities Opportunities Plan accompanying President Boren's letter dated, September 18, 1998, edited to conform to space limitation in NCAA electronic format, omissions marked "\*\*\*\*", full documents provided at pp. 78, 108, infra:

University Of Oklahoma Gender Equity Plan For Department Of Athletics

(1) Student-athlete Participation-Goal/Intended Result 1: To effectively accommodate athletic interests and abilities and increase participation through review, development and enhancement of sports programs offered for women. The Associate Athletics Directors are responsible. The timetable is ongoing. This Goal includes:

(a) Continuing annual reviews of the recruitment, participation opportunities, and retention of student-athletes, to increase the participation rate of women student-athletes.

(b) Increasing the participation rate for female student-athletes to 40% by the 2000-2001 academic year.

(2) Student-athlete Financial Aid-Goal/Intended Result 2: To provide the University's women varsity athletes a percentage of athletic financial aid in compliance with the requirements of the Title IX (Financial Aid Rate). The Associate Athletics Directors are responsible. The timetable is ongoing. This Goal includes:

(a) Continuing funding for women's programs to permit the maximum financial aid permitted by NCAA rules. (The University's current Financial Aid Rate meets the requirements of Title IX.)

(b) A four-year phase-in for financial aid for women's soccer and any new women's varsity sports team prior to achievement of the mandatory Financial Aid Rate will be implemented to allow effective, timely and appropriate program development.

(c) Any disparity in the Financial Aid Rate under circumstances in which women's programs are funded at the maximum financial aid permitted by NCAA rules will be based on nondiscriminatory factors such as the differences in tuition for in-state and out-of-state students, walk-ons, and other nondiscriminatory factors.

(3) Facilities-Goal/Intended Result 3: To provide facilities for practice and competition and other program support components, benefits, and services for varsity women's athletics programs which are commensurate with facilities and support components capable of attracting varsity scholarship athletes and competition of a national caliber. This Goal includes: \*\*\*

(4) Staffing-Goal/Intended Result 4: To ensure the fair and equitable treatment of both men and women by continuing the recruitment of qualified individuals for administrative roles as positions become available. \*\*\*

(5) Funding—Goal/Intended Result 5: To allow the Athletics Department to provide some assistance for general University activities while maintaining sufficient funds to meet its own obligations including its commitment to Title IX and Gender Equity without an annual operating deficit. The Director of Athletics with the President and the University Board of Regents is responsible. The timetable is specified in subparagraph a. This Goal includes:

(a) A phased and partial reduction in the subsidies provided by the Athletics Department to other University operations. This financial plan is required to address the past and projected impact of factors which no longer allow the Athletics Department budget to subsidize University operations at previous levels. The subsidies will be reduced as outlined below subject to continued cost containment efforts in the Athletics Department. The reduction in

## Introduction to Self-Study Report

subsidies shall be 50% of the NCAA External Audit for Allocated Expenditures for Women's Athletics on the following schedule:

1996-97—30% of [\$3,600,000 (FY 94 base cost Women's Athletics, NCAA External Audit + \$410,000 (new FY 96 \$\$))]\$1,200,000

1997-98—40% of [\$3,600,000 (base)+\$640,000(new FY 97 \$\$)]\$1,680,000  
 1998-99—50% of [\$3,600,000 (base)+\$1,075,000(new FY 98 \$\$)]\$2,337,000  
 1999-00—50% of [\$3,600,000 (base)+\$1,224,000(new FY 99 \$\$)]\$2,412,000  
 2000-01—50% of [\$3,600,000 (base)+\$1,285,000(new FY 00 \$\$)]\$2,440,000  
 2001-02—50% of [\$3,600,000 (base)+\$1,324,000(new FY 01 \$\$)]\$2,460,000  
 2002-03—50% of [\$3,600,000 (base)+\$1,364,000(new FY 02 \$\$)]\$2,480,000  
 2003-04—50% of [\$3,600,000 (base)+\$1,405,000(new FY 03 \$\$)]\$2,500,000  
 2004-05—50% of [\$3,600,000 (base)+\$1,405,000(new FY 04 \$\$)]\$2,500,000  
 2005-06—50% of [\$3,600,000 (base)+\$1,405,000(new FY 05 \$\$)]\$2,500,000

(6) Annual Evaluation—Goal/Intended Result 6: To annually review and evaluate through the University of Oklahoma Board of Regents, the Office of the President, and Legal Counsel, the University's commitment to the principles of Gender Equity, Title IX and the Goals set forth in this Action Plan. This Goal includes: \*\*\*

University of Oklahoma Minorities Opportunities Plan for Department of Athletics

(1) Student Life—Goal/Intended Result 1: To continue to provide access to all academic services, counseling, housing, facilities, and all other student life services to all student-athletes without regard to sport, gender, race, religion, or ethnic origin. The Associate Director for Academic Affairs has primary responsibility. The timetable is ongoing. This Goal includes: \*\*\*

(2) Staff—Goal/Intended Result 2: To reduce the underutilization of protected classes and specifically minority applicants and employees by increasing opportunities for minorities, and to continue aggressive recruitment of qualified individuals including minority candidates for administrative and coaching positions. This Goal includes: \*\*\*

### APPENDIX B

#### Steering Committee and Subcommittee Members

##### Steering Committee

Gregory D. Kunesh, Regents' Professor and Chair of Musical Theatre, Chair of Athletics Council (2001-03), Faculty Senate Chair (1980-81), Chair of Steering Committee

David L. Boren, President

Joseph R. Castiglione, Director of Athletics

Daniel G. Gibbens, Regents' Professor of Law, Faculty Athletics Representative, Self-Study Campus Liaison

Stephanie Rempe, Associate Athletics Director, Senior Woman Administrator

Joseph Harroz, Jr., Vice President and Legal Counsel, 1996-97 Chair of Governance Subcommittee

Alan R. Velie, David Ross Boyd Professor of English, Chair of 1996-97 NCAA Certification Steering Committee

Ruth L. Okediji, William L. Prosser Professor of Law, University of Minnesota (2003-), previously Edith Gaylord Harper Presidential Professor of Law, Faculty Senate Chair (2000-01), University of Oklahoma (OU Law Faculty, 1994-2003)

Edward T. Cline, Professor of Mathematics, Faculty Senate Chair (2002-2003), Subcommittee Chair

George Henderson, David Ross Boyd and Regents' Professor of Human Relations, Subcommittee Chair

Jack J. Kasulis, Associate Dean of Business/Marketing, Chair of Athletics Council (1996-97), Subcommittee Chair

Connie G. Dillon, Professor of Education, Faculty Senate Chair (1997-98), Chair of Athletics Council (1995-96), Subcommittee Chair

##### Governance and Commitment to Rules Compliance Subcommittee

Edward T. Cline, Professor of Mathematics, Faculty Senate Chair (2002-2003), Chair

Chris A. Purcell, Vice President for University Governance, Executive Secretary OU Board of Regents

Jerome C. Weber, Regents' Professor of Education and Human Relations

Penny M. Hopkins, Presidential Professor of Zoology

Theodore P. Roberts, Presidential Professor of Law

Sue Lunsford, Ponca City Alumnus

Larry Naifeh, Executive Associate Athletics Director

Curtis Jones, Jr., Director of Compliance

Vanessa Fiesal, Undergraduate Student

## Introduction to Self-Study Report

Emily Leonard, Student-Athlete, Women's Cross Country  
Michael Thompson, Student-Athlete, Football

### Academic Integrity Subcommittee

George Henderson, David Ross Boyd and Regents' Professor of Human Relations, Chair  
Richard D. Skeel, Director of Academic Records  
Gary D. Schnell, Professor of Zoology  
Myron L. Pope, Assistant Professor, Adult and Higher Education  
Andy Rieger, Alumnus, Managing Editor, Norman Transcript  
Gerald S. Gurney, Associate Athletics Director for Academic Affairs  
Bazil Ifekoya, Undergraduate Student  
Theresa Schuknecht, Graduate Student, Student-Athlete last year  
Aldwyn Sappleton, Student-Athlete, Men's Track

### Fiscal Integrity Subcommittee

Jack J. Kasulis, Associate Dean of Business/Marketing, Chair of Athletics Council (1996-97), Chair  
John E. Francis, Edmond Alumnus, Dean Emeritus, Bradley College of Engineering; Professor Emeritus, OU  
College of Engineering  
Angela M. Hockett, University Audit Manager  
Mark R. Gillett, Professor of Law  
Susan Shaughnessy, Associate Professor/Head of Performance, School of Drama  
Robert E. Smith, Assistant Athletics Director of Business Affairs  
Kirby P. Hocutt, Associate Athletics Director, Development  
Mark Moravits, Undergraduate Student  
Bethany Griffin, Student-Athlete, Women's Tennis  
Quinn Rowell, Student-Athlete, Men's Gymnastics

### Equity, Welfare and Sporting Conduct Subcommittee

Connie G. Dillon, Professor of Education, Faculty Senate Chair (1997-98), Chair  
Clarke Stroud, Vice President for Student Affairs and Dean of Students  
Jerry E. Jensen, University Equal Opportunity Officer  
M. Jayne Fleener, Professor and Associate Dean, College of Education, Chair of Athletics Council (2000-01),  
A. B. Schwarzkopf, Associate Professor of Management Information Systems, Faculty Senate Chair (2001-02)  
Susan T. Marcus-Mendoza, Associate Professor of Human Relations and Women's Studies, Academic Chair,  
Human Relations  
Walter G. Kelley, Professor Emeritus of Mathematics  
Linda Young, Norman Alumnus  
Stephanie Rempe, Associate Athletics Director, Senior Woman Administrator  
Richard L. Hart, Associate Athletics Director, Marketing and Promotions  
Teresa A. Turner, Assistant Director of Athletic Academic Affairs  
Mary Millben, UOSA President  
Jimyria Hicks, Graduate Student, Student-Athlete last year  
Heather Scaglione, Student-Athlete, Softball  
Danny Rubenstein, Student-Athlete, Wrestling; President, Student- Athlete Advisory Board

## Governance and Commitment to Rules Compliance

### Operating Principle

#### 1.1 Mission of the Athletics Program and the Institution

##### Self-Study Items

1. List all "corrective actions," "conditions for certification" or "strategies for improvement" imposed by the NCAA Division I Committee on Athletics Certification in its first-cycle certification decision (if any) as they relate to Operating Principle 1.1 (Mission of the Athletics Program and the Institution). In each case, provide: (a) the original "corrective action," "condition" or "strategy" imposed; (b) the action(s) taken by the institution; (c) the date(s) of the action(s); and (d) an explanation for any partial or noncompletion of such required actions. Please note, the institution is not required to respond to recommendations for required actions developed by the peer-review team unless those same recommendations were adopted by the Committee on Athletics Certification.

The CAC had no required actions in this area. NOT APPLICABLE

2. List all actions the institution has completed or progress it has made regarding all plans for improvement/recommendations developed by the institution during its first-cycle certification process for Operating Principle 1.1 (Mission of the Athletics Program and the Institution). Specifically include: (a) the original plan; (b) the actions(s) taken by the institution; (c) the date(s) of the action(s); (d) actions not taken or not completed; and (e) explanations for partial completion. Please note, the institution will not be required to fulfill an element of a first-cycle plan if the element does not affect conformity with an operating principle.

NOT APPLICABLE.

3. Describe any additional plans for improvement/recommendations relating to Operating Principle 1.1 (Mission of the Athletics Program and the Institution) developed by the institution since the first-cycle certification decision was rendered by the Committee on Athletics Certification.

NOT APPLICABLE.

4. List all actions the institution has completed or progress it has made regarding required actions identified by the NCAA Committee on Athletics Certification during the institution's interim-report process (if applicable) as they relate to Operating Principle 1.1 (Mission of the Athletics Program and the Institution). Specifically, include for each: (a) the required action, (b) the action(s) taken by the institution, (c) the date(s) of these action(s), (d) action(s) not taken or completed, and (e) explanation(s) for partial completion of such required actions.

NOT APPLICABLE.

5. Please provide the athletics program mission statement and indicate the date of formal approval of the latest versions.

NOT APPLICABLE.

6. Please provide text excerpts from the institution's mission statement that correlate to the mission statement of the athletics program.

## Governance and Commitment to Rules Compliance

NOT APPLICABLE.

7. Explain how the mission of the athletics program relates to that of the institution as a whole.

NOT APPLICABLE.

8. Describe how and to whom the athletics program's mission statement is circulated.

NOT APPLICABLE.

9. Please provide specific examples demonstrating how the athletics program's mission and goals are or are not supported by the actual practices of the athletics program.

NOT APPLICABLE.

### Evaluation

1. Does the institution demonstrate that the mission and goals of the athletics program relate clearly to the mission and goals of the institution? **Currently Yes**
2. Does the institution demonstrate that the mission and goals of the athletics program support the educational objectives, academic progress and general welfare of student-athletes? **Currently Yes**
3. Does the institution demonstrate that the mission and goals of the athletics program support equitable opportunity for all students and staff, including women? **Currently Yes**
4. Does the institution demonstrate that the mission and goals of the athletics program support equitable opportunity for all students and staff who are minorities? **Currently Yes**
5. Does the institution demonstrate that the mission and goals of the athletics program embrace the Association's principles of sportsmanship and ethical conduct? **Currently Yes**
6. Does the institution demonstrate that the mission and goals of the athletics program are widely circulated among the institution's internal and external constituencies? **Currently Yes**
7. Does the institution demonstrate that the actual practices of the institution's athletics program are consistent with the athletics program mission and goals? **Currently Yes**

**On the basis of the yes/no answers above and the plans for for correcting deficiencies, is the institution in substantial conformity with the operating principle. Yes**

## Governance and Commitment to Rules Compliance

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Not applicable.	Not applicable.			

## Governance and Commitment to Rules Compliance

### Operating Principle

#### 1.2 Institutional Control, Presidential Authority and Shared Responsibilities

##### Self-Study Items

1. List all "corrective actions," "conditions for certification" or "strategies for improvement" imposed by the NCAA Division I Committee on Athletics Certification in its first-cycle certification decision (if any) as they relate to Operating Principle 1.2 (Institutional Control, Presidential Authority and Shared Responsibilities). In each case, provide: (a) the original "corrective action," "condition" or "strategy" imposed; (b) the action(s) taken by the institution; (c) the date(s) of the action(s); and (d) an explanation for any partial or noncompletion of such required actions. Please note, the institution is not required to respond to recommendations for required actions developed by the peer-review team unless those same recommendations were adopted by the Committee on Athletics Certification.

The University of Oklahoma did not have any corrective actions imposed by the first-cycle certification decision.

2. List all actions the institution has completed or progress it has made regarding all plans for improvement/recommendations developed by the institution during its first-cycle certification process for Operating Principle 1.2 (Institutional Control, Presidential Authority and Shared Responsibilities). Specifically include: (a) the original plan; (b) the actions(s) taken by the institution; (c) the date(s) of the action(s); (d) actions not taken or not completed; and (e) explanations for partial completion. Please note, the institution will not be required to fulfill an element of a first-cycle plan if the element does not affect conformity with an operating principle.

No plans for improvement or recommendations were made.

3. Describe any additional plans for improvement/recommendations relating to Operating Principle 1.2 (Institutional Control, Presidential Authority and Shared Responsibilities) developed by the institution since the first-cycle certification decision was rendered by the Committee on Athletics Certification.

The University of Oklahoma has had in place for a number of years significant policies and guidelines regarding institutional control, presidential authority and shared responsibilities. As outlined in the first-cycle certification, the institution's governing body, the Board of Regents, established these guidelines as part of the Regents Policy Manual. The entire Policy Manual has been updated effective June 23, 2004, including the policies related to intercollegiate athletics. Athletics policy updates were actually approved by the Board of Regents in December 2003. The policy revisions reemphasized and updated the previous clear statement of institutional control and presidential authority. See generally Regents' Policy Section 6, Athletics.

Since the first-cycle certification, Joseph R. Castiglione was appointed Director of Athletics in 1998, replacing Steve Owens. Mr. Castiglione has reemphasized the significance of all elements of Operating Principle 1.2 in his administration. As an Executive Officer of the University of Oklahoma, he reports directly to the President and is responsible to the President for all phases of intercollegiate athletics. Regents Policy 6.3.4. Mr. Castiglione has just completed his term as president of the National Association of Collegiate Directors of Athletics.

The complete updating of the Department of Athletics Operating Manual has been underway for many months and is nearly complete. The manual details specific departmental policies and ways in which responsibilities are shared within the Department, and in some instances with the rest of the University.

In two separate actions in 2000, the sharing of responsibilities was improved: (1) The Athletics Council restructured its standing committees to mirror the Certification Operating Principles (with adjustments to accommodate the assignment of the responsibilities among senior administrative staff members). (2) The Regents created the Athletics Department Advisory Board "to provide the best means of communication between the Athletics Department and the student body." The usefulness of the Council's committee restructuring is self-evident. The

## Governance and Commitment to Rules Compliance

usefulness of the new Board is that it has proven to be a helpful vehicle for communication between the general student body and the Athletics Department. The Board is chaired by the elected Student Body President. Athletics Director Castiglione and Vice President for Student Affairs Stroud are both ex-officio members of the Board, and most of the other members are students. The Board meets at least once each semester and additionally as needed. Among recent topics are student ticket prices and the identification of a new mascot. It has been clear to the students that Mr. Castiglione takes seriously their concerns and suggestions. This is one example of the purposeful openness of his administration. Vice President Stroud states that he is the envy of his Big 12 counterparts because they report that there generally is the feeling among student bodies that the Athletics Department does not care about their interests — and that feeling does not exist here.

At the Board's inception there was some concern that it might frustrate the independence of the Athletics Council's decision-making process. Accordingly, the Regents' action specified the Board would report to and get topics from the Athletics Council. That interaction has not occurred to date because there has been no need for it. New (6-23-04) Regents Policy 6.1.8 prescribes a combined annual review to be performed in the future (this Policy also renames this Board the Council's "Student Athletics Advisory Council Subcommittee").

The Student-Athletics Advisory Board (SAAB) has existed since 1993. In recent years SAAB has taken a more active and proactive role in providing input into the formulation of policy and the direct operation of the Athletics Department specifically impacting student-athletes. SAAB's purpose is to promote communication between the athletics administration and student-athlete body regarding the needs and concerns that impact on student-athletes' academic performance and personal well-being. SAAB also encourages more involvement of the student-athletes in campus and community activities, designs and implements programs which will encourage academic achievement, health promotions, and social responsibility, and acts as a vehicle for student-athlete representation on campus-wide activities.

4. List all actions the institution has completed or progress it has made regarding required actions identified by the NCAA Committee on Athletics Certification during the institution's interim-report process (if applicable) as they relate to Operating Principle 1.2 (Institutional Control, Presidential Authority and Shared Responsibilities). Specifically, include for each: (a) the required action, (b) the action(s) taken by the institution, (c) the date(s) of these action(s), (d) action(s) not taken or completed, and (e) explanation (s) for partial completion of such required actions.

No interim report applicable.

5. Based upon the institution's experience in the last three years, list the decisions related to intercollegiate athletics in which the institution's governing board or individual board members have been significantly involved (if any).

By Oklahoma Constitution (and supporting statutes) the University Board of Regents is "vested" with "[t]he government of the University of Oklahoma." For this reason and because of the broad public interest in collegiate athletics, the Board is involved in significant decisions related to intercollegiate athletics. The Board's actions are taken in accordance with legally mandated meeting rules. Although some individual Board members occasionally communicate with high-profile coaches on a personal level, as they do with other campus administrators, all Board decisions related to intercollegiate athletics are taken by the Board as a whole.

General areas involving the Board of Regents decisions are:

1. All personnel matters related to head coaches and personnel with a salary above \$60,000, the same as all University employees.
2. Employment contracts.
3. All purchases and contracts for equipment, goods, or services and other actions regarding expenditures of funds over \$25,000.
4. Financial plan/bond issuance for capital projects.
5. Audit/financial reports.
6. All major capital improvement projects over \$100,000.
7. Post-season travel.
8. Ticket policies.
9. Annual budget.

Specific decisions as categorized and listed in the Board of Regents Minutes Index are:

## Governance and Commitment to Rules Compliance

### GENERAL ATHLETICS DECISIONS

- Approved athletics training facilities (02/06/01)
- Approved plan for repayment of athletics indebtedness and restructure of outstanding athletics department working capital advance (03/27/01)
- Approved contract to Murphy and Orr for design, fabrication, delivery and installation of interior design and sports museum quality display at various university locations (displays in Lloyd Noble, Switzer Center, etc.) (05/10/01)
- Approved athletics facilities revenue bonds (no date provided)
- Approved athletics training facilities (01/29/02)
- Approved contract with 1220 exhibits by Gallagher and Associates for design, fabrication, delivery and installation of interior design and sport museum quality exhibits to begin 10/01/02 (09/10/02)
- Approved athletics concessions (01/28/03)
- Approved acquisition of apparel, products and equipment for athletics (Nike contracts) (06/24/03)
- Approved acquisition to provide apparel, products and equipment for athletics (09/10/03)

### ATHLETICS TICKET POLICIES

- Approved athletics ticket printing (05/10/01)

### BASKETBALL ITEMS

- Approved air charter service for 2001-2002 basketball season for men's and women's teams (10/30/01)
- Approved air charter service for 2002-2003 basketball season for men's and women's teams (09/10/02)
- Approved air charter service for the 2003-2004 basketball season (10/27/03)

### FOOTBALL ITEMS

- Approved football ticket prices (02/06/01)
- Approved air charter for 2001 football season (05/10/01)
- Approved air charter service for 2002 football season, awarded to Continental Airlines in amount of \$190,655 (05/09/02)
- Approved air charter service for the 2003 football season (05/09/03)
- Approved digital video editing equipment for the OU football team (06/24/03)

### GAYLORD FAMILY - OKLAHOMA MEMORIAL STADIUM

- Approved sound system at the Gaylord Family Oklahoma Memorial Stadium (05/09/03)
- Approved construction of a memorial at the stadium (05/09/03)
- Informational purposes discussed stadium 2003 master plan update (09/10/03)
- Approved stadium expansion and improvements (10/27/03)

### TRACK

- Approved John Jacobs Track and Field improvements (01/28/03)
- Approved John Jacobs Track and Field improvements (05/09/03)

### TENNIS COURTS

- Approved tennis center for intercollegiate athletics, Phase I of the project (03/29/00)
- Approved tennis center for intercollegiate athletics (05/05/00)
- Approved tennis center for intercollegiate athletics, awarded project to Dillon Construction (03/27/01)
- Approved Phase I substantial completion effective 09/11/01, authorized final payment and approved naming the tennis center "The University of Oklahoma Headington Family Tennis Center" (10/03/01)

### SOFTBALL FACILITY

- Approved softball facility addition Phase I (01/29/02)

### L. DALE MITCHELL BASEBALL PARK

- Approved L. Dale Mitchell press box and accessibility improvements (03/27/01)
- Approved contract in the amount of \$580,000 to Flintco Inc. for L. Dale Mitchell Baseball Park accessibility and press box improvements (05/10/01)
- Approved to accept project substantial completion and authorized final payment to contractor (06/18/02)

**6. Based upon the institution's experience in the last three years, list the decisions related to intercollegiate athletics in which the institution's chief executive officer has been significantly involved.**

The President has been significantly involved in all of the Board's decisions referenced above. Specifically, the Board's decisions are invariably based upon the President's recommendations.

The President's decision-making process is informed by his weekly "executive staff" meetings with the other principal executive officers including the Director of Athletics.

## Governance and Commitment to Rules Compliance

7. Describe the process by which the institution makes major decisions regarding intercollegiate athletics. In so doing, describe the role and authority of the institution's governing board, the chief executive officer, the athletics board or committee (if one exists), the faculty athletics representative(s), the director of athletics, and any other appropriate campus constituencies (e.g., faculty, students, institutional personnel involved in rules-compliance activities) in this process.

The responses to Self-Study Items 5 and 6 are also applicable here. In addition, major decisions regarding the intercollegiate athletics program involve a broad range of review and consideration within the University's organizational structure and with input from various constituent groups, based on the nature of the issue. The following are regularly involved in such decisions.

The Athletics Council is an official advisory group on athletics policy matters. Regents Policy 6.1.1. The Athletics Council is charged with responsibility to annually review six major components of the athletics programs. The Council is also "encouraged to make recommendations" (Policy 6.1.1) and does so. As a recent example, at the request of the Athletics Director during the 2003-04 academic year, the Athletics Council developed and adopted a policy for evaluating the addition or deletion of sports. This policy will involve the Athletics Council and its subcommittees in any major discussion and decision regarding the addition or deletion of a sport. Also, an Athletics Council Subcommittee process is involved in the development and recommendation of the annual Athletics Department budgets.

The Faculty Athletics Representative (FAR) is an accessible and regularly used "sounding board" on a wide range of major (and minor) decisions. Although rare, when he has thought needed, the FAR has initiated contact with the President, the Vice President for Administrative and Executive Affairs, and the University General Counsel. He is Executive Secretary of the Athletics Council, and with the Chair has specified responsibilities for the Council's functioning. He is a member of the Compliance Review Committee (see Self-Study Item 1.3.2., *infra*), and regularly participates in the weekly Athletics Director's Executive Staff meetings. He is a University representative in the Big 12 Conference, and over the years has been a regular participant in various NCAA committees and processes (including six Certification peer-review teams).

The Athletics Director is a University executive officer and attends the weekly President's Executive Staff meetings (other Executive Officers include the Provost, the General Counsel, and the vice-presidents. Various campus-wide issues are reviewed and discussed with input from all constituent groups. Activities and issues related to the Athletics program are part of these weekly staff meetings.

Major decisions regarding athletics are made with direct involvement and input from the other executive officers and their staffs. Personnel actions, purchasing, financial reporting, and budget processes are coordinated with the Vice President for Executive and Administrative Affairs. Facility plans and development including architectural selection, construction bids, financing options, and project schedules are all developed with this Vice President and the Associate Vice President and Controller. Similarly, major decisions related to athletics fundraising, marketing and development are coordinated with the President and the Vice President for University Development. Issues and major decisions concerning personnel actions, access for persons with disabilities and other issues of equal opportunity and affirmative action are coordinated with the University Affirmative Action Office. The General Counsel's office is consulted regularly on a variety of issues related to intercollegiate athletics, including rules compliance.

The Associate Athletics Director for Academic Affairs reports directly to the Athletics Director and is responsible for the academic and student life program for all men and women student-athletes. He also has a reporting line to the Provost related to major decisions regarding academic advising, counseling, tutoring, and other academic services for student-athletes. Additionally, he is responsible for housing programs and student-athlete government activities, e.g., SAAB (see Self-Study Item 3, above), campus disciplinary policies and other student life activities. The housing area includes non-athlete students as well as student-athletes. Programs and activities in these areas of student life are developed and coordinated with the Vice President for Student Affairs.

The Faculty Senate Executive Committee includes the Athletics Council chair, and he often meets with them. At the end of each academic year he submits to the Faculty Senate a written report of the Council's actions during that year.

Annually the last few years, Athletics Director Castiglione has met with the Faculty Senate, providing a report on current developments and answering questions. In addition, he has met annually with the Senate Executive Committee.

## Governance and Commitment to Rules Compliance

Effective interaction with students occurs through the Athletics Department Advisory Board (recently renamed the "Student Athletics Advisory Council Subcommittee"), described in Self-Study Item 3, supra.

The Athletics Director has monthly meetings with the head coaches at "coaches roundtables." The assistant coaches are also included at least once each year. As might be expected, a variety of issues are discussed in these sessions. Compliance issues receive regular attention.

The Athletics Director meets on a weekly basis with his executive staff members, which include the Director of Compliance. Compliance issues are regularly discussed.

### 8. Please provide the composition of the athletics board or committee, if one exists, including titles and positions.

ATHLETICS COUNCIL MEMBERS (2003-2004, members' terms listed)

#### FACULTY

Charles W. Bert  
George Lynn Cross Research Professor  
Holder of Benjamin H. Perkinson Chair  
College of Engineering, Aerospace and Mechanical Engineering  
2001-2004

G. Frans Currier  
Elected Council Chair 2004-2005, Vice-Chair 2003-2004  
Professor of Orthodontics  
College of Dentistry  
2002-2005

Trent E. Gabert  
Council Chair 2003-2004  
Associate Dean, College of Liberal Studies  
Professor, Health and Sport Sciences  
2000-2004

David Garrison  
David Ross Boyd Professor of Physical Therapy  
College of Allied Health  
2003-2006

Gregory D. Kunesh  
Regents' Professor  
Holder of Max Weitzenhoffer Chair  
Chair, Department of Musical Theatre  
College of Fine Arts  
2001-2004

Joanna E. Rapf  
Professor, English and Film & Video Studies  
College of Arts and Sciences  
2002-2005

Richard S. Marshment  
Professor, Regional and City Planning  
Director, Division of Regional and City Planning  
College of Architecture  
2003-2006

Linda J. McKinney  
Associate Professor, Instructional Leadership and Academic Curriculum  
College of Education  
2003-2006

#### STAFF

## Governance and Commitment to Rules Compliance

David M. Lingo  
Clinical Business Administrator  
Department of Obstetrics and Gynecology  
College of Medicine  
2003-2006

Connie G. Smith  
Promotion and Information Specialist  
Oklahoma Geological Survey  
2002-2005

### ALUMNI

Larry C. Houchin  
Managing Partner  
Adams Hall Investment Management  
2002-2004

James K. Anderson  
President  
James K. Anderson, Inc.  
2003-2005

### STUDENTS

Trevor Tullius  
Norman campus (UOSA)  
2003-2004

Robbie Herman  
Health Sciences Center campus (HSCSA)  
2003-2004

### STUDENT-ATHLETES (non-voting)

(Two, varies per SAAB, according to availability)

### EX-OFFICIO (non-voting)

Joseph R. Castiglione  
Director of Athletics

Daniel G. Gibbens  
Council Executive Secretary  
Faculty Athletics Representative  
Regents' Professor of Law

Amy M. Murphy  
Council Secretary  
Athletics Director's secretarial staff

## Evaluation

1. Does the institution demonstrate that the institution's governing board provides oversight and broad policy formulation for intercollegiate athletics in a manner consistent with other units of the institution? **Currently Yes**
2. Does the institution demonstrate that the chief executive officer is assigned ultimate responsibility and authority for the operation and personnel of the athletics program? **Currently Yes**

## Governance and Commitment to Rules Compliance

3. Does the institution demonstrate that appropriate campus constituencies have the opportunity, under the purview of the chief executive officer, to provide input into the formulation of policies relating to the conduct of the athletics program and to review periodically the implementation of such policies? **Currently Yes**

**On the basis of the yes/no answers above and the plans for for correcting deficiencies, is the institution in substantial conformity with the operating principle. Yes**

## Governance and Commitment to Rules Compliance

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Not applicable.				

# Governance and Commitment to Rules Compliance

## Operating Principle

### 1.3 Rules Compliance

#### Self-Study Items

1. List all "corrective actions," "conditions for certification" or "strategies for improvement" imposed by the NCAA Division I Committee on Athletics Certification in its first-cycle certification decision (if any) as they relate to Operating Principle 1.3 (Rules Compliance). In each case, provide: (a) the original "corrective action," "condition" or "strategy" imposed; (b) the action(s) taken by the institution; (c) the date(s) of the action(s); and (d) an explanation for any partial or noncompletion of such required actions. Please note, the institution is not required to respond to recommendations for required actions developed by the peer-review team unless those same recommendations were adopted by the Committee on Athletics Certification.

The University of Oklahoma did not have any corrective actions imposed by the first-cycle certification decision.

2. List all actions the institution has completed or progress it has made regarding all plans for improvement/recommendations developed by the institution during its first-cycle certification process for Operating Principle 1.3 (Rules Compliance). Specifically include: (a) the original plan; (b) the actions(s) taken by the institution; (c) the date(s) of the action(s); (d) actions not taken or not completed; and (e) explanations for partial completion. Please note, the institution will not be required to fulfill an element of a first-cycle plan if the element does not affect conformity with an operating principle.

1. From first-cycle Self-Study (1996):

Governance and Commitment to Rules Compliance:

- (1) Expand the rules education program:

- (a) Expand rules education provided to University staff external to the Athletics Department.

- (b) Provide written and verbal education materials to Oklahoma high schools and junior colleges through coaching clinics, academic seminars and periodic correspondence.

- (c) Update the University's NCAA Rules and Regulation Guide for Alumni and Friends of Sooner Athletics.

- (d) Include Guide information or similar rules education information in game programs, media guides, ticket mailings, public address announcements, coaches' shows, and other widely circulated general material.

- (2) Continue the role of the Compliance Review Committee in compliance oversight and review and expand its role in active assistance in procedures for compliance education, monitoring, enforcement and reporting.

- (3) Review written policies to conform policies to compliance practices.

The above areas noted for improvement and enhancement will be the responsibility of the Athletics Department Compliance Coordinator with assistance and oversight from the Compliance Review Committee. Areas noted for improvement and enhancement will be included in the Annual Report to the Athletics Council. The above areas will be implemented within the 1996-97 academic year with annual assessment and continued development in each area noted.

- The University of Oklahoma has improved and enhanced areas of rules compliance. In an effort to expand our rules education program the Department of Athletics has implemented the following:

- a. Rules education provided to University staff external to the Athletics Department (e.g., certifying officer, faculty athletics representative, financial aid officer, registrar, admissions, etc.):

- Daily rules interpretations

- Access to University of Oklahoma Compliance Website

## Governance and Commitment to Rules Compliance

- "Compliance Corner" featured in the Sooner Insider
- Education Notebook
- Materials available to address education in the areas of recruiting, transfer regulations, booster regulations, and eligibility guidelines
- New legislation updates
- Seminars and conferences related to rules compliance.

b. Written and verbal education materials to Oklahoma high schools and junior colleges through coaching clinics, academic seminars and periodic correspondence. In addition, our Director of Compliance participated in the "YES Clinics" conducted by the NCAA in an effort to aid in the education of high school parents regarding NCAA rules and regulations. Recruiting packets are also provided to all high school and junior college prospects, which contain information regarding NCAA rules and regulations pertaining to recruiting and eligibility requirements. Our NCAA Clearinghouse and Admission Coordinator is in constant contact with Oklahoma High Schools and available to answer questions regarding relevant NCAA rules and regulations. She also directs all high schools, junior colleges and students to the NCAA website and/or provides copies of the "College Bound Athlete" for further reference.

c. An updated version of The University of Oklahoma's NCAA Rules and Regulation Guide for Alumni and Friends of Sooner Athletics. The Booster Guide was updated in the summer of 2003 and has been sent to all booster groups, all persons involved with our student-athletes, and other selected members of the community. See also aforementioned career mentoring program.

d. Guide information or similar rules education information in game programs, media guides, ticket mailings, coaches' shows, and other widely-circulated general material. Athletics has also included the guide information on our Athletics Department website in our compliance section, which can be accessed by anyone seeking related information. Athletics added a "Compliance Corner" link to our website where periodical updated articles can be accessed regarding various rule topics and discussion. Athletics also added another educational dimension to the website by offering a weekly statement addressing different compliance issues.

- The University of Oklahoma has continued the role of the Compliance Review Committee in compliance oversight and review and expanded its role in active assistance in procedures for compliance education, monitoring, enforcement and reporting. We have added new members to the Compliance Review Committee in an effort to expand the scope and breadth of its review. An agenda is established and minutes of the meetings are recorded. The Committee has been actively seeking diverse viewpoints in assisting with developing improved procedures for compliance education, monitoring, enforcement and reporting. These individuals include the Associate Athletic Director, Faculty Athletics Representative, Director of Compliance, Staff Financial Aid Assistant, Special Assistant to the Athletics Director, Monitoring Coordinator, Compliance Interns, and others as needed (Director of Financial Aid, Registrar, General Counsel's Office).

- The University of Oklahoma Compliance Office has routinely reviewed written policies to ensure such policies conform to compliance practices. Recent updates have been made to the Recruiting Manual, Camp Manual, and Financial Aid Manual. The Athletics Department has been through a two-year process of updating the Athletics Department Policy and Procedures Manual including areas regarding Compliance, NCAA Rules, Mission Statement and Organizational Structure. The University Board of Regents has similarly updated its Board of Regents' Policy of the University of Oklahoma including all policies related to intercollegiate athletics.

### 3. Describe any additional plans for improvement/recommendations relating to Operating Principle 1.3 (Rules Compliance) developed by the institution since the first-cycle certification decision was rendered by the Committee on Athletics Certification.

None.

### 4. List all actions the institution has completed or progress it has made regarding required actions identified by the NCAA Committee on Athletics Certification during the institution's interim-report process (if applicable) as they relate to Operating Principle 1.3 (Rules Compliance). Specifically, include for each: (a) the required action, (b) the action(s) taken by the institution, (c) the date(s) of these action(s), (d) action(s) not taken or completed, and (e) explanation(s) for partial completion of such required actions.

The University of Oklahoma did not have any corrective actions imposed by the first-cycle certification decision.

## Governance and Commitment to Rules Compliance

5. Describe how the activities of the institution's athletics booster groups, support groups and other representatives of the institution's athletics interests are maintained under the clear control of the institution, including whether institutional personnel serve on booster-club, support group or foundation boards.

- Athletics booster groups operate within the framework of the Sooner Club. The Sooner Club is housed within our Development Department and serves as a liaison to all booster and athletics alumni groups. Development designates specific members of its staff to oversee each of these organizations.

- Institutional staff members have oversight in not only the creation of such groups, but also keep close watch on their activities involving our student-athletes thereby maintaining these organizations and individuals under the clear control of the institution. Staff members attend meetings of such groups and provide rules education in efforts to keep these individuals abreast of current legislation and repercussions of any impermissible activities. The Compliance Office has created an Athletics Representative/Booster Guidebook to NCAA Regulations to be disseminated to these groups as another educational tool. The Compliance Office also maintains periodical correspondence through institutional publications, which addresses legislation relevant to the activities of such organizations.

- Educational material is provided to booster groups, support groups, and other representatives of athletics interests through game programs, our Compliance Website, booster guides, and our periodic "Compliance Corner" featured in the Sooner Insider.

- NCAA external audits include audits of booster groups.

6. Identify how the institution has organized itself to maintain compliance with NCAA rules. Specify the individual (other than the institution's compliance officer/coordinator) who the CEO designates as being responsible for the institution's rules compliance. Also, include a description of the reporting lines for and responsibilities assigned to the faculty athletics representative, director of athletics, compliance coordinator, coaches, and other key individuals inside and outside athletics (e.g., registrar, financial aid officer, admissions director, internal auditor) who are responsible for documenting and monitoring compliance with NCAA rules, including but not limited to eligibility certification, investigation and self-reporting of violations and monitoring of financial aid.

1. Board of Regents

- a. President: Boren

- i. Athletics Director: Castiglione

- (1) Executive Athletics Director: Naifeh (also reports to University General Counsel: Harroz)

- a. Director of Compliance: Jones

- i. Compliance Monitoring Coordinator: Roberts

- (2) Associate Athletics Director for Academic Affairs: Gurney (also reports to the Provost: Mergler)

- a. Assistant Directors of Academic Affairs: Turner and Elder

- i. Academic Counselors and Academic Counselor/Life Skills Coordinator: Cardamone and Williams

- b. Assistant Director of Athletics Academic Affairs and Coordinator of Academics Services: Garibay

- c. Clearinghouse Coordinator: Wyatt

- d. Athletics Financial Aid: Carter

- i. Graduate Assistants

- e. Administrative Coordinator: Moyer

- ii. Athletics Council

## Governance and Commitment to Rules Compliance

- iii. Financial Aid Officer: Reeser (Reports only to Vice President)
- iv. General Counsel: Harroz (Reports to President)
- v. NCAA Faculty Athletics Representative: Gibbens (Reports to President)
- vi. Director of Admissions and Records: Skeel (Reports to President)

- Please see the University Athletics Department Operating Manual containing job descriptions and the organizational chart for athletic department personnel as well as attached job descriptions for those individuals outside of the Athletics Department.

### 7. Describe the institution's rules-education efforts for all individuals associated with the athletics department, including student-athletes, coaches, other athletics department staff members, other institutional staff members and representatives of the institution's athletics interests.

- Please see attached 2002-2003 Athletics Council Annual Report on NCAA Governance and Compliance. The following list of examples includes, but is not limited to, many items within this document:

- o Daily rules interpretations.
- o Access to University of Oklahoma Compliance website.
- o "Compliance Corner" featured in the Sooner Insider.
- o Education Notebook.
- o Materials available to address education in the areas of recruiting, transfer regulations, booster regulations, and eligibility guidelines.
- o New legislation updates.
- o Seminars and conferences related to rules compliance.
- o An updated version of the University's NCAA Rules and Regulation Guide for Alumni and Friends of Sooner Athletics (also included on our Athletic Department website in our "Compliance" section, accessible to anyone seeking related information).
- o Added a "Compliance Corner" link to our website where periodical updated articles can be accessed regarding various rule topics and discussion.
- o Added another educational dimension to the website by offering a weekly statement addressing different compliance issues.

### 8. Describe how the institution ensures that rules compliance is a central element in personnel matters for individuals inside the athletics department.

- The University of Oklahoma ensures that rules compliance is a central element in personnel matters for individuals inside the Athletics Department through the following:

- o Contracts for each employee that includes specific mention of adherence to NCAA rules compliance.
- o Policy manuals that outline the duty of each individual to be committed to the policy of the Athletic Department, which includes NCAA rules compliance.
- o The University of Oklahoma Board of Regents' Policy specifically provides:

"Any Athletics Department staff member who knowingly commits a major violation of an NCAA or Conference rules or who conceals or attempts to cover up the violation of an NCAA or Conference rule will be terminated immediately and all contract rights will be terminated. Athletics Department staff members who commit violations of NCAA or Conference rules shall be subject to disciplinary or corrective action as set forth in NCAA or Conference enforcement procedures." This provision shall be included in all Athletics Department letters of employment.

—Any student-athlete who is knowingly involved in a major NCAA or Conference rule violation will be subject to disciplinary, eligibility, or corrective action, as set forth in the provisions of the NCAA or Conference enforcement procedures.

## Governance and Commitment to Rules Compliance

—The President will meet yearly with the Athletics Department staff and emphasize the importance of compliance with NCAA and Conference legislation rules.

—The Athletics Department shall establish an Athletics Department Compliance Handbook, Recruiting Manual, and Booster Guide, which shall be subject to the approval of the President and maintained on file in the Athletics Department.

—A rules education program shall be provided for all Athletics Department staff, student-athletes, and representatives of the University's athletics interests. The Compliance Handbook plays a significant role in this educational effort. The Associate Athletics Director for Compliance and Enforcement will be responsible for the rules education program.

—The University's Legal Counsel will conduct regular meetings with Athletics Department staff regarding the rules education program.

—The University shall notify its alumni and other representatives of its athletics interests of the absolute necessity of complying with NCAA and Conference rules. The University's guide to rules compliance is distributed to active representatives of its athletics interests to aid in compliance with NCAA and Conference rules."

(RM, 12-8-88, p. 20802) Regents' Policy Manual Section 6.3.3, University Community p. 1, available at <http://www.ou.edu/regents/Section7.pdf>.

o Letters of Appointment sent out yearly from the Regents' office outlining NCAA and institutional rules compliance and adherence to said rules.

o Rules education activities, emphasizing staying abreast of current legislation and mandating that all individuals abide by such legislation.

o Frequent memos sent out to personnel as reminders of certain pertinent NCAA rules and outlining the impact of these rules on current issues.

### 9. Describe how the institution ensures that rules compliance is a central element in personnel matters for individuals outside the athletics department who are involved in rules-compliance activities.

- The University of Oklahoma ensures that rules compliance is a central element in personnel matters for individuals outside the at athletics department through the following:

o Policy manuals that outline the duty of each individual to be committed to the policy of the Athletics Department, which includes NCAA rules compliance.

o The University of Oklahoma Board of Regents' Policy specifically provides: "Any Athletics Department staff member who knowingly commits a major violation of an NCAA or Conference rules or who conceals or attempts to cover up the violation of an NCAA or Conference rule will be terminated immediately and all contract rights will be terminated. Athletics Department staff members who commit violations of NCAA or Conference rules shall be subject to disciplinary or corrective action as set forth in NCAA or Conference enforcement procedures." This provision shall be included in all Athletics Department letters of employment.

\* Any student-athlete who is knowingly involved in a major NCAA or Conference rule violation will be subject to disciplinary, eligibility, or corrective action, as set forth in the provisions of the NCAA or Conference enforcement procedures.

\* The President will meet yearly with the Athletics Department staff and emphasize the importance of compliance with NCAA and Conference legislation rules.

\* The Athletics Department shall establish an Athletics Department Compliance Handbook, Recruiting Manual, and Booster Guide, which shall be subject to the approval of the President and maintained on file in the Athletics Department.

\* A rules education program shall be provided for all Athletics Department staff, student-athletes, and representatives of the University's athletics interests. The Compliance Handbook plays a significant role in this educational effort. The Associate Athletics Director for Compliance and Enforcement will be responsible for the rules education program.

\* The University's Legal Counsel will conduct regular meetings with Athletics Department staff regarding the rules education program.

## Governance and Commitment to Rules Compliance

\* The University shall notify its alumni and other representatives of its athletics interests of the absolute necessity of complying with NCAA and Conference rules. The University's guide to rules compliance is distributed to active representatives of its athletics interests to aid in compliance with NCAA and Conference rules. (RM, 12-8-88, p. 20802)

Regents' Policy Manual Section 6.3.3, University Community p. 1, available at <http://www.ou.edu/regents/Section7.pdf>.

**10. Please describe the policies and step-by-step procedures that include assignment of specific responsibilities pertaining to rules compliance in the area of initial-eligibility certification. [Note: The institution may use elements of its response to self-study items Nos. 4 and 5 under Operating Principle 2.1 (Academic Standards) when preparing the response to this self-study item.]**

- Athletics Department Procedures for complying with NCAA rules before a student-athlete is eligible to receive aid:
  - o Once the Athletics Student Life staff has received transcripts and other pertinent documents required for an official visit and it has been determined that a prospective student-athlete will be on athletic-related aid or without athletic related aid, the student-athlete will be entered into a database to generate an Admissions Report. The NCAA Clearinghouse is also notified so we may begin to receive information about the prospect concerning eligibility.
  - o The student-athletes' transcripts are forwarded to the Office of Admissions and the Office of Academic Records to be evaluated for admissibility and eligibility. Both offices require official transcripts before they can provide a pre-evaluation. If we do not have official transcripts on file, the Associate Athletics Director for Academic Affairs will provide an evaluation of potential admissibility and eligibility (for internal use only) based upon the information that is provided to the Athletics Student Life Office.
  - o The Athletics Student Life staff distributes the following reports to the head coaches to inform them of required documents for admissibility and eligibility prior to receiving aid:
    - a) Admissions Report that includes information regarding admissibility and outstanding transcripts and documents required
      - Distributed bi-monthly
    - b) NCAA Clearinghouse Status Report
      - Distributed bi-monthly
    - c) Transfer student-athlete pre-evaluations regarding eligibility requirements
      - For those sports that have student-athletes with outstanding documents, verbal communication to coaches is done weekly, often daily, approximately 4 weeks prior to the first day of class.
  - o Transfer student-athletes cannot be admitted until official transcripts from each collegiate institution attended are received. Therefore, a student-athlete is not permitted to enroll or receive financial aid until all required documents have been received.
- Registrar Procedures for complying with NCAA rules before a student-athlete is eligible to receive aid (initial-eligibility for transfer student):
  - o The process for reviewing and determining the athletic eligibility of transfer student-athletes begins with the notification of the Athletics Department to the Certifying Officer that a transfer student-athlete has been added to a particular sport list and will be attending the University of Oklahoma.
  - o If requested at that point, the Certifying Officer does a preliminary review of the student's academic work and history. The Certifying Officer continues to check for receipt of final and official transcripts from each transfer institution prior to the beginning of the term in which the student-athlete is entering the University.
  - o Prior to the beginning of the term, the Certifying Officer will make an eligibility determination, notifying the Compliance Office in writing as to the status of all of the transfer students for that term. This notification includes the eligibility status, any outstanding information or documents needed to make a final determination and a projection as to the potential status of the student-athlete, if necessary and appropriate.
  - o For those student-athletes who cannot be certified at that point, the Certifying Officer continues to audit their

## Governance and Commitment to Rules Compliance

status and the status of any information needed for eligibility that is still outstanding. This audit/review continues until all documentation is provided and a final determination can be made.

- This process is included in the Athletics Department Compliance Manual.

**11. Please describe the policies and step-by-step procedures that include assignment of specific responsibilities pertaining to rules compliance in the area of continuing-eligibility certification. [Note: The institution may use elements of its response to self-study items Nos. 4 and 5 under Operating Principle 2.1 (Academic Standards) when preparing the response to this self-study item.]**

- Several people are involved with continuing eligibility certification. This mainly includes the Athletics Scholarships & Financial Aid Coordinator (AFA), the University Certifying Officer, and the Compliance Monitoring Coordinator.

o The Athletics Scholarships & Financial Aid Coordinator (AFA) houses the student-athlete database and rosters for each team. A month prior to a team's first date of competition, the roster is sent to the Certifying Officer on campus. Often updates to the roster continue until one day before the first competition; therefore, daily communication is necessary between the Coach, the AFA Coordinator, the Advisor, Compliance, and the Certifying Officer.

o The Certifying Officer issues an Eligibility Report to the Compliance Monitoring Coordinator, which will list the names of all student-athletes who are eligible to compete. With this list is also a memo containing a list of student-athletes who are not eligible to compete and the reason why.

o Communication to the Coaching staff, Academic Advisors/ Counselors, Clearinghouse Coordinator, and other appropriate staff members, occurs at this time in the form of a memo, e-mail, and a phone call regarding those student-athletes who are not eligible.

o The AFA Coordinator compares the Eligibility Report to the team's roster to be sure everyone is accounted for and then relays this information to Compliance.

o Compliance contacts the appropriate party to follow up on any outstanding eligibility issues. They may need to contact the NCAA Admissions & Clearinghouse Coordinator or the Athletics Academic Advisor to assist in solving the student-athlete's eligibility issue(s).

o If any additional student-athletes are certified as eligible before the first date of competition, the Certifying Officer creates a supplemental Eligibility Report to include with the original report.

o Once all student-athletes are certified as eligible to compete, Compliance acquires all of the appropriate signatures on the Eligibility and/or Supplemental Reports including the Faculty Athletics Representative, the Athletics Director, and the Head Coach. Specific notice is given of those on the squad list who are not eligible to compete.

o Compliance copies the Eligibility Report to the AFA Coordinator who then marks each student as eligible to compete "yes" on the Squad List if they are certified as such. The AFA Coordinator also prints out an Affirmation of Eligibility Form, which is copied to Compliance.

o Compliance and the AFA Coordinator fax or mail in the Squad List and Eligibility Report to the Big 12 Conference before the first date of that team's competition.

o The AFA Coordinator keeps all copies of Squad Lists (later signed by Director of Compliance, Director of Financial Aid, and Associate Athletics Director for Academic Affairs) and Eligibility Reports on file; Compliance copies Affirmation of Eligibility and Eligibility Reports to Head Coaches and then keeps these reports on file in their records.

- This process is included in the Athletics Department Compliance Manual.

**12. Please describe the policies and step-by-step procedures that include assignment of specific responsibilities pertaining to rules compliance in the area of transfer-eligibility certification. [Note: The institution may use elements of its response to self-study items Nos. 4 and 5 under Operating Principle 2.1 (Academic Standards) when preparing the response to this self-study item.]**

- The NCAA Admissions & Clearinghouse Coordinator along with the campus Admissions Office, Compliance, the

## Governance and Commitment to Rules Compliance

Certifying Officer, the Athletic Academic Advisor(s), and the Associate Athletics Director for Academic Affairs are involved in the step-by-step process of eligibility for transfer student-athlete eligibility.

- o Head Coaches work with the NCAA Admissions & Clearinghouse Coordinator to indicate prospective student-athletes for the following academic year.

- o The NCAA Admissions & Clearinghouse Coordinator then begins evaluating the NCAA and Conference eligibility requirements for eligibility and admissibility.

- o For transfer student-athletes the NCAA Admissions & Clearinghouse Coordinator delivers the transcript to the appropriate Athletics Academic Advisor who then evaluates their student-athlete(s) to determine if they meet the transfer requirements of the institution, the Conference, and the NCAA.

- o The Athletics Academic Advisor then returns the student-athlete's transcript to the NCAA Admissions & Clearinghouse Coordinator to obtain approval for an athletics scholarship from the Associate Athletics Director for Academic Affairs.

- o Each student-athlete must apply for admission to the University in the same manner as the general student body.

- o The campus Admissions Office works with the NCAA Admissions & Clearinghouse Coordinator to identify those student-athletes who have been and who have not been admitted into the institution.

- o For those student-athletes not admitted into the institution, or who have not met the NCAA or Conference requirements, the Certifying Officer works with the NCAA Admissions & Clearinghouse Coordinator to identify these issues and then forwards any appropriate requests for action to Compliance, (i.e., waivers).

- o Head Coach is notified throughout this process if any student-athlete has not met admission requirements.

- o Once all student-athletes are admitted into the University and have met all the transfer requirements for the Conference as well as the NCAA, the next step of financial aid begins.

- This process is included in the Athletics Department Compliance Manual.

University Process:

- The process for reviewing and determining the athletic eligibility of transfer student-athletes for the University Registrar or University Certifying Officer begins with the notification of the Athletics Department to the Certifying Officer that a transfer student-athlete has been added to a particular sport list and will be attending the University of Oklahoma.

- o If requested at that point, the Certifying Officer does a preliminary review of the student's academic work and history. The Certifying Officer continues to check for receipt of final and official transcripts from each transfer institution prior to the beginning of the term in which the student-athlete is entering the University.

- o A couple of weeks prior to the beginning term of the student-athlete the Certifying Officer will make an eligibility determination, notifying the Compliance Office in writing as to the status of all of the transfer students for that term. This notification includes the eligibility status, any outstanding information or documents needed to make a final determination, and a projection as to the potential status of the student-athlete, if necessary and appropriate.

- o For those student-athletes who cannot be certified at that point, the Certifying Officer continues to audit their status and the status of any information needed for eligibility that is still outstanding. This audit/review continues until all documentation is provided and a final determination can be made.

### 13. Please describe the policies and step-by-step procedures that include assignment of specific responsibilities pertaining to rules compliance in the area of investigation and self-reporting of rules violations.

- The Director of Athletics is responsible for the implementation and enforcement of NCAA rules and regulations. These responsibilities and the review and investigation of alleged violations are executed primarily through the Executive Associate Athletics Director and the Director of Compliance. The Compliance Review Committee (Faculty Athletics Representative, Executive Associate Athletics Director, Director of Compliance, Compliance Monitoring Coordinator, Senior Counsel/Director of Compliance, and Compliance Interns) will also review all alleged violations. The CRC will assist in any review of reports and proposed corrective action(s) and any post report monitoring and assessment.

## Governance and Commitment to Rules Compliance

o Upon investigation, a report will be prepared which includes the following:

- The date and location of the occurrence(s).
- A description of the alleged facts and applicable NCAA rules.
- Identification of individuals involved (coach(s), student-athlete(s), prospect(s), others).
- Reason for the occurrence.
- Means by which the occurrence was discovered.
- Position regarding whether a violation occurred including any NCAA interpretation supporting this determination.
- Corrective action.
- Description of any eligibility issues and request for restoration.
- Other pertinent information.

- In cases involving secondary violations a written report will be forwarded to the NCAA and Big 12 Conference with copies to the President, Athletics Director, Faculty Athletics Representative and involved individuals. Any additional reporting and processing of alleged major violations will be determined upon full review by the Compliance Review Committee, the Athletics Director, the President, and the University General Counsel.

- Coaches and departmental staff members are to uphold the principle of institutional control of and responsibility for all intercollegiate sports in conformity with applicable rules and regulations. Staff members having knowledge of any alleged violation of applicable governing rules or regulations are expected to cooperate with the proper authorities by furnishing factual information and assistance as requested.

- This process is included in the Athletics Department Compliance Manual.

### 14. Please describe the policies and step-by-step procedures that include assignment of specific responsibilities pertaining to rules compliance in the area of financial aid.

- The University of Oklahoma Athletics Scholarship and Financial Aid Coordinator (AFA) maintains policies and step-by-step procedures to ensure rules compliance in the area of financial aid. This commitment to rules compliance includes a variety of activities that include but are not limited to the following:

o Memos to the coaches explaining rules compliance regarding roster management, renewal, non-renewal, outside aid, and institutional aid concerns.

o Attend seminars and conferences to keep informed of current NCAA legislation in the area of financial aid; also the institutional liaison from the University Financial Aid Office often attends such conferences and seminars.

o Annual international student-athlete meetings to address such concerns as amateurism, taxes, and other specific financial aid concerns.

o Letters sent out to the student-athletes periodically to explain regulations concerning all financial aid rules compliance.

o Daily interaction with the Academic Student Life Office and the Compliance Office ensuring coordination of rules education.

- Athletics Financial Aid & Scholarships Coordinator's purpose is to act as a liaison for student-athletes and the University's Financial Aid Office and Office of the Bursar. To answer questions and assist student-athletes in dealing with athletic related financial aid, outside aid and/or scholarships, bursar problems and payments of student accounts. To track and monitor scholarship limits within NCAA rules and regulations as specified in Bylaw 15. To be a support position for the Athletics Compliance Office, helping to educate and enforce NCAA rules and regulations. The AFA's responsibilities include:

1. Book Roster: Two weeks prior to the beginning of each semester, a roster of student-athletes receiving a FULL fees scholarship is provided to the Coordinator of Academic Services. This roster is then forwarded to the University Bookstore.

2. Bursar FULL Tuition and Fees List: Two weeks prior to the beginning of each semester, a roster of student-athletes receiving a FULL tuition and a FULL fees scholarship is provided to the Office of the Bursar. This is to ensure that student-athletes get a written release on their athletics scholarship from the AFA Office so that they may then pick up their federal financial aid from the Office of the Bursar without it being applied to accounts that the Athletics Department will be paying.

3. Bursar Stop Tracking: Before early enrollment each semester, a list of student-athletes who have a bursar stop is

## Governance and Commitment to Rules Compliance

created and forwarded to all academic advisors for that particular sport, as well as the Associate Athletics Director for Academic Affairs.

4. Certification of Eligibility: A month prior to a team's first date of competition, the roster for that team is sent to the Certifying Officer. Often updates to the roster continue until days before the first competition; therefore, daily communication is necessary among the coach, AFA Coordinator, the Advisor, Compliance, and the Certifying Officer. The Certifying Officer will issue an eligibility report to the AFA Coordinator, which will contain names of all the student-athletes who are eligible to compete, as well as a list of student-athletes who are not eligible to compete. The AFA Coordinator will compare this with the team's roster to be sure everyone has been accounted for and copy the information to Compliance. Compliance will be responsible for following up with the necessary parties in order to reinstate ineligible student-athletes. The AFA Coordinator will also be sure to mark who is eligible on the team's squad list and generate the Affirmation of Eligibility Report for Compliance.

5. Certification of Non-Counters: At the beginning of each semester, the AFA Office obtains a list of student-athletes who are receiving outside/institutional aid from the University's Financial Aid Office. This report is sent to the AFA Office every week in order to update any changes. These student-athletes are then certified as non-counters in the specific sport, if applicable. The appropriate forms are completed, forwarded for signatures, copied to all involved parties, and then kept on file in the AFA Office.

6. Checks: The AFA Coordinator is responsible for creating and issuing the appropriate room and board checks to student-athletes based on their scholarship. For those student-athletes living in the dorms on full athletics room and board scholarship, the AFA Coordinator pays their room and board online and then issues a check every Friday, equal to the remaining 6 meals allowed by the NCAA. For those student-athletes who live off campus, a monthly "cash-in-lieu" (of the room and board on campus) check is given to them, which is equal to the room and board stipend over the course of 10 months. Checks are ordered via e-mail from both the Athletics Business Office (accounting) and Financial Support Services. Checks can be picked up at Financial Support Services.

7. Countable/Non-Countable Aid: In congruence with the certification of noncounters, and tracking of outside aid with initial student-athletes; prior to the beginning of each academic year, all aid that student-athletes are receiving must be accounted for. The AFA Coordinator works with the University's Financial Aid office to classify all types of aid students are receiving. Once the aid is classified, appropriate forms must be completed. The Academic Honor and Honorary Academic Forms must be certified by the Certifying Officer. The Outside Aid Inquiry Forms must be completed by the outside agency awarding the scholarship to determine which of the three outside aid categories it may fall into (athletics major criterion, athletics considered but not major criterion, and educational grant unrelated to athletics). These must all then be signed by the Director of Financial Aid on campus and filed away in the AFA office.

8. Degree Completion Program: The Degree Completion Program is usually maintained by Graduate Assistant and/or part-time staff member for student-athletes who are still completing their degree beyond their five years of eligible financial aid. Amounts and community service time are designated by the Associate Athletics Director for Academic Affairs. Student must sign a contract to participate.

9. Employment Program: With the 1998-99 academic year, student-athletes were first able to work during the academic year with limitations. With the 2003-04 academic year, there are no longer any limitations on how much money student-athletes can make during the academic year. However, NCAA rules still require tracking of employment earnings. The Career Center Coordinator is responsible for this tracking and giving quarterly reports to the AFA Coordinator, who would then report to Compliance with any major issues or concerns.

10. Fifth Year Application Processing: All student-athletes who have completed their participation eligibility (4 years within a 5 year period) can apply for a 5th year of financial assistance (5 years within a 6 year period). These applications are available through the AFA Coordinator as well as the student-athlete's Academic Advisor. Students are encouraged to apply as soon as they know they might have to return for an additional year in order to complete their degree. It should be signed by the student-athlete, the advisor, and the Associate Athletics Director for Academic Affairs. The financial aid amount is always based on the student's previous semester's aid from his or her last semester of eligibility, unless otherwise noted by the coach and/or administration. It is filed with other student's Financial Aid Agreement Forms.

11. Financial Aid Agreement Forms (FAA): An FAA form is required to be kept on file for every student-athlete for each semester or period of award. These forms are produced based on the scholarship amounts awarded by the coaching staff, copied and forwarded to the University's Financial Aid Office during the renewal/reduction/non-renewal process, and then mailed with the student's award letter. Before the beginning of each semester, each student-athlete is checked to make sure his/her FAA form is signed and on file. If the form is missing, the copy is used, signed and filed. FAA forms are to be signed by the Director of Financial Aid, Associate Athletics Director for Academic Affairs, Head Coach, and student-athlete.

## Governance and Commitment to Rules Compliance

12. Free Application for Federal Student Aid (FAFSA): The AFA Coordinator works closely with the campus Financial Aid Officer/ Liaison in assisting student-athletes with filing their FAFSA and any additionally requested paperwork by the campus Financial Aid Office. Examples of FAFSA, forms, and directions to the OU Financial Aid website are included.

13. Grade Performance Check (GPC): The GPC is often maintained daily by a Graduate Assistant or part-time staff member. However, in order to create the GPC database every semester, the AFA Coordinator works with the Athletics Information Technology Office to get the information necessary (address table) for the download from the University Academic Records Office. Once the download is complete and all student-athletes' classes have been accounted for, the employee(s) maintaining the database are responsible for issuing grade performance checks to each student-athlete's instructor. Once the instructor returns the grade performance check, the employee(s) enters the information into the database and prints off appropriate reports for coaches, administration, and advisors. They are also responsible for issuing midterm letters and grades to both students and parents.

14. Initial Student-Athletes: Two months prior to the start of each semester, the AFA Coordinator contacts and works with the NCAA Clearinghouse & Admissions Coordinator to obtain all scholarship information for incoming student-athletes. During the summer prior to the fall term, a letter is sent to all incoming student-athletes requesting information on any and all outside financial aid the students will be receiving during the upcoming year. This process assists the AFA Coordinator in classifying financial aid.

15. International Student-Athlete Forms/Taxes: During the summer months when the AFA Coordinator knows of any incoming international student-athletes attending in the subsequent semester, he/she will coordinate all international student orientation between the International Student Office on campus and the Athletics Orientation Coordinator(s). Also, during the first week of school an international student-athlete meeting is held to complete necessary forms (Foreign National Form, W4 forms, and W7 form, if necessary) and make copies of all identification information (passport, visa, I-94, I-20). For all W7 applications, they must be notarized and sent to the ITIN office (IRS). The remaining information is for the payroll office for tax purposes. International student-athlete's room and board scholarship is taxed 14% based on the number of days they were present in the United States that calendar year. Because of this, the AFA Coordinator deducts a portion from each student's monthly or weekly check. This deducted portion is paid to the IRS for their room and board taxes each year. If the tax is an unexpected amount, the student will either receive a refund or be charged the difference owed to their bursar account.

16. Intersession and Summer School Forms: During advising for the intersession or summer term(s) the student-athlete is interested in attending, the Advising Secretary creates the new worksheets for that period. Advisors are to complete the worksheet at the time they enroll the student in the intersession/summer term, and return the forms to the Advising Secretary, who will then make sure they are all signed before she submits them to the Associate Athletics Director for Academic Affairs. After they are approved and the Advising Secretary enters them into an Access database, an excel spreadsheet, and verifies their enrollment, she/he then turns them over to the AFA Coordinator. The AFA Coordinator then prints the Financial Aid worksheets to determine the amount of a possible room and board check for the student-athlete, or to confirm the amount to be paid on the bursar accounts.

17. Meal Money: During official vacation and break periods (Pre-season, Thanksgiving, Winter Break, Spring Break, summer months) any student-athletes who are required to remain on campus for either organized practice or organized competition (home), are allowed to receive room and/or board money for that time. The coach turns in the request to the AFA Coordinator designating how many days, if room and/or board is needed, and a list of student-athletes and their living situation (on or off campus). The room and board is based on the rates at the Bud Wilkinson dorm and Wagner Dining Facility, respectively. For those students living in the dorms (anywhere), the Sooner Housing Coordinator bills the room for each day to the student-athlete's sport. Then, they receive the remaining board money in the form of a check. For those students who live off campus, they would receive both the room and board money in the form of a check. The amount for room and board depends on a number of factors, including, but not limited to time of year, team meals, whether or not the dining facility is open, etc. Checks are either given to the coaches directly or the students can pick them up from the AFA office. All travel and per diem money is handled through the Athletics Business Office.

18. Notification of Awards: Report that is sent to the University's Financial Aid office reporting all student-athletes on scholarship and the amount of the award. That office then creates a reporting sheet where all student-athletes are coded and sends the AFA Coordinator a weekly report for checks and balances.

19. Participation Reports: The Big 12 Conference requires participation records kept on file for all student-athletes in all sports. The AFA Coordinator works with the Sports Information Department and the coaching staff at the end of the academic year to track participation of each team's student-athletes. The information is gathered on reporting forms and the AFA Coordinator enters the participation information on the actual report, forwards for signatures to the Head Coach and the Faculty Athletics Representative, and submits to the Conference by July 15th every year. A copy must be kept on file in the AFA Office.

## Governance and Commitment to Rules Compliance

20. Pass List: Created from the rosters for the ticket office. AFA Coordinator is responsible to submit an updated student-athlete roster for the Pass List used on Home Game Days for comps. It is sent via e-mail attachment.

21. Payment Plans: When a student-athlete on athletics scholarship cannot pay charges he/she owes to the University (parking, telecom), the AFA office can assist the student in doing so by utilizing a check deduction. The student-athlete must first speak with the office of the debt and sign a promissory note for payment. Then they can sign up for a payment plan with the AFA office; the payment amount is determined by the office of the debt, usually \$40-\$50 a month to be deducted from their CIL check. So, two checks are ordered: one for the Bursar Office to pay the debt and the other for the student-athlete containing the remaining money. The AFA Coordinator takes the deducted check to the Bursar Office for payment and copies the receipt to the office where the debt is owed. All information is then filed into the payment plan folder until the student pays the debt off.

22. Processing Medical Exemptions & Medical Hardships (M), (H): Compliance handles all paperwork, but will need AFA Coordinator's assistance in completing participation information.

23. Room and Board Contracts: Based on each student-athlete's room and board scholarship, a room and board contract is printed for each student prior to the beginning of the next semester, copied for file, and forwarded to the Sooner Housing Coordinator. The Sooner Housing Coordinator mails these to each student-athlete living in Sooner Housing and has them select their room and board option. Once the form is completed, the Housing Coordinator keeps a copy for his files and copies another to the AFA Coordinator so that room and board information for bursar accounts will be accurate.

24. Rosters/Roster Management: All official rosters are kept by the AFA Coordinator. The rosters are sent to coaches every two weeks for approval up until the first date of competition and every month thereafter. They are instructed to make any necessary changes to the roster and to sign off on it and return to the AFA Coordinator. The AFA Coordinator then updates the database and copies rosters to all appropriate departmental staff members (student life staff, compliance, appropriate administration, coaches, housing, dining, training room, insurance, ticket office) and University Offices (Academic Records, University College, Dean Carney, and Financial Aid). Any major change in the roster (add/drop) will be e-mailed directly to all appropriate parties. Roster Management numbers are figured and sent only to the appropriate administrator.

25. Scholarship Approval Forms: During the academic year when coaches are signing student-athletes for the subsequent academic year, they should use a scholarship approval form in which to draft the student-athlete's aid. This is first given to the AFA Coordinator to review for equivalency/head count issues, signed and then given to the NCAA Clearinghouse and Admissions Coordinator, who draws up each student-athlete's original Financial Aid Award/National Letter of Intent. He/she signs off on the scholarship draft if he/she approves it and has the amount and language approved by the Associate Athletics Director for Academic Affairs.

26. Scholarship Processing (bursar accounts): After the free add/drop period in each semester, athletics scholarships are applied to the student's bursar accounts. The appropriate covered charges are moved from the student's account to the sport's account, where the Athletics Accounting Office will actually pay the charges. All student-athletes' accounts are originally processed by the 15th of September and February and then checked once a month until the bill is processed to Accounting. For processing the bill the AFA Coordinator requests a bursar bill from the Office of the Bursar, reviews for any needed changes/corrections, reorders if necessary, and creates an excel spreadsheet broken down by sport and semester to turn into the Athletics Accounting Office. Always keep a copy of the bill and the excel worksheet in the AFA files.

27. Student-Athlete Database: The AFA Coordinator is responsible for the maintenance of student-athlete's records for financial aid information, team roster, squad lists, and biographical data (race, sex, address, birthday, etc.). This information is housed in the NCAA Compliance Assistant internet (CAi) Program, as well as an access database that can easily be updated from year to year. All maintenance, inputting, and requests are handled by the AFA Coordinator or his/her designee (Graduate Assistant).

28. Student-Athlete Scholarship Award and Renewal Process (R-NR-R): During the summer months student-athletes on athletic scholarship have their aid renewed, reduced, or in some cases, cancelled. The AFA Coordinator works with the coaching staff to determine what aid will be renewed, reduced, or cancelled for the upcoming semester. This information is necessary to complete the Financial Aid Agreement forms, mentioned previously, and is sent to the University's Financial Aid Office, who is responsible for notifying the student-athletes. They must be notified in writing by July 1st each year. This process can also be done for the spring semester for those student-athletes on a semester by semester scholarship. The student-athletes who are renewed are required to sign and return their Financial Aid Agreement form; those reduced or cancelled have the right to a hearing to appeal the decision that had been made. There are specific rules/bylaws in Chapter 15 associated with this process.

## Governance and Commitment to Rules Compliance

29. Student-Athlete Special Assistance Fund (SASAF): The SASAF is utilized only by those students receiving a Federal Pell grant or those international students approved by the University's Financial Aid Office, and allows them each up to \$500 for a clothing/academic supplies allowance. In the case of the clothing the student-athlete must pick up required forms from the AFA Office. The clothes are put on "layaway" at the store until the student returns with the check to trade it for the clothes they had selected. The application is processed through the AFA Office, Compliance, Business, and Accounting offices, where a check is made to the store of the student's choice. In the case of the academic supplies, it must be approved by the AFA and Accounting Offices and is actually charged directly to the student-athlete's sport account.

30. Student-Athlete Opportunity Fund (SAOF): The SAOF is utilized for degree completion and for those student-athletes who do not have health insurance to cover non-athletically related injuries; in addition to supplementing the SASAF, if necessary. The AFA Coordinator's role with the SAOF is to pay the student-athlete's bursar accounts that are under the degree completion program for the amount designated by the Associate Athletics Director for Academic Affairs.

31. Squad List: The squad list for each team is generated from the student-athlete database housed in the AFA Office. The squad list should be signed by the Associate Athletics Director for Academic Affairs, Compliance, and University Financial Aid. They are due to the Big 12 Conference by May 15th each year.

32. Tracer Reports/One-Time Transfers for Eligibility: During the summer months when the AFA Coordinator receives all of the information from the NCAA Clearinghouse and Admissions Coordinator on all incoming student-athletes, a tracer/one-time transfer report is completed for each of those students who already attended another collegiate institution. This information can be obtained from the NCAA Blue Book. The form is sent to each institution that the student-athlete may have attended. These are completed for two reasons: to obtain tracer information which will be necessary to complete both the squad list and the participation reports; to verify a one-time transfer for eligibility purposes. Therefore, when the report is returned, it is copied to the Compliance Office and to the Certifying Officer, and kept on file in the AFA Office.

33. Tuition Reallocation: Once the bursar bill is processed, equivalency sports have an opportunity to receive tuition reallocation for any amount of unused tuition. All student-athletes in an equivalency sport on 100% tuition scholarship are evaluated. Their schedules are pulled off the CICS system to see if each of these student-athletes actually utilized their full 100% tuition scholarship. If they did not, then their particular sport can gain back the equivalency portion by using the difference between their actual tuition amount and the average full tuition amount, to help with equivalencies. This process can be used if necessary, but is not highly encouraged because of the "crunch" in equivalency sport scholarship limits.

34. Other: The AFA Coordinator attends the Compliance Review Meetings and is also responsible for a variety of other reports/surveys that need to be completed throughout the academic year. Most of these include graduation rates reports, ethnicity reports, SASAF reports, EADA report, gender equity report, etc. He/she will also assist Athletics Administration with any special requests per approval of the Associate Athletics Director for Academic Affairs (i.e., search committees). The AFA Coordinator also has some supervisory duties over 1-2 Graduate Assistants for the Athletics Student Life Office.

- Please refer to the Financial Aid Manual for a detailed outline of the step-by-step processes and policies in place to ensure rules compliance.

### 15. Please describe the policies and step-by-step procedures that include assignment of specific responsibilities pertaining to rules compliance in the area of recruiting.

All coaches, staff members and athletics representatives receive periodic updates of current legislation regarding NCAA recruiting rules and regulations from both our Director of Compliance and/or the Director of Compliance for the Big 12 Conference to ensure education and knowledge of the applicable rules. Among other procedures, the Athletics Department reviews official visit forms and national letters of intent. Please see our attached Recruiting Manual for our policies and step-by-step procedures in the area of recruiting.

### 16. Please describe the policies and step-by-step procedures that include assignment of specific responsibilities pertaining to rules compliance in the area of camps and clinics.

The Director of Compliance is responsible for the implementation and enforcement of rules compliance in the area of camps and clinics. These responsibilities and the review of camp and clinic procedures are executed primarily through the Compliance Monitoring Coordinator. We maintain a Camp Manual outlining our policies and procedures which includes rules education, guidelines and forms to ensure that each sport conducting such camp or clinic

## Governance and Commitment to Rules Compliance

provides the relevant documentation to ensure compliance with all NCAA and University rules and regulations. The Business Office and the Director of Facilities ensure that our teams' pay the proper fee for use of the facilities and are also involved in maintaining billing procedures for each camp. Please see our attached Camp Manual for our policies and step-by-step procedures in the area of camps and clinics.

### 17. Please describe the policies and step-by-step procedures that include assignment of specific responsibilities pertaining to rules compliance in other areas (if applicable).

o Awards - Receipts of all awards are sent to the Compliance Office where the Monitoring Coordinator reviews which student-athletes received an award and to ensure that the sport does not go above the allotted limit for each individual.

o Playing and Practice Seasons - Playing and Practice Season Forms are distributed at the beginning of each academic year to the head coach of all sports. The forms are completed and returned to the Compliance Office where the Monitoring Coordinator confirms that the information is in compliance with NCAA and Conference regulations. If the coach has made an error the forms are returned for editing with specific instructions and explanations of the governing rules.

o Practice Logs - Practice Logs are maintained by each sport throughout the entire academic year. Each sport is responsible for logging the hours they require student-athlete attendance at countable athletically related activities. The coaching staff must attain the players' signatures each week to verify the accuracy of each report. These forms are routinely turned into the Compliance Office where the Monitoring Coordinator screens each practice log and verifies that all teams are abiding by the applicable hours depending upon whether the team is within or outside its declared playing season.

o Student-Athlete Statements/NCAA Packets/Team Meetings - At the beginning of each academic year, prior to beginning practice and within the first week of classes, athletes are required to complete all required NCAA, Conference, and Institutional paperwork necessary for practice and competition. This paperwork includes:

- Student-athlete general information including any outside aid or scholarships and sport participation history,
- NCAA drug testing consent form
- List of NCAA banned drugs,
- NCAA student-athlete statement,
- University of Oklahoma drug testing consent form,
- University of Oklahoma consent to testing of urine sample,
- University of Oklahoma authorization of medical information and records
- University of Oklahoma authorization for release of information and records under banned substance use prevention and screening policy,
- Big 12 Conference drug testing consent form,
- Student-Athlete acknowledgement of NCAA Bylaw 12.5, Promotional Activities,
- Student-Athlete vehicle registration form,
- Student-Athlete employment form.

o In addition to completing the student-athlete paperwork, the Compliance Office and members of the Student Life Office educate all sports on the importance of rules compliance. A handout is given containing a summary of NCAA legislation that affects all student-athletes.

- Student-Athlete Employment - Compliance meetings provide rules education for student-athletes concerning employment guidelines at the beginning of the academic year. Student-athletes are required to complete an Employment Acknowledgement form which indicates if they are working or not at the first check handout each semester. Those student-athletes who are working must then complete two forms with the Career Center Coordinator, the Written Statement Form and the Coach/Student-Athlete Agreement Form. The Written Statement Form must be signed by the student-athlete and their employer agreeing to release their employment earnings to the Athletics Department. The Coach/Student-Athlete Agreement Form must be signed by the student-athlete and his/her coach agreeing to the employment guidelines. The Career Center Coordinator keeps a log of student-athletes who are employed and enters them into the employment database. The Career Center Coordinator sends out employment earnings statements to be completed by the student-athlete's employer and sent back to the Athletics Department for five periods throughout the year. The Career Center Coordinator enters the student-athlete's earnings into the employment database for each specified period. The Career Center Coordinator prints off the earnings report and gives it to the Athletics Financial Aid Coordinator after every period. The Career Center Coordinator also maintains a hard copy file with all appropriate employment forms. The Career Center Coordinator

## Governance and Commitment to Rules Compliance

and/or the Athletics Financial Aid Coordinator report any concerns to the Compliance Office for further investigation.

o Student-Athlete Vehicle Registration and Monitoring- As mentioned above, each student-athlete is required to fill out a vehicle registration form, which outlines the automobile description and information regarding the purchase, including who purchased the vehicle and from what dealer. On occasion the Monitoring Coordinator and Interns police the surrounding parking facilities to check for any suspicious vehicles, which have not been properly registered with the Compliance Office. Occasionally, the Compliance Office and other departments receive anonymous tips regarding the vehicle a student-athlete is driving. Upon receipt of such information, the compliance staff then follows up with the proper investigation including monitoring the parking facilities for the suspicious vehicle, checking with campus parking office for parking pass registration, and campus police for vehicle ownership information.

o Complimentary Admissions- The football or basketball office sends the Compliance Staff a complete list of each teams' complimentary admissions on the day of the game. The complimentary admission list is reviewed by the Compliance Staff against a list of the student-athletes' employers, boosters, agents and other individuals which we may have had problems with in the past. The Ticket Office also receives a copy of the complimentary admissions list and enforces the NCAA guidelines regarding complimentary admissions. The Ticket Office Staff requires those on the list to show a valid form of identification in exchange for a ticket stub and wristband, which are both needed for admission into the game. The Ticket Office Staff places the wristband on the individual so that it may not be transferred to a third person that is not on the complimentary admission list. On the day of the game, the Compliance staff confers with the Ticket Office staff to solve any problems that may arise.

o Promotional Activities and Appearance Requests- Promotional Activity and Appearance Request Forms are kept on file with the Compliance Office and all such activities must have prior approval by the compliance staff. The forms are sent to all individuals seeking to utilize any University of Oklahoma items containing student-athletes or staff member names, pictures or signatures to promote their cause. The forms are faxed back to the Compliance Office whereby communication is maintained with persons requesting a promotional item or appearance to verify the accuracy of the form and the request. If the activity is permissible the form is forwarded to the requesting agency or individual and to the involved sport. If the activity is deemed to be impermissible, a phone call is made to the requesting agency or individual to explain why such activity violates NCAA, Conference, or Institutional policy. A phone call is also made to the involved sport explaining why such activity is impermissible and to monitor that the sport does not proceed with the request. In addition, all student-athletes are informed of Bylaw 12.5.1, Promotional Activities and the proper procedures for complying with the rule during the initial team meetings.

o Waivers - The waiver process and step-by-step procedures for the University of Oklahoma Athletics Department is dependent on the student-athlete's unique situation. Generally, the waiver process begins through communication with the Athletics Student Life staff, the coaching staff, and the Compliance Office. If the waiver request surrounds academic deficiencies, the compliance office and the athletic advisor coordinate efforts with the student-athlete and his/her parents to gather all the documentation necessary to file a waiver. If the waiver request surrounds initial eligibility deficiencies, the compliance office and the clearinghouse coordinator work together to gather the necessary documentation from the appropriate individuals. Once the appropriate documentation has been received the Monitoring Coordinator prepares the waiver and packet of materials to be sent the NCAA.

o Please refer to the Compliance Manual and the Financial Aid manual for detailed step-by-step processes outlining the above procedures and any other additional responsibilities pertaining to rules compliance not specified above.

### 18. Indicate the dates of the institution's rules-compliance program evaluation conducted by an authority outside of athletics at least once every four years.

- The Athletics Council Governance and Compliance Subcommittee annually reviews and evaluates the rules compliance program. A summary of the subcommittee's review is submitted and discussed annually. The subcommittee's annual evaluation specifically assesses the detailed components of the programs as outlined in each attached report. The subcommittee reports its findings and evaluation to the full Council, which then makes a determination annually regarding the evaluation. The Athletics Council has specifically determined in past Annual Reports that:

o "The Athletics Council has evaluated the NCAA Rules Compliance Program of the University of Oklahoma Athletics Department. The Program has in a place a set of written policies and procedures that assign specific responsibilities in areas of rules compliance. The subcommittee reported to the full Council that the Athletics Department has a formal, proactive, and comprehensive program in place to ensure (as far as is possible) compliance with OU, Regents, Big 12, and NCAA rules and regulations governing intercollegiate athletics."

## Governance and Commitment to Rules Compliance

- In addition to the annual evaluation by the Athletics Council, the University of Oklahoma Internal Auditors annually audit and evaluate an area of the Athletics Rules Compliance Program. These auditors are external to athletics and report directly to a University Executive Officer, the University Internal Auditor. Please see the answer to Question 3 for the list of internal audits that have been conducted with the rules compliance programs.

- The Big 12 Conference also conducts an evaluation of rules compliance programs. The Big 12 has conducted such a review on November 17, 1997, and will conduct such an additional review during the 2003-2004 academic year. Please see attached review.

**19.** Indicate the individual or individuals responsible for conducting the institution's rules-compliance evaluation. Further, describe the process used in selecting this authority outside of athletics to ensure the individual or individuals do not have day-to-day compliance responsibilities for the institution's athletics department and are knowledgeable in NCAA legislation and rules-compliance practices.

Please see answer to Question 18. Individuals perform these functions as part of their job responsibilities established by the University. Athletics is not involved in their employment, appointment, or assignment.

**20.** The rules-compliance evaluation must consist of a review to determine that the compliance practices are engaged and functioning and must include, at minimum, specific areas. Please indicate by clicking "yes" or "no" which areas were included in the rules-compliance evaluation.

	Yes	No
Initial-eligibility certification.	X	
Continuing-eligibility certification.	X	
Transfer-eligibility certification.	X	
Financial aid administration, including individual and team limits.	X	
Recruiting (e.g., official visit, etc.).	X	
Camps and clinics.	X	
Investigations and self-reporting of rules violations.	X	
Rules education.	X	
Extra benefits.	X	
Playing and practice seasons.	X	
Student-athlete employment.	X	

**21.** Describe relevant corrective actions planned or implemented from the rules-compliance program evaluation(s).

Not applicable.

### Evaluation

**1.** Does the institution demonstrate that it has in place a set of written policies and procedures that assign specific responsibilities in the areas of rules compliance, including assignment of direct accountability for rules compliance to the individual the chief executive officer assigns overall responsibility for the athletics program? **Currently Yes**

**2.** Does the institution demonstrate that In critical and sensitive areas, institutional compliance procedures provide for the regular participation of persons outside of the athletics department? **Currently Yes**

## Governance and Commitment to Rules Compliance

3. Does the institution demonstrate that rules compliance is the subject of an ongoing educational effort? **Currently Yes**
4. Does the institution demonstrate that a clear and unambiguous commitment to rules compliance is a central element in all personnel matters for individuals involved in the intercollegiate athletics program? **Currently Yes**
5. Does the institution demonstrate that at least once every three years, its rules-compliance program is the subject of evaluation by an authority outside of the athletics department? **Currently Yes**

**On the basis of the yes/no answers above and the plans for for correcting deficiencies, is the institution in substantial conformity with the operating principle. Yes**

## Governance and Commitment to Rules Compliance

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Not applicable.				

## Academic Integrity

### Operating Principle

#### 2.1 Academic Standards

##### Self-Study Items

1. List all "corrective actions," "conditions for certification" or "strategies for improvement" imposed by the NCAA Division I Committee on Athletics Certification in its first-cycle certification decision (if any) as they relate to Operating Principle 2.1 (Academic Standards). In each case, provide: (a) the original "corrective action," "condition" or "strategy" imposed; (b) the action(s) taken by the institution; (c) the date(s) of the action(s); and (d) an explanation for any partial or noncompletion of such required actions. Please note, the institution is not required to respond to recommendations for required actions developed by the peer-review team unless those same recommendations were adopted by the Committee on Athletics Certification.

None.

2. List all actions the institution has completed or progress it has made regarding all plans for improvement/recommendations developed by the institution during its first-cycle certification process as they relate to Operating Principle 2.1 (Academic Standards). Specifically include: (a) the original plan; (b) the actions(s) taken by the institution; (c) the date(s) of the action(s); (d) actions not taken or not completed; and (e) explanations for partial completion. Please note, the institution will not be required to fulfill an element of a first-cycle plan if the element does not affect conformity with an operating principle.

a. Plan for Improvement:

Efforts will be made to continue improving graduation rates, not only for the student-athletes but also for non-athletes. The emphasis in the Prentice Gault Academic Center currently placed in academic support—including tutoring, advising, and computer assistance—may serve as a model for improved assistance to undergraduate students generally. Specific goals and a specific timetable seem unrealistic. Persistent efforts are required, and the Associate Athletics Director for Academic Affairs is responsible for promoting them.

A standing Provost Enrollment Management Board has been in place to monitor University graduation and retention. Since 2001, President David Boren initiated a Graduation Task Force to improve student retention and graduation. The task force is co-chaired by the Senior Vice-President for Academic Affairs and Provost and the Vice-President for Administration. Others on the task force include the Dean of Arts and Sciences, Dean of University College, Associate Athletics Director for Academic Affairs, the Registrar. A student body graduation goal was set at 60%. Steady progress has been made each year since its inception with a current six-year graduation rate of 54% through a variety of initiatives. Many effective retention initiatives have been made in the academic support programs offered in the Academic Center since the previous self-study. The 2003 NCAA Graduation Rates Report 1996 cohort reflected a student-athlete graduation rate of 74% compared to a 54% student body graduation rate. The 4-year average graduation rates are both at 51%. The 2003 year represents the highest student-athlete graduation rate in the history of the University and leads the Big 12 Conference. The University was awarded the 2003 NCAA Academic Achievement Award for most improved graduation rate. While most annual student-athlete cohorts compare favorably with the student body, the 2002 comparison reflected a period of transition and turmoil in Oklahoma athletics due in large part to coaching turnover and large scale transfer of student-athletes. The University recognizes that graduation rates may be variable until the cohorts represent the program success and stability currently enjoyed in the Athletics Department.

3. Describe any additional plans for improvement/recommendations in the area of Operating Principle 2.1 (Academic Standards) developed by the institution since the first-cycle certification decision was rendered by the Committee on Athletics Certification.

## Academic Integrity

None.

4. List all actions the institution has completed or progress it has made regarding required actions identified by the NCAA Committee on Athletics Certification during the institution's interim-report process (if applicable) as they relate to Operating Principle 2.1 (Academic Standards). Specifically, include for each: (a) the required action, (b) the action(s) taken by the institution, (c) the date(s) of these action(s), (d) action(s) not taken or completed, and (e) explanation(s) for partial completion of such required actions.

Not applicable.

5. Describe the process by which student-athletes are admitted to your institution and identify the agencies vested with this responsibility. In what ways (if any) do the process and/or criteria used for the admission of student-athletes differ from the process for admitting students generally? Be specific and give careful attention to key decision points (e.g., establishment of admissions criteria, approval of special admissions) in these processes and the individuals or groups involved at each point, including the role, either formal or informal, the athletics department plays (if any) in the admissions process for student-athletes.

The Associate Athletics Director for Academic Affairs identifies prospective student-athletes for the Office of Admissions. The Office of Admissions performs an evaluation on each prospective student-athlete to determine whether he/she meets regular admission requirements and advises the Associate Athletics Director for Academic Affairs of the results of these evaluations. Those prospects who meet regular admission requirements and become applicants for admission are processed and notified in the same manner as non-student athletes. For those prospective student-athletes who do not meet regular admission requirements, the Associate Athletics Director for Academic Affairs may recommend those who have a reasonable chance to be successful academically at the University for admission under the University's Alternative Admission Program. This program is authorized by the Oklahoma State Regents for Higher Education under the "Special Admission Policy."

All University of Oklahoma admission requirements and policies are authorized by the Oklahoma State Regents for Higher Education. Regular admission requirements include curricular units completed in high school and minimum performance standards. Curricular requirements include 15 units of specified coursework: 4 units of English; 3 units of mathematics, 2 units of laboratory science; 2 units of history, once of which must be American history; 1 unit of citizenship; and 3 additional units from subjects previously listed or foreign language or computer science.

Performance standards differ for residents and non-residents, but both include criteria for automatic or guaranteed admission, and criteria for being placed on a wait list from which students are admitted on a space available basis. Wait list decisions are based on a combination of criteria including (but not necessarily limited to) academic performance, high school and geographic distribution, special circumstances, high school activities, and University departmental interest or recommendation. Student-athletes are admitted from the University's wait list upon recommendation of the Associate Athletics Director for Academic Affairs and approval of the Director of Admissions.

The most current University performance standards for admission can be found at <http://www.ou.edu/admrec/undergrad.htm>.

6. Compare the admissions profiles of student-athletes who received athletics grants-in-aid with the profiles of students in general by submitting the following information for the three most recent academic years: average standardized test scores for freshman student-athletes who received athletics aid (by gender, by racial or ethnic group, and according to the eight sport groups listed in the NCAA Division I graduation rates disclosure form) and for all entering freshmen students (by gender and by racial or ethnic group). [Note: Use the supplied charts and the graduation-rates disclosure form methodology to compile these data.]

(Please note: in these charts, the web format does not permit decimals.)

## Academic Integrity

The admissions profiles of student-athletes who received athletics grants-in-aid compared with students in general show significant differences. Disproportionate admissions profiles exist between black and white, male and female, and men's sports groups when compared to the student body.

7. Please describe the process by which students may be admitted if they do not meet the institution's standard or normal entrance requirements and identify the agencies vested with this responsibility. This should include any second-level or subsequent review processes or appeals procedures which may be utilized when students are not automatically admitted because they do not meet the institution's published entrance requirements.

The Oklahoma State Regents for Higher Education sets the criteria under which students may be admitted under special admission programs. That policy states: "The criteria must be oriented to identifying those students who (1) have a reasonable chance for academic success, (2) have unusual talent or ability in art, drama, music, sports and the like, or (3) are educationally or economically disadvantaged and show promise of being able to succeed " academically (Oklahoma State Regents' for Higher Education Policies and Procedures Manual). The Admissions Office or a particular academic unit or other student service office of the University screens applicants for potential for academic success. Applicants are often sponsored by particular units or departments within the University whose responsibility it is to see the students whom they recommend for admission get adequate support and counseling for academic success once they are enrolled. In the case of the student-athlete, the Associate Athletics Director for Academic Affairs conducts the screening process and makes the admission recommendations. In determining whether to make such recommendations for admission under the Alternative Admission Program, the Associate Athletics Director for Academic Affairs considers standardized test scores, grades in the core curriculum, writing skills, a personal interview, recommendations of counselors and teachers, and family history. The final decision regarding admission for applicants for the Alternative Admission Program rests with the Associate Vice President for Enrollment and Student Financial Services and the Director of Admissions.

8. Compare and explain any differences between the percentage of freshman student-athletes receiving athletics aid who were admitted through any of the processes described in Number 7 above and the percentage of freshman students generally who were so admitted. Provide these comparative data for the three most recent academic years. For the student-athlete data, information should be displayed for each of the sport groups, organized by year, and listed in the NCAA Division I Graduation-Rates supplemental form. [Use the supplied chart to compile these data.]

It is the goal of the University to become a Tier 1 public research institution. Therefore, each year the University has raised its admissions standards. This trend has significantly widened the gap between specially admitted student-athletes' academic profiles when compared to the average student body.

Specially admitted student-athletes comprise a relatively large proportion of campus special admissions. The sports of football, men's basketball, baseball, and other men's sports represent the largest proportion of specially admitted student-athletes. Annual increases in resident and non-resident admissions standards have required the Athletics Department to use more special admissions. In an effort to improve the profiles of the University, many academic areas of the University no longer use or significantly curtail special admits. For these reasons, the number of student-athletes' special admissions has increased. The disparity between the average student and specially admitted student-athlete has grown, and student-athletes are at higher risk. Although the current academic support structure has been successful, increased support in personnel and resources will be necessary to meet future challenges of academically marginal student-athletes.

In May 2004, the Athletics Council established the Athletics Council Admissions Review Committee to provide an additional admissions review of highly marginal student-athletes to better ensure their competitiveness in the classroom. The committee is comprised of two faculty representatives from the Athletics Council Subcommittee on Academic Integrity, the Assistant Dean of University College, and the Associate Athletics Director for Academic Affairs (non-voting). This committee reviews prospective student-athletes whose profiles fall below a minimum threshold. The recommendations for admission by the committee are then submitted to the Athletics Director and the Associate Athletics Director for Academic Affairs for final approval.

## Academic Integrity

**9. List the step-by-step sequence of actions taken by particular individuals on your institution's campus to certify initial eligibility for transfer student-athletes. Identify by name and title the individual(s) with final authority for certifying initial eligibility.**

The head coaches of the several sports notify the Athletics Student Life staff of the desired prospective student-athletes.

The Associate Athletics Director for Academic Affairs evaluates each individual's transcript(s) (official or unofficial, as available) and other records to determine the likelihood of eligibility for admission per University standards and for competition per NCAA and Big 12 standards. For transfer student-athletes, this ordinarily occurs during the academic year prior to transfer at a time when the student-athlete has not fulfilled the academic requirements for transfer.

Specifically for two-year transfers, no National Letter of Intent or Financial Aid Agreement can be issued without this review and the approval of the Associate Athletics Director for Academic Affairs with respect to both academic potential and character. The Associate Athletics Director for Academic Affairs will, when deemed helpful, provide the academic information for the prospective student-athlete to the Certifying Officer and/or the Director of Compliance for a preliminary review of the prospective student-athlete's academic progress, and for an estimation of any remaining requirements needed to meet eligibility standards.

The student-athlete applies for admission to the University. Staff of the Office of Admissions collects all of the official documents pertinent to admission and athletics eligibility, forward copies of these documents to the Director of Academic Records, who is the Certifying Officer, and make the admissions decisions.

The Certifying Officer reviews the academic records of the student-athletes and determines eligibility for competition, and when applicable, eligibility for an exception to the one-year-in-residence requirement based on the applicable two-year college rules for qualifiers/non-qualifiers, and the applicable exceptions for four-year transfers. If the academic records do not support a waiver of the one-year-in-residence requirements, the Certifying Officer communicates with the Director of Compliance who acquires the additional documentation needed (e.g., non-sponsored sport notification, initial eligibility qualifier status from the NCAA Clearinghouse, One-Time Transfer exceptions, etc.). Copies of the additional documentation are sent to the Certifying Officer and the Associate Athletics Director for Academic Affairs, and the Director of Compliance may participate in the evaluation of that information.

Included in the Certifying Officer's review and evaluation of academic records is (1) application of the 25/50/75 rule based on the student-athlete's declared major at OU (utilizing the degree audit report), (2) any participation after the student-athlete's 20th or 21st birthday and before entrance into higher education, (3) verification that the student-athlete is enrolled as a full-time student and that (s)he has a declared major where appropriate/required.

The Certifying Officer reports to the Director of Compliance and the Associate Athletics Director for Academic Affairs those transfer student-athletes that are eligible for competition by means of the Big 12 Conference Certificate of Eligibility form. Those transfer student-athletes that are determined not to be eligible are reported by the Certifying Officer on a separate memorandum with a description of what the student-athlete is lacking for eligibility for competition. This information is often accompanied by verbal communication as well.

The Certifying Officer has final authority in determining and certifying the academic components of a student-athlete's initial transfer eligibility. The Director of Compliance has final authority for determining non-academic aspects of initial transfer eligibility and the Faculty Athletics Representative has final authority with respect to authenticity and reliability of the step-by-step process described above.

**10. List the step-by-step sequence of actions taken by particular individuals on your institution's campus to certify student-athletes' continuing eligibility. Identify by name and title the individual(s) with final authority for certifying continuing eligibility.**

Dr. Gerald Gurney, Associate Athletics Director for Academic Affairs staff provides the Certifying Officer a list, by sport, of all returning student-athletes (regardless of scholarship status) and of all new student-athletes (transfer and freshman).

Richard D. Skeel, Director of Academic Records, is the Certifying Officer. He obtains/prints copies of each student-athlete's academic record, including OU and transfer work, and a copy of the student-athlete's degree audit report if applicable. He reviews each student-athlete's academic record in regard to (1) the 24-hour rule in the last two semesters and the 18-hour rule during the academic year; (2) the 24-hour averaging method rule, again taking into

## Academic Integrity

account the 18-hour rule during the academic year; (3) the 25/50/75 rule, utilizing the student-athlete's degree audit report; (4) the 90/95 GPA rule; (5) the seasons of competition rule; (6) full-time enrollment status; (7) declared major; (8) good academic standing; (9) the six-hour rule; (10) applicable exceptions and/or waivers granted for continuing eligibility.

The Certifying Officer reports to the Director of Compliance, Curtis W. Jones, and the Associate Athletics Director for Academic Affairs those continuing student-athletes that are eligible for competition by means of the Big 12 Conference Certificate of Eligibility form. Those continuing student-athletes that are determined not to be eligible are reported by the Certifying Officer on a separate memorandum with a description of what the student-athlete is lacking for eligibility for competition. This information is often accompanied by verbal communication as well.

The Certifying Officer has final authority in determining and certifying the academic components of a student-athlete's continuing eligibility. The Director of Compliance has final authority for determining all non-academic aspects of continuing eligibility. The Faculty Athletics Representative has final authority with respect to authenticity and reliability of the step-by-step process described above.

- 11.** Review the graduation rates for student-athletes who received athletics grants-in-aid, for various student-athlete subgroups and for students generally during the last three years, and comment on any trends or significant changes. Specifically, identify and explain deficiencies in graduation rates for any of the following when compared to the graduation rates of students generally: student-athletes generally, student-athletes of particular sport teams, student-athletes by gender, student-athletes by ethnicity and student-athlete subgroups (i.e., ethnicity) within particular sport teams. If the graduation rate for student-athletes, or for any student-athlete subgroup, is less than the graduation rate for students generally, the institution must analyze, explain and address, as appropriate (1) the magnitude of the difference between the student-athlete (or subgroup) rate; and (2) the trends over the three reporting periods in these rate differences.

The 2003 NCAA Graduation Rate Report indicates higher graduation rates for student-athletes by gender, sport, and ethnicity when compared to the student body. On 4-year averages, student-athlete graduation trends are similar to that of the student body. Graduation rates reported in the cohorts from the mid to late 1990's reflect an unprecedented period coaching turnover in the University's athletics history. During this period, a large number of student-athletes transferred from the institution. With stability in the Athletics Program, we believe the potential is there for improvement, however, these rates will fluctuate. The subcommittee endorses examining the most appropriate reporting relationship for athletic academic support to assure appropriate institutional control.

- 12.** Identify and describe the academic standards and policies contained in the university's catalog/bulletin, athletics department manual, student-athlete handbook and/or institutional handbook for students. Describe exceptions, if any, to the institution's regular academic standards and policies applicable to the general student body (e.g., good academic standing, definition of minimum full-time status) that are available to student-athletes.

The academic standards for students at the University of Oklahoma are provided in the General Catalog (pgs 33-35 of the 2001-2003 catalog) or on the University website at <http://www.ou.edu/bulletins/01catalog/HTML/01catalog.htm> under the heading of Academic Standards. This information is also contained in the 2003-04 Student-Athlete Handbook (pgs 68-74) and the Athletics Department Operating Manual on page 502C.1.

The basic academic standards for undergraduate students at the University of Oklahoma require that they maintain a minimum cumulative retention grade point average of 1.70 for students with 30 or fewer hours attempted, or a 2.00 for students with more than 30 hours attempted. If a student falls below the minimum required grade point average they are placed on academic probation. Students on academic probation must maintain a minimum 2.00 grade point average in each semester in which they are enrolled on academic probation. They will be removed from academic probation when their cumulative retention grade point average meets the minimum required for their hours attempted. If a student on academic probation does not maintain a 2.00 grade point average in a term they will be suspended for poor scholarship and will not be eligible to enroll at the University for one semester.

The retention grade point average is based on all work attempted, both transfer and OU, minus those courses repeated or repleved in accordance with the academic forgiveness policy, as well as remedial courses, and PE

## Academic Integrity

activity courses. These standards are minimal. Each degree-recommending college may establish higher standards for retention.

These standards are applicable to all undergraduate students at the University.

The University of Oklahoma also has an Academic Misconduct policy. This policy is found in the General Catalog (pg 309 of the 2001-2003 catalog) or on the University website at <http://www.ou.edu/bulletins/01catalog/HTML/01catalog.htm> under the heading of Policies. It is also contained in the 2003-2004 Student Code (pgs 18-23) and in the Student-Athlete Handbook (pgs 114-116).

The Academic Misconduct Policy is applicable to all students at the University.

There are no exceptions to the institution's regular academic standards or policies available to student-athletes.

### Evaluation

1. Does the institution demonstrate that it admits only student-athletes who have reasonable expectations of obtaining academic degrees? If the academic profile of entering student-athletes, as a whole or for any student-athlete subgroup, is significantly lower than that of other student-athlete or comparable student-body groups, is the contrast analyzed and explained by appropriate institutional authorities? **Currently Yes**
2. Does the institution demonstrate that it admits only student-athletes who have reasonable expectations of obtaining academic degrees? If the graduation rate of student-athletes, as a whole or for any student-athlete subgroup, is significantly lower than that of other student-athlete or comparable student-body groups, is this disparity analyzed, explained and addressed (through specific plans for improvement) by appropriate institutional authorities? **Currently Yes**
3. Does the institution demonstrate that academic standards and policies applicable to student-athletes are consistent with those adopted by the institution for the student body in general or the NCAA's standards, whichever are higher? **Currently Yes**
4. Does the institution demonstrate that the responsibility for admission, certification of academic standing and evaluation of academic performance of student-athletes is vested in the same agencies that have authority in these matters for students generally? **Currently Yes**

**On the basis of the yes/no answers above and the plans for for correcting deficiencies, is the institution in substantial conformity with the operating principle. Yes**

## Academic Integrity

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Not applicable.				

# Academic Integrity

## Operating Principle

### 2.2 Academic Support

#### Self-Study Items

1. List all "corrective actions," "conditions for certification" or "strategies for improvement" imposed by the NCAA Division I Committee on Athletics Certification in its first-cycle certification decision (if any) as they relate to Operating Principle 2.2 (Academic Support). In each case, provide: (a) the original "corrective action," "condition" or "strategy" imposed; (b) the action(s) taken by the institution; (c) the date(s) of the action(s); and (d) an explanation for any partial or noncompletion of such required actions. Please note, the institution is not required to respond to recommendations for required actions developed by the peer-review team unless those same recommendations were adopted by the Committee on Athletics Certification.

None.

2. List all actions the institution has completed or progress it has made regarding all plans for improvement/recommendations developed by the institution during its first-cycle certification process as they relate to Operating Principle 2.2 (Academic Support). Specifically include: (a) the original plan; (b) the actions(s) taken by the institution; (c) the date(s) of the action(s); (d) actions not taken or not completed; and (e) explanations for partial completion. Please note, the institution will not be required to fulfill an element of a first-cycle plan if the element does not affect conformity with an operating principle.

Plans for Improvement:

Continuing joint efforts by the Athletics Department and Vice President for Student Affairs will be made to improve the integration of student-athletes into the general student body. The recent progress has been significant indeed, but with the history of the separate athletics housing, continuing creative initiatives are needed. The Associate Athletics Director for Academic Affairs is responsible, and should annually discuss progress and needs with the Athletics Council. Again, more specific goals and timelines seem appropriate.

Since 1996, former athletics housing has been transformed into the Sooner Housing Center, a fully integrated residential center managed by the Athletics Department and operated in full cooperation with the University Housing and Dining Services. In 1999, the housing center joined the campus housing community Faculty-in-Residence program and provided freshmen student-athletes and student residents with a live-in faculty learning experience. Through the leadership of President David L. Boren, the Faculty-in-Residence program brings the classroom into the residence halls and encourages the interaction and integration of all members of the University community. The Sooner Housing Center Faculty-in-Residence has improved student retention, faculty relations with student-athletes, and opportunities for learning outside the classroom through formal and informal educational activities.

The Athletics Department focuses on freshmen exposure to the campus and student body as its primary integration plan. The Sooner Housing Center residential experience serves as its primary vehicle. A variety of planned programs are designed each year to promote student-athlete and student resident interaction and integration with the student body and campus as a whole. Campus-centered and community service activities such as participation in the Big Event, homecoming blood drives and canned food drives, and Adopt-a-Campus Area serve to promote exposure to the student body.

The Sooner Housing Center was the recipient of the 2003 and 1998 President's Trophy, awarded to the outstanding housing center on campus for the promotion of academic excellence, participation in campus activities, and the promotion of cultural diversity. This award is in competition with all University housing centers and is indicative of the Department's efforts to promote student-athlete integration with the campus community.

## Academic Integrity

The Student-Athlete Advisory Board (SAAB) participates in a variety of campus-based activities. A SAAB representative serves on the Vice-President for Student Affairs advisory committee.

The Athletics Council Committee on Academic Integrity and Student Welfare reviews the integration of student-athletes into the student body. A written report is annually generated detailing these efforts and is submitted to the council for approval.

3. Describe any additional plans for improvement/recommendations in the area of Operating Principle 2.2 (Academic Support) developed by the institution since the first-cycle certification decision was rendered by the Committee on Athletics Certification.

None.

4. List all actions the institution has completed or progress it has made regarding required actions identified by the NCAA Committee on Athletics Certification during the institution's interim-report process (if applicable) as they relate to Operating Principle 2.2 (Academic Support). Specifically, include for each: (a) the required action, (b) the action(s) taken by the institution, (c) the date(s) of these action(s), (d) action(s) not taken or completed, and (e) explanation(s) for partial completion of such required actions.

Not applicable.

5. Identify how the institution is organized to provide academic support and advising services to student-athletes (i.e., reporting lines and identification of who does what).

The Associate Athletics Director for Academic Affairs has a dual reporting line to the Senior Vice-President for Academic Affairs and Provost and the Athletics Director. He is responsible for supervision of academic support and advising services to student-athletes. He is also a member of the Provost's Enrollment Management Board that reviews all activities pertaining to retention and graduation. Two Assistant Directors for Academic Affairs and two academic counselors offer academic, personal, and career counseling services to all student-athletes. The academic advising unit in the Prentice Gautt Academic Center is considered a University satellite advising unit and its counselors have the authority to advise and enroll student-athletes under the review and supervision of the Provost. A member of the academic center advising staff serves on the Provost's Advisory Committee of Academic Advisers.

An Assistant Director for Academic Affairs and Coordinator for Academic Services is responsible for providing supervised study, a comprehensive tutoring service, class attendance monitoring, and note-taking accommodations for student-athletes with disabilities. Approximately 80 tutors are employed by the Department to offer individual and group tutorials to student-athletes needing assistance with specific course content. A Learning Specialist, reporting to the Associate Athletics Director for Academic Affairs, assesses student-athlete levels of academic preparation and educational orientation and plans individual support plans tailored to match the needs of high-risk student-athletes.

The Prentice Gautt Academic Center houses seven learning centers including a writing center, study skills center, mathematics center, foreign language center, two computer centers, communications center and a career center. A coordinator responsible for specific academic and life skills goals supervises each center. All coordinators report to the Associate Athletics Director for Academic Affairs.

6. Using the following program areas for academic support issues as examples, please describe:

- a. The specific academic support services offered to student-athletes (if any);
- b. Any policies that govern which students can use these services;
- c. The mechanisms by which student-athletes are made aware of these services;
- d. The mechanism for review of these services by academic authorities outside athletics at least once every three years; and
- e. The mechanism for periodic review and approval of these services by academic authorities outside athletics of these services.

## Academic Integrity

If the institution has additional or different academic support services not included in the list of examples, please click "Add Academic Support Area."

**1. Academic advising.** Course selection, class scheduling, degree program assistance, priority registration.

**a.** The specific academic support services offered to student-athletes, if any.

The academic advising performed for student-athletes at the Prentice Gautt Academic Center is considered a University satellite advising unit. Four academic counselors provide all student-athletes with professional academic advising and counseling services. The student-athlete to adviser ratio is approximately 125 to 1. The counselors help the student-athletes plan course schedules, choose degree programs and set personal goals.

The academic counselors receive progress reports during each semester. By using these reports, and by further communicating with instructors, the academic counselors can assist student-athletes who are experiencing problems achieving a balance between athletics and academics. Sometimes an injury, medical condition, family emergency or other problem can further complicate the student-athlete's situation. The academic counselor sometimes must communicate with coaches, trainers, instructors, deans and other personnel to help coordinate the solution to a student-athlete's problem.

The course selection process begins prior to the student-athletes first semester of attendance with advisement regarding their first pre-enrollment. The academic counselors work closely with faculty, department and college advisors in order to remain current with the University's many academic programs and to address the specific concerns of individual student-athletes. The counselors work closely with student-athletes to hear their concerns and help them solve problems.

Particularly, the counselors assist student-athletes in resolving dilemmas that arise from scheduling conflicts involving classes, practices and athletic competition. These problems can sometimes require student-athletes to plan several semesters in advance and experience and knowledge of the counselors is valuable in that process. Student-athletes are afforded priority registration to ensure they have the opportunity to meet NCAA progress towards degree requirements and to minimize scheduling conflicts.

**b.** Any policies that govern which students can use these services.

All student-athletes on any athletic roster are eligible for these services.

**c.** The mechanisms by which student-athletes are made aware of these services;

Student-athletes are made aware of advising services during recruitment, orientation, scheduled team meetings throughout the year, and in the Student-Athlete Handbook.

**d.** The mechanism for review of these services by academic authorities outside athletics at least once every three years; and

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

**e.** The mechanism for approval of these services by academic authorities outside athletics.

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

**2. Tutoring.** Availability, procedures and criteria for obtaining assistance; assignment, qualifications, training experience, etc.; compensation, rate of pay, pupil loads, qualifications, experience, other terms and conditions of employment.

**a.** The specific academic support services offered to student-athletes, if any.

## Academic Integrity

A comprehensive tutoring program of approximately 80 tutors provide one-to-one, small group, and supplemental instruction to all student-athletes. Tutors also assist student-athletes with study skills, problem solving techniques, and specific course material. Student-athletes can request a tutor for a particular subject through the Office of Academic Services at any time throughout the semester.

All tutors must meet the minimum academic qualifications and complete a two-day training session prior to their first tutor session each semester. All tutors receive a Tutorial Handbook and sign statements of understanding regarding fraternization, plagiarism, and sexual harassment policies. The Athletic Student Life Academic Services Operating Manual provides more detail for Academic Services staff.

Student-athletes specified by their academic counselor or coach as needing additional assistance outside the classroom are assigned to mandatory weekly supplemental instruction sessions. These sessions meet throughout the semester and provide student-athletes with additional instruction on course content and preparation for tests and assignments. The typical rates of pay for individual tutoring range from \$8-\$10 per hour. Group and supplemental instruction (5 or more) earns a 1.5 hourly rate. Minimum qualifications for tutors are a minimum 3.0 and a B grade in the course being tutored. Most tutors are Masters level or Doctoral level graduate students. All tutors are considered temporary casual employees that are subject to reappointment at the conclusion of each semester.

**b. Any policies that govern which students can use these services.**

All student-athletes on an athletics roster have unlimited access to tutors.

**c. The mechanisms by which student-athletes are made aware of these services;**

Student-athletes are made aware of these services during orientation, team meetings with the Assistant Director of Academic Affairs and Coordinator of Academic Services, and the Student-Athlete Handbook.

**d. The mechanism for review of these services by academic authorities outside athletics at least once every three years; and**

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

**e. The mechanism for approval of these services by academic authorities outside athletics.**

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

**3. Success skills. Study skills, note and test taking, writing and grammar skills, time management skills.**

**a. The specific academic support services offered to student-athletes, if any.**

The Thompson Writing and Study Skills Centers provide an environment to help student-athletes generate ideas and strategies for writing assignments.

Under the supervision of the Learning Specialist, writing consultants help student-athletes organize their papers, review grammatical basics, and develop proofreading and library skills. The Study Skills Center offers student-athletes a laboratory to improve their reading skills, study skills, time-management skills, and receive accommodations for certified disabilities.

**b. Any policies that govern which students can use these services.**

All academic support services in the Prentice Gautt Academic Center are available to all student-athletes. There are no distinctions or limitations made on who may use the services.

**c. The mechanisms by which student-athletes are made aware of these services;**

## Academic Integrity

Student-athletes are made aware of these services during recruitment, orientation, scheduled team meetings throughout the year, and in the Student-Athlete Handbook.

- d.** The mechanism for review of these services by academic authorities outside athletics at least once every three years; and

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

- e.** The mechanism for approval of these services by academic authorities outside athletics.

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

**4. Freshman/transfer orientation.** Availability, attendance requirements.

- a.** The specific academic support services offered to student-athletes, if any.

As a combined effort with other University units, the freshmen/transfer new student-athlete orientation is a continuous program of activities designed to provide a smooth transition to the university from high school or another college while providing information about resources and services available including academic and personal strategies for success.

All new student-athletes are made aware of academic support services primarily during a required athletic orientation at the start of each semester. New student-athletes are also acquainted to the services through required supervised study and the Student-Athlete Handbook. Academic counselors visit their assigned teams at the start of each semester to acquaint student-athletes with academic support services, policies, and new NCAA rules. The counselors repeatedly meet with their assigned teams throughout the year to follow-up on these matters.

A learning specialist tests and evaluates all new freshman and transfer student-athletes to determine individual academic preparation. All new student-athletes are required to attend University orientation including assessment of proficiency in mathematics and foreign language. Individual academic support plans are tailored to match student-athlete skills.

- b.** Any policies that govern which students can use these services.

All new freshmen and transfer student-athletes are required to attend orientation sessions.

- c.** The mechanisms by which student-athletes are made aware of these services;

Orientation schedules are sent to head coaches in the summer prior to orientation. Attendance is mandatory and checked during orientation sessions.

- d.** The mechanism for review of these services by academic authorities outside athletics at least once every three years; and

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

- e.** The mechanism for approval of these services by academic authorities outside athletics.

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

**5. Academic progress monitoring and reporting.** Individual's responsibility, frequency, procedures for periodic grade and attendance checks.

- a.** The specific academic support services offered to student-athletes, if any.

## Academic Integrity

Class attendance and academic performance of student-athletes is monitored throughout the academic year. Regular reports are sent to the advisors, coaches and directors to keep them up-to-date on progress and attendance. Academic progress reports are sent to faculty every three weeks and data regarding instructor evaluations are placed into a database and regularly reported to coaches and academic counselors.

**b. Any policies that govern which students can use these services.**

The periodic monitoring of academic performance of student-athletes and trends of class attendance is performed for all student-athletes on athletic rosters.

**c. The mechanisms by which student-athletes are made aware of these services;**

The method of academic performance and class attendance monitoring is discussed during official and unofficial visits to campus and during new student-athlete orientation.

**d. The mechanism for review of these services by academic authorities outside athletics at least once every three years; and**

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

**e. The mechanism for approval of these services by academic authorities outside athletics.**

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

**6. Study hall. Availability, facilities, policy for mandatory attendance.**

**a. The specific academic support services offered to student-athletes, if any.**

Availability, facilities, policy for mandatory attendance.

Study hall, which is located in Oklahoma Memorial Stadium, is available for student-athletes throughout the week. All new student-athletes and student-athletes assigned by their academic counselor or coach are required to attend mandatory study hall each week.

**b. Any policies that govern which students can use these services.**

All student-athletes may use study hall. First year student-athletes are assigned to mandatory supervised study during their first academic year. Student-athletes who are on any category of academic warning/probation and other student-athletes who are underachieving may be assigned to supervised study on the request of the academic adviser or coach.

**c. The mechanisms by which student-athletes are made aware of these services;**

Student-athletes are made aware of these services and supervised study expectations during recruiting visits and during orientation.

**d. The mechanism for review of these services by academic authorities outside athletics at least once every three years; and**

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

**e. The mechanism for approval of these services by academic authorities outside athletics.**

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

## Academic Integrity

### 7. Assistance for special academic needs. Provisions for diagnosis and treatment of learning disabilities.

#### a. The specific academic support services offered to student-athletes, if any.

When a student-athlete requires psychological assessment, the Prentice Gautt Academic Center contracts the University of Oklahoma Counseling Psychology Clinic for those professional services.

This assessment includes intelligence testing, academic achievement testing, memory testing, attention and concentration testing, emotional/behavioral testing, and a clinical interview. Based upon these assessments, students with learning disabilities may register with the University of Oklahoma Office of Disability Services (ODS) to be approved for necessary accommodations. Treatments for disabilities are shared between the Office of Disability Services and the Academic Center under the direction of a Learning Specialist.

The campus ODS often provides extended time testing in a distraction free environment. The Athletics Department provides student-athletes with provision of special equipment, note-taking and reading services, and other prescribed accommodations.

#### b. Any policies that govern which students can use these services.

The Office of Disability Services on Campus governs policies for accommodations for all student-athletes with learning or physical disabilities. The student-athletes' academic adviser in direct communication with the Counseling Psychology Clinic arranges learning disability testing. All qualified student-athletes are fully accommodated.

#### c. The mechanisms by which student-athletes are made aware of these services;

Student-athletes often self-report their disabilities to their academic counselors and parents. The learning specialist makes all student-athletes aware of the services and coordinates their registration with the ODS.

#### d. The mechanism for review of these services by academic authorities outside athletics at least once every three years; and

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

#### e. The mechanism for approval of these services by academic authorities outside athletics.

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

### 8. Learning assessments. Provisions for testing and evaluation (e.g., placement testing).

#### a. The specific academic support services offered to student-athletes, if any.

Student-athletes are assessed in the University New-Student Orientation Program, bases upon their ACT or SAT scores in mathematics, English and reading. These assessments are used for course placement. That program also assesses students who have received high school instruction in German, French, or Spanish to establish course placement in those languages.

The Career Center offers a variety of assessment tools to help student-athletes and their academic counselors in their discussions that involve career and major choices. These options include the Strong Interest Inventory and the Myers Briggs Personality Type Indicator.

Student-athletes are assisted in the registration for campus Disability Services process by the learning specialist in the Thompson Writing and Study Skills Center. This learning specialist also does assessment on an individual basis in the areas of study skills and reading skills and strategies.

## Academic Integrity

The University of Oklahoma Learning and Assessment Center is available to all OU students for continued assessment and skill development. Frequently, academic counselors will refer student-athletes to this center for testing or evaluation in a variety of areas.

**b. Any policies that govern which students can use these services.**

There are no distinctions made on which students may use these services.

**c. The mechanisms by which student-athletes are made aware of these services;**

Student-athletes are made aware of these services during recruiting visits and orientation.

**d. The mechanism for review of these services by academic authorities outside athletics at least once every three years; and**

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

**e. The mechanism for approval of these services by academic authorities outside athletics.**

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

**9. Mentoring.** Availability of mentors, identification and assignment methods, frequency of interaction.

**a. The specific academic support services offered to student-athletes, if any.**

Mentoring is composed of two categories; academic and minority mentoring. Academic mentors are counselors assigned to academically at-risk student-athletes to assist them with study skills, problem solving techniques, and time management skills.

The primary goal of the Mentor program is to create an environment conducive to student-athlete success in the University academic setting. The mentor will establish a one-on-one professional relationship with the student-athlete in an attempt to provide valuable academic guidance. Mentors monitor the academic progress and attendance of classes and tutoring sessions by meeting with the student-athlete twice per week and through detailed reports sent via e-mail to the mentor coordinator, academic services coordinator, and to the student-athlete's corresponding academic counselor.

At its most basic level, minority-mentoring supplements the other programs (tutoring, academic mentoring, etc.) offered by the Athletics Student Life staff and it is available to all minority student-athletes. Minority mentoring focuses on personal development and is designed to provide our student-athletes with relationships among successful minority faculty and staff, thus establishing a personal network of resources for career opportunities. Minority mentors are dedicated to achieving a greater harmony between academic, athletic, and diverse social cultures, thus cultivating an enhanced experience at the University of Oklahoma. The newest component of minority mentoring is "Bridge Builders" - The African American Student-Athlete Network. The mission of "Bridge Builders" is to effectively address and find solutions to the academic, athletic, social, cultural, and emotional issues unique to African American student-athletes at the University of Oklahoma.

**b. Any policies that govern which students can use these services.**

All student-athletes may be assigned mentors upon request. The Bridge Builders Mentoring Program is restricted to African Americans. Academic advisers and coaches may request mentors for student-athletes.

**c. The mechanisms by which student-athletes are made aware of these services;**

Student-athletes are made aware of these services through flyers and brochures distributed around the academic and athletics facilities.

## Academic Integrity

- d.** The mechanism for review of these services by academic authorities outside athletics at least once every three years; and

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

- e.** The mechanism for approval of these services by academic authorities outside athletics.

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

**10. Assistance for at-risk students.** Availability including institution-wide assistance.

- a.** The specific academic support services offered to student-athletes, if any.

All specially admitted student-athletes are required to enroll in UCOL 1002 (Gateway to College Learning) and sign a contract with an expected academic goal of a 2.0 grade point average at the conclusion of their first academic year. All student-athletes may use academic support and computer facilities available within the University such as the Writing Center, Modern Languages Laboratory, Office of Disability Services, the Housing Learning Center, etc.

- b.** Any policies that govern which students can use these services.

All at-risk students are required to enroll in UCOL 1002. All new student-athletes must attend study hall and are assigned to mandatory sessions in the academic center by the learning specialist and academic advisers.

- c.** The mechanisms by which student-athletes are made aware of these services;

At-risk students are sent a contract by the University assigning them to UCOL 1002 and conditioning their admission upon full utilization of services provided by the Athletics Department.

- d.** The mechanism for review of these services by academic authorities outside athletics at least once every three years; and

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

- e.** The mechanism for approval of these services by academic authorities outside athletics.

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

**11. Post-eligibility programs.** Availability of scholarships, assistantships and academic support.

- a.** The specific academic support services offered to student-athletes, if any.

Post-eligibility, degree completion, and post-graduate opportunities are provided to student-athletes. A fifth year of exhausted eligibility assistance is provided to any scholarship student-athlete who has completed his/her eligibility and not yet completed the baccalaureate degree. They are limited to the average amount of aid awarded during their years of eligibility. Recipients must show evidence of a bona fide attempt to complete degree requirements, be enrolled in at least 12 credit hours or the number of hours to complete their degree that semester, and agree to participate in the department's academic support program. The Associate Athletics Director for Academic Affairs must approve any exception to these requirements.

Degree completion and postgraduate funds are made available to student-athletes who need more than ten semesters to complete their degree programs or wish to pursue graduate or professional school opportunities. Funds are available to any student-athlete who has earned a varsity letter and has

## Academic Integrity

completed their eligibility. Funds are made available through the Student-Athlete Opportunity Fund and the OU Foundation. Student-athletes must earn these funds through required community service that is monitored by the Athletics Financial Aid Coordinator.

**b. Any policies that govern which students can use these services.**

The policies are summarized above.

**c. The mechanisms by which student-athletes are made aware of these services;**

Policies pertaining to these services are found in the Student-Athlete Handbook.

**d. The mechanism for review of these services by academic authorities outside athletics at least once every three years; and**

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

**e. The mechanism for approval of these services by academic authorities outside athletics.**

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

### 12. Institution Entered Item

**a. The specific academic support services offered to student-athletes, if any.**

Academic support services are provided to all student-athletes in the Prentice Gault Academic Center located in the McClendon Center for Intercollegiate Athletics. The newly renovated facility incorporates an academic advising center, communications center, foreign language center, two computer centers, mathematics center, writing center, study skills center, career center, classrooms, tutorial rooms, and study rooms. All student-athletes are eligible to utilize all services offered with the Academic Center. There are no distinctions or restrictions placed upon student-athletes, teams, or athletic scholarship status.

Two computer centers provide all student-athletes with approximately 200 personal and laptop units to assist them with word processing, spreadsheet programs, databases, graphic design programs, library research and access to the Internet.

The Kerr Foundation Foreign Language Center assists student-athletes with speaking, listening, and writing in another language. A modern languages faculty member coordinates the center. The center offers a computer-assisted multi-media environment for foreign language instruction.

A member of the Mathematics Department faculty member coordinates the Mathematics Center. She requires regularly assigned remedial math instruction for student-athletes required to enroll in preparatory courses. The center offers daily tutorial assistance for all courses daily.

The Career Center prepares student-athletes for the transition to non-athletic careers. Career preparation is enhanced through workshops in resume writing, business etiquette, interviewing and job-hunting skills workshops throughout the academic year. Student-athletes are encouraged to use the resources of the campus Career Services Office and the Career Center staff work cooperatively with campus offerings. An Athletics Department career fair is offered each February. The center also assists student-athletes with employment throughout the year as well as internship opportunities. The Football Lettermen's Association and the Athletics Student Life staff have developed a pilot football student-athlete mentoring network program. A similar program sponsored by the 'O' Club is being developed during the 2003-2004 year for all graduating student-athletes.

The Associate Athletics Director for Academic Affairs is an adjunct professor in the departments of Human Relations and Adult and Higher Education (program emphasis in intercollegiate athletics administration). A number of former student-athletes pursue graduate studies in these departments. Graduate assistantship opportunities are cultivated for former student-athletes aspiring to careers in athletics administration.

## Academic Integrity

The Academic Integrity and Student Welfare Subcommittee of the Athletics Council on an annual basis performs institutional oversight of the academic support and advising services.

**b. Any policies that govern which students can use these services.**

The policies are summarized above.

**c. The mechanisms by which student-athletes are made aware of these services;**

Policies pertaining to these services are found in the Student-Athlete Handbook.

**d. The mechanism for review of these services by academic authorities outside athletics at least once every three years; and**

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

**e. The mechanism for approval of these services by academic authorities outside athletics.**

The Athletics Council Subcommittee on Academic Integrity reviews these services annually.

### Evaluation

1. Does the institution demonstrate that adequate academic support services are available for student-athletes? **Currently Yes**
2. Does the institution demonstrate that student-athletes are encouraged and assisted in reaching attainable academic goals of their own choosing? **Currently Yes**
3. Does the institution demonstrate that, when it is determined that student-athletes have special academic needs, these needs are addressed? **Currently Yes**
4. Does the institution demonstrate that the support services are approved and reviewed periodically by academic authorities outside the department of intercollegiate athletics? **Currently Yes**

**On the basis of the yes/no answers above and the plans for for correcting deficiencies, is the institution in substantial conformity with the operating principle. Yes**

## Academic Integrity

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Not applicable.				

## Academic Integrity

### Operating Principle

#### 2.3 Scheduling

#### Self-Study Items

1. List all "corrective actions," "conditions for certification" or "strategies for improvement" imposed by the NCAA Division I Committee on Athletics Certification in its first-cycle certification decision (if any) as they relate to Operating Principle 2.3 (Scheduling). In each case, provide: (a) the original "corrective action," "condition" or "strategy" imposed; (b) the action(s) taken by the institution; (c) the date(s) of the action(s); and (d) an explanation for any partial or noncompletion of such required actions. Please note, the institution is not required to respond to recommendations for required actions developed by the peer-review team unless those same recommendations were adopted by the Committee on Athletics Certification.

None.

2. List all actions the institution has completed or progress it has made regarding all plans for improvement/recommendations developed by the institution during its first-cycle certification process as they relate to Operating Principle 2.3 (Scheduling). Specifically include: (a) the original plan; (b) the actions(s) taken by the institution; (c) the date(s) of the action(s); (d) actions not taken or not completed; and (e) explanations for partial completion. Please note, the institution will not be required to fulfill an element of a first-cycle plan if the element does not affect conformity with an operating principle.

None.

3. Describe any additional plans for improvement/recommendations in the area of Operating Principle 2.3 (Scheduling) developed by the institution since the first-cycle certification decision was rendered by the Committee on Athletics Certification.

None.

4. List all actions the institution has completed or progress it has made regarding required actions identified by the NCAA Committee on Athletics Certification during the institution's interim-report process (if applicable) as they relate to Operating Principle 2.3 (Scheduling). Specifically, include for each: (a) the required action, (b) the action(s) taken by the institution, (c) the date(s) of these action(s), (d) action(s) not taken or completed, and (e) explanation(s) for partial completion of such required actions.

Not applicable.

5. Describe the institution's written policies related to the scheduling of intercollegiate athletics competitions and practices and describe how they minimize interference with class time and examination periods.

The policy of the Athletics Council approved March 3, 2000, is that in scheduling athletics events, "no team schedule ... will be approved ... if it provides that a student-athlete will miss more than 10 full days of classes in any semester." This restriction has been rigorously enforced, with exceptions granted rarely (most often in golf).

Further, "no intercollegiate athletics competition is permitted during scheduled final examination periods with exceptions for Big 12 and NCAA postseason competition." During final examination periods, "practice and strength and conditioning sessions are limited unless the participating student-athletes have completed all scheduled examinations."

## Academic Integrity

The Faculty Senate and University of Oklahoma Student Association have approved a policy governing make-up examinations other than final examinations due to required attendance in University-sponsored activities. "Faculty, if given notice of two class periods before an exam or quiz (excluding pop quizzes), should make every effort to find a reasonable accommodation by (a) giving a make-up exam, an early exam, or a quiz, (b) changing the exam schedule, or (c) dropping the exam or quiz and increasing the weight of another exam or quiz or other agreed upon approaches acceptable to the instructor and the student."

### 6. Describe the procedures used by the institution to monitor missed class time for student-athletes.

Prior to the sport season, the Athletics Director, the Associate Athletics Director for the sport, The Associate Athletics Director for Academic Affairs, and the Director of Compliance must approve athletic team schedules for compliance and conformity to the policy regarding missed class time. The Athletics Director or his designee reports to the Athletics Council at its first meeting of each academic year on exceptions made during the previous academic year. Further, an evaluation of missed class time is performed by the Athletics Council Subcommittee on Academic Integrity and Student Welfare and reported to the Council each year in its annual report.

### 7. Analyze, explain and address missed class time that has been determined by the institution to be significant or excessive for any sport(s).

The exceptions to the schedules regarding missed classes granted by the Athletics Director have not been deemed significant or excessive. Sports requesting more than six days submitted rationale for the absences and are attached to the schedule forms. Some have restricted marginal student-athletes from participating in more than ten missed class periods.

### 8. Describe the means by which the institution's policies and procedures regarding the scheduling of athletics competition and practices (e.g., missed class policy) are communicated to student-athletes.

The missed class policies and procedures are explained in the Student-Athlete Handbook and discussed during new student-athlete orientations.

## Evaluation

1. Does the institution demonstrate that written policies are established in all sports to minimize student-athletes' conflicts with class time and/or final examination periods due to participation in intercollegiate athletics, consistent with the provisions of Constitution 3.2.4.12? **Currently Yes**

**On the basis of the yes/no answers above and the plans for for correcting deficiencies, is the institution in substantial conformity with the operating principle. Yes**

## Academic Integrity

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Not applicable.	Not applicable.			

## Academic Integrity

### FOR FRESHMAN STUDENTS GENERALLY AND FRESHMAN STUDENT-ATHLETES ON ATHLETICS-AID

#### PART I-A: Standardized test Scores, by Gender

		Gender							
		Male Students		Male Student-Athletes		Female Students		Female Student-Athletes	
Academic Year		Score	# of Students	Score	# of Students	Score	# of Students	Score	# of Students
Average Standardized Test Score	2003-2004	105	1849	85	54	100	1959	89	37
	2002-2003	103	1840	81	49	99	1993	84	31
	2001-2002	101	1778	83	40	97	1970	87	30

Name of person completing this chart: Richard D. Skeel & Cheryl K. Jorgensen

Title: Directors Academic Records, Institutional Research

## Academic Integrity

### FOR FRESHMAN STUDENTS GENERALLY AND FRESHMAN STUDENT-ATHLETES ON ATHLETICS-AID

#### PART I-B: Standardized Test Scores, by Racial or Ethnic Group

		Racial or Ethnic Group - All Entering Freshman Students											
		Am. Ind. / AN		Asian / PI		Black		Hispanic		White		Other	
Academic Year	Score	# of Students	Score	# of Students	Score	# of Students	Score	# of Students	Score	# of Students	Score	# of Students	
Average Standardized Test Score	2003-2004	101	291	103	198	86	200	98	122	103	2952	104	45
	2002-2003	98	267	99	206	86	181	95	145	102	2989	92	45
	2001-2002	97	312	99	197	86	188	96	124	100	2876	89	51
		Racial or Ethnic Group - All Entering Freshman Student-Athletes on Aid											
		Am. Ind. / AN		Asian / PI		Black		Hispanic		White		Other	
Academic Year	Score	# of Students	Score	# of Students	Score	# of Students	Score	# of Students	Score	# of Students	Score	# of Students	
Average Standardized Test Score	2003-2004	87	3			77	28	91	6	92	50		
	2002-2003					75	29			88	45	81	4
	2001-2002	88	3			75	19			87	43	91	3

Name of person completing this chart: Richard D. Skeel & Cheryl K. Jorgensen

Title: Director Academic Records, Institutional Research

# Academic Integrity

## FOR FRESHMAN ON ATHLETICS-AID

### PART II: GPA and Test Scores, by Sport Group

		Sport Group																
		Football		Men's Basketball		Baseball		Men's Track/Cross Country		Men's Other Sports and Mixed Sports		Women's Basketball		Women's Track/Cross Country		Women's Other Sports		
		Academic Year	Core GPA	# of Students	Core GPA	# of Students	Core GPA	# of Students	Core GPA	# of Students	Core GPA	# of Students	Core GPA	# of Students	Core GPA	# of Students	Core GPA	# of Students
Average Core Course GPA	2003-2004	3	21	2.6	4	3.4	7	3.6	11	3	11	3.6	4	3.6	6	3.6	27	
	2002-2003	3.1	21	3	3	3.3	7	3.3	5	3.3	13	3.7	5	3.2	9	3.6	17	
	2001-2002	2.9	23			3.3	6	3.4	3	3.5	7	3.7	4	3.5	7	3.3	19	
		Academic Year	Score	# of Students	Score	# of Students	Score	# of Students	Score	# of Students	Score	# of Students	Score	# of Students	Score	# of Students	Score	# of Students
Average Standardized Test Score	2003-2004	79	21	71	4	94	7	95	11	86	11	83	4	85	6	91	27	
	2003-2004	75	21	73	3	83	7	88	5	90	13	87	5	75	9	89	17	
	2003-2004	77	23			86	6	92	3	92	7	89	4	95	7	88	19	

Name of person completing this chart: Richard D. Skeel & Cheryl K. Jorgensen

Title: Directors Academic Records, Institutional Research

## Academic Integrity

### SPECIAL-ADMISSIONS INFORMATION

#### FOR FRESHMAN STUDENTS GENERALLY AND FRESHMAN STUDENT-ATHLETES ON ATHLETICS AID, BY YEAR

	Year	All Freshman Students	All Freshman Student-Athletes on Athletics Aid **	Sport Group (Freshman)							
				Baseball	M e n ' s Basketball	Football	Men's Track/Cross Country	Men's Other Sports and Mixed Sports	W o m e n ' s Basketball	Women's Track/Cross Country	Women's Other Sports
% of Special Admits	2002-2003	2	42	29	75	81	27	54	25	17	18
	2001-2002	2	44	43	67	62	40	31	20	44	35
	2000-2001	2	49	67	0	74	33	14	25	43	32

Name of person completing this chart: Richard D. Skeel & Cheryl K. Jorgensen

Title: Directors Academic Records, Institutional Research

## Fiscal Integrity

### Operating Principle

#### 3.1 Financial Practices

##### Self-Study Items

1. List all "corrective actions," "conditions for certification" or "strategies for improvement" imposed by the NCAA Division I Committee on Athletics Certification in its first-cycle certification decision (if any) as they relate to Operating Principle 3.1 (Financial Practices). In each case, provide: (a) the original "corrective action," "condition," or "strategy" imposed; (b) the action(s) taken by the institution; (c) the date(s) of the action(s); and (d) an explanation for any partial or noncompletion of such required actions. Please note, the institution is not required to respond to recommendations for required actions developed by the peer-review team unless those same recommendations were adopted by the Committee on Athletics Certification.

NOT APPLICABLE.

2. List all actions the institution has completed or progress it has made regarding all plans for improvement/recommendations developed by the institution during its first-cycle certification process that relate to Operating Principle 3.1 (Financial Practices). Specifically include: (a) the original plan; (b) the actions(s) taken by the institution; (c) the date(s) of the action(s); (d) actions not taken or not completed; and (e) explanations for partial completion. Please note, the institution will not be required to fulfill an element of a first-cycle plan if the element does not affect conformity with an operating principle.

NOT APPLICABLE.

3. Describe any additional plans for improvement/recommendations in the area of Operating Principle 3.1 (Financial Practices) developed by the institution since the first-cycle certification decision was rendered by the Committee on Athletics Certification.

NOT APPLICABLE.

4. List all actions the institution has completed or progress it has made regarding required actions identified by the NCAA Committee on Athletics Certification during the institution's interim-report process (if applicable) as they relate to Operating Principle 3.1 (Financial Practices). Specifically, include for each: (a) the required action, (b) the action(s) taken by the institution, (c) the date(s) of these action(s), (d) action(s) not taken or completed, and (e) explanation(s) for partial completion of such required actions.

NOT APPLICABLE.

5. List all revenue sources for intercollegiate athletics that are under the clear accounting and financial control of the institution.

NOT APPLICABLE.

6. List all other sources (i.e., those not under the accounting and financial control of the institution) generating revenue on behalf of the institution's intercollegiate athletics program, including outside foundations.

## Fiscal Integrity

NOT APPLICABLE.

7. Describe the step-by-step process for budget development and approval, and highlight any areas that may differ from the institution's standard or normal budgeting procedures.

NOT APPLICABLE.

8. Prepare a description for those sources of revenue under the institution's direct control and prepare a description for revenue sources not under the institution's direct control.

NOT APPLICABLE.

9. Describe the process used in selecting the independent auditor for the institution's external financial audit for intercollegiate athletics that verifies the institution is in compliance with Constitution 6.2.3, including any methods used to ensure the independent nature of the auditor.

NOT APPLICABLE.

10. Describe the institution's efforts to ensure the audit that verifies the institution is in compliance with Constitution 6.2.3 meets the standards of the NCAA Financial Audit Guidelines.

NOT APPLICABLE.

11. Describe relevant corrective actions planned or implemented from the three most recent external financial audits.

NOT APPLICABLE.

12. Describe the ways in which your institution approves expenditures for intercollegiate athletics, including a description of different procedures based on various sources of funding (e.g., booster and support group funds, state funds vs. restricted/foundation funds).

NOT APPLICABLE.

### Evaluation

1. Does the institution demonstrate that all funds raised for and expended on athletics are subject to institutionally defined practices of documentation, review and oversight? **Currently Yes**
2. Does the institution demonstrate that all expenditures from any source for athletics are approved by the institution? **Currently Yes**
3. Does the institution demonstrate that budget and audit procedures for athletics are consistent with those followed by the institution generally and with the provisions of NCAA Constitution 6.2? **Currently Yes**
4. Does the institution demonstrate that the institution's annual budget for athletics is approved by the institution's chief executive officer or designee from outside the athletics department? **Currently Yes**
5. Does the institution demonstrate that an annual financial audit is performed by a qualified auditor who is not a staff member of the institution and who is selected by the chief executive officer or designee from outside the athletics department? **Currently Yes**

## Fiscal Integrity

**On the basis of the yes/no answers above and the plans for for correcting deficiencies, is the institution in substantial conformity with the operating principle. Yes**

## Fiscal Integrity

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Not applicable.				

## Fiscal Integrity

### Operating Principle

#### 3.2 Fiscal Management and Stability

##### Self-Study Items

1. List all "corrective actions," "conditions for certification" or "strategies for improvement" imposed by the NCAA Division I Committee on Athletics Certification in its first-cycle certification decision (if any) as they relate to Operating Principle 3.2 (Fiscal Management and Stability). In each case, provide: (a) the original "corrective action," "condition," or "strategy" imposed; (b) the action(s) taken by the institution; (c) the date(s) of the action(s); and (d) an explanation for any partial or noncompletion of such required actions. Please note, the institution is not required to respond to recommendations for required actions developed by the peer-review team unless those same recommendations were adopted by the Committee on Athletics Certification.

NOT APPLICABLE.

2. List all actions the institution has completed or progress it has made regarding all plans for improvement/recommendations developed by the institution during its first-cycle certification process that relate to Operating Principle 3.2 (Fiscal Management and Stability). Specifically include: (a) the original plan; (b) the actions(s) taken by the institution; (c) the date(s) of the action(s); (d) actions not taken or not completed; and (e) explanations for partial completion. Please note, the institution will not be required to fulfill an element of a first-cycle plan if the element does not affect conformity with an operating principle.

NOT APPLICABLE.

3. Describe any additional plans for improvement/recommendations in the area of Operating Principle 3.2 (Fiscal Management and Stability) developed by the institution since the first-cycle certification decision was rendered by the Committee on Athletics Certification.

NOT APPLICABLE.

4. List all actions the institution has completed or progress it has made regarding required actions identified by the NCAA Committee on Athletics Certification during the institution's interim-report process (if applicable) as they relate to Operating Principle 3.2 (Fiscal Management and Stability). Specifically, include for each: (a) the required action, (b) the action(s) taken by the institution, (c) the date(s) of these action(s), (d) action(s) not taken or completed, and (e) explanation(s) for partial completion of such required actions.

NOT APPLICABLE.

5. Explain the institution's philosophy with respect to the funding of the athletics program.

NOT APPLICABLE.

6. Using the institution's established budgetary format, prepare a list of both projected and actual athletics revenues (by source) and expenditures (by budget category) for the three most recently completed fiscal years. In doing so, make sure that all athletics administrative costs are included. Provide any revenues and expenditures on a sport-by-sport basis. To add a sport to the list, please click "Add Sport to List."

## Fiscal Integrity

### 1. Not Applicable

#### a. Revenues by source.

Not applicable.

#### b. Expenditures by budget category.

Not applicable.

### 7. Describe the institutional procedures that are in place to address any deficit in the intercollegiate athletics budget incurred during any fiscal year(s).

NOT APPLICABLE.

### 8. Outline the sources, uses and amounts of funds received by the intercollegiate athletics program from nonathletics department and/or noninstitutional sources.

NOT APPLICABLE.

### 9. Identify the sources, uses and amounts of athletics department surplus and/or reserve funds.

NOT APPLICABLE.

### 10. Describe how the university will accommodate future financing needs of the intercollegiate athletics program or plans to respond to changing conditions based upon the institution's future financing projections.

NOT APPLICABLE.

### 11. Using the institution's Equity in Athletics Disclosure Act survey forms, athletic department budget reports, and other appropriate documentation for the three most recent years for which the information is available, evaluate each of the following areas for every sport sponsored by the institution. On the basis of this review, state the institution's determination of its ability to provide relatively full and stable opportunities to student-athletes in each sport in the specific areas of:

- a. Coaching;
- b. Scholarships;
- c. Recruiting;
- d. Operating expenses (e.g., travel, facilities, equipment); and
- e. Percentage of the sport budget that has to be obtained each via fundraising (i.e., by institutional entities, department, team and individual student-athletes).

To add a sport to the list, please click "Add Sport to List."

#### 1. Football

##### a. Coaching.

NOT APPLICABLE.

##### b. Scholarships.

## Fiscal Integrity

NOT APPLICABLE.

**c. Recruiting.**

NOT APPLICABLE.

**d. Operating Expenses (e.g., travel, facilities, equipment).**

NOT APPLICABLE.

**e. Percentage of the sport budget that has to be obtained via fundraising (i.e., by institutional entities, department, team and individual student-athletes).**

NOT APPLICABLE.

**12. Using your institution's NCAA Sports Sponsorship Report for the three most recent academic years indicate whether the institution meets the Division I membership requirements for sports sponsorship and scholarships.**

NOT APPLICABLE.

### **Evaluation**

**1. Does the institution provide evidence that the management and fiscal practices of the institution assure the financial stability necessary for providing all student-athletes with relatively full and stable opportunities for athletics participation? **Currently Yes****

**On the basis of the yes/no answers above and the plans for for correcting deficiencies, is the institution in substantial conformity with the operating principle. **Yes****

## Fiscal Integrity

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Not applicable.				

## Fiscal Integrity

### Operating Principle

#### 3.3 Established Fiscal Policies and Procedures

##### Self-Study Items

1. List all "corrective actions," "conditions for certification" or "strategies for improvement" imposed by the NCAA Division I Committee on Athletics Certification in its first-cycle certification decision (if any) as they relate to Operating Principle 3.3 (Established Fiscal Policies and Procedures). In each case, provide: (a) the original "corrective action," "condition," or "strategy" imposed; (b) the action(s) taken by the institution; (c) the date(s) of the action(s); and (d) an explanation for any partial or noncompletion of such required actions. Please note, the institution is not required to respond to recommendations for required actions developed by the peer-review team unless those same recommendations were adopted by the Committee on Athletics Certification.

NOT APPLICABLE.

2. List all actions the institution has completed or progress it has made regarding all plans for improvement/recommendations developed by the institution during its first-cycle certification process that relate to Operating Principle 3.3 (Established Fiscal Policies and Procedures). Specifically include: (a) the original plan; (b) the actions(s) taken by the institution; (c) the date(s) of the action(s); (d) actions not taken or not completed; and (e) explanations for partial completion. Please note, the institution will not be required to fulfill an element of a first-cycle plan if the element does not affect conformity with an operating principle.

NOT APPLICABLE.

3. Describe any additional plans for improvement/recommendations in the area of Operating Principle 3.3 (Established Fiscal Policies and Procedures) developed by the institution since the first-cycle certification decision was rendered by the Committee on Athletics Certification.

NOT APPLICABLE.

4. List all actions the institution has completed or progress it has made regarding required actions identified by the NCAA Committee on Athletics Certification during the institution's interim-report process (if applicable) as they relate to Operating Principle 3.3 (Established Fiscal Policies and Procedures). Specifically, include for each: (a) the required action, (b) the action(s) taken by the institution, (c) the date(s) of these action(s), (d) action(s) not taken or completed, and (e) explanation(s) for partial completion of such required actions.

NOT APPLICABLE.

5. Describe the policies and standard operating procedures that help to ensure that all expenditures for athletics are handled in accordance with NCAA, conference and institutional rules including:
  - a. Identification of person(s) responsible for these areas; and
  - b. Means of monitoring compliance with these rules.

## Fiscal Integrity

NOT APPLICABLE.

6. Describe the university's policies and standard operating procedures for ensuring that prospects do not receive recruiting inducements (e.g. official visit procedures, policies regarding staff travel advances for recruiting trips/expenses, etc.) contrary to NCAA, conference and institutional rules, including:
- a. Identification of person(s) responsible for these areas;
  - b. Means of monitoring compliance with these rules; and,
  - c. Means of ensuring that only institutional or athletics department funds are expended in these areas.

NOT APPLICABLE.

7. Describe the university's policies and standard operating procedures for ensuring that enrolled student-athletes do not receive extra benefits (e.g., per diem policies, student-host reimbursement procedures, financial aid review policies, equipment checkout/retrieval procedures, etc.) contrary to NCAA, conference and institutional rules, including:
- a. Identification of person(s) responsible for these areas;
  - b. Means of monitoring compliance with these rules; and,
  - c. Means of ensuring that only institutional or athletics department funds are expended in these areas.

NOT APPLICABLE.

### Evaluation

1. Does the institution demonstrate that it has in place fiscal policies and standard operating procedures to ensure that prospective student-athletes are not provided with impermissible recruiting inducements? **Currently Yes**
2. Does the institution demonstrate that it has in place fiscal policies and standard operating procedures to ensure that enrolled student-athletes are not provided with benefits that are expressly prohibited by NCAA legislation? **Currently Yes**
3. Does the institution demonstrate that it has in place fiscal policies and standard operating procedures to ensure that all expenditures for athletics are handled consistently in accordance with NCAA, conference and institutional rules? **Currently Yes**

**On the basis of the yes/no answers above and the plans for for correcting deficiencies, is the institution in substantial conformity with the operating principle. Yes**

## Fiscal Integrity

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Not applicable.				

## Equity, Welfare and Sportsmanship

### Operating Principle

#### 4.1 Gender Issues

#### Self-Study Items

1. List all "corrective actions," "conditions for certification" or "strategies for improvement" imposed by the NCAA Division I Committee on Athletics Certification in its first-cycle certification decision (if any) as they relate to Operating Principle 4.1 (Gender Issues). In each case, provide: (a) the original "corrective action," "condition" or "strategy" imposed; (b) the action(s) taken by the institution; (c) the date(s) of the action(s); and (d) an explanation for any partial or noncompletion of such required actions. Please note, the institution is not required to respond to recommendations for required actions developed by the peer-review team unless those same recommendations were adopted by the Committee on Athletics Certification.

a) The original "corrective action," "condition" or "strategy" imposed.

No "corrective actions" or "conditions for certification" were imposed. However, the Committee imposed a Strategy for Improvement (see Summary of Actions, p. 9, supra). The institution was required to modify its current gender equity plan "to create a single comprehensive institutional plan for addressing gender equity in the intercollegiate athletics program that combines all of the elements of the plan mentioned in various documents reviewed by the peer-review team and the committee including, but not limited to, the following: (1) self-study report information (Page Nos. 332-333), (2) the institution's affirmative action plan, (3) May 22 and September 17, 1997 correspondence from the University to the NCAA, (4) the January 29, 1997 memorandum from Daniel G. Gibbens to Troy L. Arthur, and (5) Board of Regents' Policies 7.20, 102.1, 3.1. and 3.2."

b) The action taken by the institution: The University modified its gender equity plan as required and submitted it to the NCAA Committee on Athletics Certification, now designated "original plan" at 4.1.2.a, infra.

c) The date of the action: September 18, 1998.

d) An explanation for any partial or non-completion of such required actions: Not applicable.

2. Report on the implementation of the plan to address gender-equity issues developed by the institution during its first-cycle certification process. Specifically, include: (a) the original plan, (b) the action(s) taken by the institution, (c) the date(s) of the action(s), (d) action(s) not taken or not completed, and (e) explanation(s) for partial completion. [Please note: within gender-equity written plans, specific numerical targets may place an institution at legal risk and are not expected nor should they be included in an institution's written plan. If an institution has already submitted a plan to the committee that includes specific hiring numbers, the committee will not hold the institution accountable for achieving those specific numerical targets. Rather, the committee advises institutions to submit plans that have broad, flexible non-numeric hiring goals.]

4.1.2.a. Original plan (the 1998 plan, required by the "Strategy," supra):

(1) Student-Athlete Participation-Goal/Intended Result 1: To effectively accommodate athletic interests and abilities and increase participation through review, development and enhancement of sports programs offered for women. The Associate Athletics Directors are responsible. The timetable is ongoing. This Goal includes:

(a) Continuing annual reviews of the recruitment, participation opportunities, and retention of student-athletes, to increase the participation rate of women student-athletes.

(b) Increasing the participation rate for female student-athletes to 40% by the 2000-2001 academic year.

(2) Student-Athlete Financial Aid-Goal/Intended Result 2: To provide the University's women varsity athletes a percentage of athletic financial aid in compliance with the requirements of the Title IX (Financial Aid Rate). The Associate Athletics Directors are responsible. The timetable is ongoing. This Goal includes:

## Equity, Welfare and Sportsmanship

(a) Continuing funding for women's programs to permit the maximum financial aid permitted by NCAA rules. (The University's current Financial Aid Rate meets the requirements of Title IX.)

(b) A four-year phase-in for financial aid for women's soccer and any new women's varsity sports team prior to achievement of the mandatory Financial Aid Rate will be implemented to allow effective, timely and appropriate program development.

(c) Any disparity in the Financial Aid Rate under circumstances in which women's programs are funded at the maximum financial aid permitted by NCAA rules will be based on nondiscriminatory factors such as the differences in tuition for in-state and out-of-state students, walk-ons, and other nondiscriminatory factors.

(3) Facilities-Goal/Intended Result 3: To provide facilities for practice and competition and other program support components, benefits, and services for varsity women's athletics programs which are commensurate with facilities and support components capable of attracting varsity scholarship athletes and competition of a national caliber. This Goal includes:

(a) Improvement of office space and upgrading of women's locker rooms. The Director of Athletics and an Associate Director are responsible for overseeing the renovation and construction activities.

(b) Continued monitoring of utilization of practice facilities to maintain equitable practice times for all student-athletes, regardless of gender. The Assistant Athletics Director for Athletic Business Affairs is responsible for this monitoring with the assistance of the pertinent facility and event coordinators. The timetable is ongoing.

(c) Maintenance and enhancement of existing facilities for women's programs for practice and competition. The Associate Directors are responsible. The timetable is ongoing.

(d) An annual review of the facilities and other program support components for women's varsity sports in the furtherance of this Goal. The Associate Directors are responsible.

(4) Staffing-Goal/Intended Result 4: To ensure the fair and equitable treatment of both men and women by continuing the recruitment of qualified individuals for administrative roles as positions become available. The Director of Athletics and the Associate Directors are responsible. The timetable is dependent upon position openings, including those created by restructuring administrative assignments within the Department.

(a) The University of Oklahoma Affirmative Action Plans provides guidelines and procedures for the recruitment of qualified candidates. This document has been adopted by the University Board of Regents and is updated annually. It applies to all areas of the University. The Department of Athletics Policies and Procedures 102:1 includes specific reference to the application of the University Affirmative Actions Plans to the Department of Athletics.

(b) Rates of pay for women administrators and coaches will continue to be evaluated to ensure they are comparable to those of their male peers with comparable experience and responsibilities. The Associate Directors with sports responsibilities are responsible for implementation. The timetable is annual and ongoing.

(5) Funding—Goal/Intended Result 5: To allow the Athletics Department to provide some assistance for general University activities while maintaining sufficient funds to meet its own obligations including its commitment to Title IX and Gender Equity without an annual operating deficit. The Director of Athletics with the President and the University Board of Regents is responsible. The timetable is specified in subparagraph a.

This Goal includes:

(a) A phased and partial reduction in the subsidies provided by the Athletics Department to other University operations. This financial plan is required to address the past and projected impact of factors which no longer allow the Athletics Department budget to subsidize University operations at previous levels. The subsidies will be reduced as outlined below subject to continued cost containment efforts in the Athletics Department. The reduction in subsidies shall be 50% of the projected NCAA External Audit for Allocated Expenditures for Women's Athletics on the following schedule:

1996-97 - 30% of [\$3,600,000 (FY 94 base cost Women's Athletics, NCAA External Audit + \$410,000 (new FY 96 \$\$))] \$1,200,000

1997-98 - 40% of [\$3,600,000 (base) + \$640,000 (new FY 97 \$\$)] \$1,680,000

1998-99 - 50% of [\$3,600,000 (base) + \$1,075,000 (new FY 98 \$\$)] \$2,337,000

1999-00 - 50% of [\$3,600,000 (base) + \$1,224,000 (new FY 99 \$\$)] \$2,412,000

2000-01 - 50% of [\$3,600,000 (base) + \$1,285,000 (new FY 00 \$\$)] \$2,440,000

2001-02 - 50% of [\$3,600,000 (base) + \$1,324,000 (new FY 01 \$\$)] \$2,460,000

2002-03 - 50% of [\$3,600,000 (base) + \$1,364,000 (new FY 02 \$\$)] \$2,480,000

2003-04 - 50% of [\$3,600,000 (base) + \$1,405,000 (new FY 03 \$\$)] \$2,500,000

2004-05 - 50% of [\$3,600,000 (base) + \$1,405,000 (new FY 04 \$\$)] \$2,500,000

2005-06 - 50% of [\$3,600,000 (base) + \$1,405,000 (new FY 05 \$\$)] \$2,500,000

(6) Annual Evaluation—Goal/Intended Result 6: To annually review and evaluate through the University of Oklahoma Board of Regents, the Office of the President, and Legal Counsel, the University's commitment to the principles of Gender Equity, Title IX and the Goals set forth in this Action Plan. This Goal includes:

(a) The financial reporting for men's and women's sports expenditures required by NCAA rules, and state and/or

## Equity, Welfare and Sportsmanship

federal law.

(b) The review of action taken each year to increase or maintain the participation rate of women's varsity student-athletes and the athletics financial aid rate.

(c) The review of action taken each year in the furtherance of each of the above Goals.

(d) The development of plans for implementation of recommendations resulting from the annual review of the above Goals.

(e) A Gender Equity Subcommittee of the University's Athletics Council with membership consisting of appropriate gender representation. The Subcommittee is charged with reviewing gender equity compliance progress, new plan development, cost projections, and reporting regularly to the Athletics Council.

### 4.1.2.b Actions taken by the institution

#### (1) Student-athlete Participation

The Equity and Sportsmanship Subcommittee of the Athletics Council conducted annual reviews of the recruitment, participation opportunities, and retention of student-athletes. Reviews included recommendations to increase the participation rate of female student-athletes. Based on these reviews, women's soccer was established as a varsity sport with varsity competition beginning in the fall, 1997. The goal of achieving participation rate for female athletes to 40% by '01-'02 academic year was reached.

#### (2) Student-athlete Financial Aid

Continuing funding for women student-athletes at the maximum permitted by the NCAA rules. A four-year phase-in for financial aid for women's soccer was implemented to allow effective, timely, and appropriate program development. Any disparity in the Financial Aid Rate under circumstances in which women's programs are funded at the maximum financial aid permitted by NCAA rules were based on a policy of nondiscriminatory factors such as the differences in tuition for in-state and out-of-state students, walk-ons, and other nondiscriminatory factors.

#### (3) Facilities

(a) There was an improvement of office space for women's basketball, tennis, track and cross-country, soccer and softball, upgrading of women's locker rooms for women's basketball and softball, and new locker rooms for women's track and cross-country. (b) Also, there was continued monitoring of utilization of practice facilities to maintain equitable practice times for all student-athletes, regardless of gender. With the addition of the new Everest Training Center and Mary Jane Noble Basketball Court, all student-athletes have desirable practice times. (c) There was the maintenance and enhancement of existing facilities for women's programs for practice and competition. These include: a new practice field for women's soccer, available 2002-2003; a new medical training area at Lloyd Noble, 2002-2003, for basketball, soccer and tennis; Headington Family Tennis Center, completed February, 2002; new softball stadium; new weight training rooms; expansion of academic center; new golf practice facility; renovations to the fieldhouse; and advances in media coverage. (d) And there was an annual review of the facilities and other program support components for women's varsity sports in the furtherance of this goal.

#### (4) Staffing

(a) The University Affirmative Action Plan and the Department of Athletics Policies and Procedures 102:1 were consistently adhered to. (b) Rates of pay for women administrators and coaches are evaluated every year to ensure they are comparable to those of their male peers with comparable experience and responsibilities. These annual reviews have resulted in significant salary increases for head coaches in softball and women's basketball.

#### (5) Funding

(a) The funding plan specified has been substantially accomplished. This plan addressed past and projected impact of subsidies of University operations provided by the Athletics Department as well as the need for additional funding for women's programs. The amounts set for transfer were 50% of the projected NCAA External Audit for Allocated Expenditures for Women's Athletics.

1996-97 - 30% of [\$3,600,000 (FY 94 base cost Women's Athletics, NCAA External Audit + \$410,000 (new FY 96 money))] \$1,064,286

1997-98 - 40% of [\$3,600,000 (base) + \$640,000 (new FY 97 \$\$)] \$1,587,457

1998-99 - 50% of [\$3,600,000 (base) + \$1,075,000 (new FY 98 \$\$)] \$2,260,405

1999-00 - 50% of [\$3,600,000 (base) + \$1,224,000 (new FY 99 \$\$)] \$2,341,666

2000-01 - 50% of [\$3,600,000 (base) + \$1,285,000 (new FY 00 \$\$)] \$2,349,461

2001-02 - 50% of [\$3,600,000 (base) + \$1,324,000 (new FY 01 \$\$)] \$2,403,586

2002-03 - 50% of [\$3,600,000 (base) + \$1,364,000 (new FY 02 \$\$)] \$2,391,527

The money transfers to date have not been directly applied to women's programs, but it is clear the gender equity purpose is being fulfilled. The transfers have been primarily reimbursement for the value of athletics tickets used by the University, but also have included reimbursement for academic counseling performed in the Academic Center

## Equity, Welfare and Sportsmanship

that would otherwise be done by counselors outside the Athletics Department. By replacing costs otherwise coming from the Athletics Department budget, they have made possible important funding for women's programs.

### (6) Annual Evaluation

(a) The financial reporting for men's and women's sports expenditures required by NCAA rules, and state and federal law was conducted each year by the Assistant Athletics Director/Business Manager and the Executive Associate Athletics Director. The Athletics Director, the Executive Associate Athletics Director, and the Associate Athletics Director/Senior Woman Administrator performed an annual review of (b) action taken to increase the participation rate of women's varsity student-athletes and the athletics Financial Aid Rate, (c) actions taken in the furtherance of each of the above goals, and (d) developed plans for the implementation of recommendations resulting from the annual review of the above goals. (e) The Equity and Sportsmanship Subcommittee of the Athletics Council with membership consisting of appropriate gender representation, charged with reviewing gender equity compliance progress, new plan development, and cost projections, reported regularly to the Athletics Council. In addition, an external reviewer (Lamar Daniels) conducted an independent audit of the yearly progress of the above goals.

### 4.1.2.c Dates of Actions

(1) Student-Athlete Participation: annually.

(2) Student-Athlete Financial Aid: Continued funding performed annually. The four-year phase-in for financial aid for women's soccer was completed in 2000. The Financial Aid Rate is reviewed annually.

(3) Facilities: (a) Improvement of office space for women's basketball, tennis, track & cross-country, soccer and softball and upgrading of women's locker rooms for women's basketball and softball were completed by spring, 2003 and new locker rooms for women's track and cross-country are completed. (b) Monitoring of utilization of practice facilities to maintain equitable practice times for all student-athletes, regardless of gender, is on-going. The Everest Training Center and Mary Jane Noble Basketball Court was completed fall, 2002. (c) The maintenance and enhancement of existing facilities for women's programs for practice and competition were completed as follows: practice field for women's soccer, available 2002-2003; medical training area at Lloyd Noble, 2002-2003; Headington Family Tennis Center, February, 2002; new softball stadium, available for 2000-2001 competition; new weight training rooms, completed fall, 2002; expansion of academic center, completed fall 2003; new golf practice facility was completed by the fall 2000; renovations to the fieldhouse volleyball locker rooms, team room and offices were complete by fall 2002; and advances in media coverage with contract to Sooner Sports Network, fall 2001. (d) Annual review of the facilities and other program support components for women's varsity sports in the furtherance of this goal is on-going.

(4) Staffing: (a) The University Affirmative Action Plan and Department of Athletics Policies and Procedures 102:1 were consistently adhered to in all hires depending upon position openings and staff restructuring. The on-going implementation of this plan is carried out by the Director and Associate Directors of Athletics. (b) Rates of pay for women administrators and coaches were evaluated and adjustments made annually.

(5) Funding: Annually as specified. The 1997 commitment of funding for gender equity extends through 2005-06.

(6) Annual Evaluation: Annual as specified.

### 4.1.2.d Actions not taken or not complete

All actions met except the planned budget transfers. They have been substantially accomplished (although difficult to track precisely). But there is a shortage not exceeding \$610,612 with respect to the total amount projected between 1996-97 and 2002-03. Additionally, actual annual expenditures allocated to women's athletics during this period increased from \$4,868,580 to \$12,755,902.

### 4.1.2.e Explanation for partial completion

University-wide budgetary concerns.

### 3. Describe any additional plans for improvement/recommendations in the area of Operating Principle 4.1 (Gender Issues) developed by the institution since the first-cycle certification decision was rendered by the Committee on Athletics Certification.

As an aid to the continuing expansion of women's programs, the reimbursement commitment described above will continue in the foreseeable future at a rate not less than \$2,500,000 per year.

## Equity, Welfare and Sportsmanship

4. List all actions the institution has completed or progress it has made regarding required actions identified by the NCAA Committee on Athletics Certification during the institution's interim-report process (if applicable) as they relate to Operating Principle 4.1 (Gender Issues). Specifically, include for each: (a) the required action, (b) the action(s) taken by the institution, (c) the date(s) of these action(s), (d) action(s) not taken or completed, and (e) explanation(s) for partial completion.

Not applicable.

5. Explain how the institution is organized to further its efforts related to 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.

1. Continuous monitoring and evaluation is performed by the Athletics Director, the Executive Associate Athletics Director and the Associate Athletics Director/Senior Woman Administrator. In addition, the Athletics Department retains Lamar Daniels, Consultant for General Equity Sports. Each year beginning in 1999-2000, Mr. Daniels conducted an on campus evaluation of the current gender equity status of the Athletics Department. Mr. Daniels analyzes financial data and participation statistics, and interviews coaches, student-athletes, administrators, faculty and Athletics Council members. Mr. Daniels then provides a written report, including recommendations for improvement, which is submitted to Athletics Department administrators and the Chief Legal Counsel, who advises the President.

2. The Athletics Council organization includes a subcommittee charged to monitor, evaluate and address gender equity and minority issues. The Athletics Council subcommittees were revamped in 2000, with the renamed Equity and Sportsmanship Subcommittee's charge including then-applicable NCAA Certification Operating Principles 4.1, 4.2, and 4.3. This subcommittee meets throughout each academic year to assess progress and make recommendations to the Athletics Council, which advises the President and the Athletics Director, and also makes reports to the Faculty Senate.

3. In August 2001, the Athletics Department established roster management goals for its men's and women's teams. This monitoring tool is used on a regular basis to address the scholarship numbers and roster sizes. Goals were established by the Athletics Department administration and include both desired minimum and maximum participation rates by gender. As of the first date of competition, Title IX participation numbers are determined by the roster submitted to the Financial Aid and Scholarships Coordinator, Christina Carter, by the head coach for each sport. Prior to that date, the Coordinator communicates with both, coaches and administrators, to help monitor the roster numbers on a monthly basis.

6. Using your institution's completed Equity in Athletics Disclosure Act survey form and worksheets for the three most recent academic years for which the information is available, analyze, explain and address discrepancies in the data between male and female student-athletes and comment on any trends or significant changes.

Editorial note: In this context, it is understood the term "discrepancies" means "differences." Sometimes the term "discrepancies" has negative implications. It is submitted that not all differences between women and men have negative implications. The University of Oklahoma is fully committed to providing equal opportunities for athletics participation regardless of gender, equal opportunities as related to interests and abilities. We take pride in the advances made in promoting equal opportunities while recognizing that in this time of important change, additional effort and expenditures are required to continue that effort. It is well known that the men's sport of football is distinctively different in terms of national public interest and size of squad than any women's sport. This is a dramatic difference and there are similar differences throughout the spectrum of intercollegiate sports that are unrelated to the goal of equal opportunities. Accordingly, we think it is important to give close attention to the following EADA-reported differences, understanding that not all differences indicate disadvantage to women's opportunities.

The EADA reports for the past three years show considerable increases in funding for women's sports in many areas. With respect to the five comparable sports (gymnastics, golf, tennis, basketball, and track/cross-country), this overall trend is particularly noteworthy. Also, we like to call attention to the high-profile competitive successes of our softball team (national champions in 2000 participant in Women's College World Series in each of the subsequent four seasons), and our women's basketball team (playing in the national championship game in 2002 — the game

## Equity, Welfare and Sportsmanship

against Connecticut was watched by more viewers than any prior game in ESPN's history of televising college basketball — watched by an average of 3.487 million viewers, participant in last five NCAA tournaments; twice Big 12 Conference champions, including 2004).

Over the past three years, the EADA reports show that the undergraduate student population increased by five percent along with a slow but steady increase in the female/male student ratio. In 2000-01, the female/male percentage was 48.4/51.6 percent; in 2001-02, the percentage was 49.2/50.8 percent; and in 2002-03, the percentage was 49.0/51.0 percent. Over the same three-year period, the total number of student-athletes (unduplicated headcount) declined by 17 percent. The percentage of female student-athletes declined by 4 percent compared to a 14 percent decline for male student-athletes. In 2000-01, the female/male percentage (unduplicated) was 37/63 percent; in 2001-02, 40/60 percent; and in 2002-03, 40/60 percent. The decline (unduplicated headcount) in the number of female student-athletes is much smaller (from 220 in 2000-01 to 199 in 2002-03) than the decline in the number of male student-athletes (from 375 in 2000-01 to 343 in 2002-03). When comparing duplicated headcount (adding participation in second and third sports), the female/male percentage in 2000-01 was 37/63 percent; in 2001-02, 40/60 percent; and in 2002-03, 44/56 percent. (Note: the method used to calculate duplicated headcount changed in 2002-03 to separate the three track sports (indoor track, outdoor track, cross-country).

For 2002-03, the total amount of athletics financial assistance awarded was \$3,695,169. Aid to women was 40.6 percent of the total and aid to men was 59.4%, which is a difference of .3 percent when compared to the unduplicated rate of participation (favoring women participants). In 2001-02, the total amount of athletics financial assistance awarded was \$3,335,227. Aid to women was 39.9 percent of the total and aid to men was 60.1 percent, which is a difference of .47 percent when compared to the unduplicated rate of participation (favoring women participants). In 2000-01, the total amount of athletics financial assistance awarded was \$2,783,773. Aid to women represented 38.7 percent of the total and aid to men represented 61.3 percent, which is a difference of 1.7 percent when compared to the unduplicated rate of participation (favoring women participants).

In 2002-03, the per capita difference reported in expenditures was \$644 more for men's sports than for women's sports, and in 2001-02 the per capita difference was \$744 more for men's than women's sports. In 2000-01 the per capita difference reported was more for women's sports by \$740 due to a miscalculation underreporting expenditures in football for that year. Examining the per capita expenditures for the five comparable sports (gymnastics, golf, tennis, basketball, and track/cross-country) less athletics scholarships over the three-year period shows that the expenditures for men's teams exceed those for women's teams by approximately 50 percent. The difference is largely accounted for by men's basketball and to a lesser extent, men's golf. Men's gymnastics and men's tennis typically show expenditures of 25 to 11 percent less than women's gymnastics and women's tennis each year over the three-year period.

For 2002-03, the total amount spent on recruiting was \$619,699 for men's sports and \$259,738 for women's sports, a difference \$359,961 (or 139%). In 2001-02, men's sports reported recruiting expenditures of \$539,822 compared to \$224,125 for women's sports, a difference of \$315,697 (or 140%). And in 2000-01, recruiting expenditures totaled \$511,961 for men's sports and \$206,187 for women's sports, a difference of \$305,774 (148%). For the five sports played by both men and women, we can also compare the expenses in various areas. Recruiting expenditures for men's sports exceed the recruiting expenditures for female sports by 67 percent in 2000-01, 39 percent in 2001-02, and 49 percent in 2002-03. These differences can be attributed to the fact that men's basketball and men's golf show considerably higher recruiting expenses than the equivalent women's sports. Over the three-year period, the recruiting expenses for men's gymnastics ranged from two-thirds to one-third less than the recruiting expenses for women's gymnastics; for men's track/cross-country one-fifth to one-third less. Interviews with coaches conducted by Lamar Daniels indicated that all sports programs have the necessary resources to recruit at the highest level.

Similarly, for equipment the totals were about \$392,520 for men's sports and \$237,352 for women's sports in 2002-03; \$422,350 for men's sports and \$239,112 for men's sports in 2001-02; and \$352,497 for men's sports and \$207,891 for women's sports in 2000-01. For the five comparable sports, the equipment costs for men's sports slightly exceeded women's sports in 2002-03, whereas in the two preceding years, women's costs exceeded men's despite the fact that men's basketball typically significantly outspends women's basketball. Equipment costs for men's gymnastics, tennis and golf range from 50% to 30% less than the equipment costs for the women's teams.

In 2002-03, travel expenses for women's sports totaled about \$895,658, while for men's sports, the total was \$1,163,990; in 2001-02 travel expenses for women's sports totaled \$733,531 compared with \$1,220,896 for men's teams; and in 2000-01 travel expenses for women's sports totaled \$729,696, compared to \$938,785 for men's teams. Of course, these expenses vary greatly from year to year because of the many variables that affect this type of expenditure. For the five comparable sports plus softball and baseball, the travel expenses for men's teams exceeded the travel expenses for women's teams by 14 percent in 2000-01 and by 3 percent in 2001-02. However, in 2002-03 the travel expenses for women's teams exceeded those for men's teams by 8 percent.

## Equity, Welfare and Sportsmanship

The difference between average head coaching salaries for men's teams and women's teams has declined over the past three years. For the five comparable sports, the average salaries for head coaches of the men's teams and of the women's teams are virtually identical in 2002-03 and 2001-02. However, 2002-03 is typical of the three year trend with respect to the salary of the head women's golf coach, which is 20% less than the salary of the men's golf coach; with respect to the salary of the men's gymnastic coach, which is 24% less than the women's gymnastic coach; and with respect to the salary of the women's softball coach, which is 7% less than the men's baseball coach.

The number of head coaches has remained constant since 2000-01, although the number of female head coaches for women's teams has declined by one and the number of male coaches of women's teams has increased by one. However, currently the numbers of assistant coaches are the same for men's and women's teams and over the past three years, the number of female assistant coaches for women's teams has increased from four to eight. While the differential in salaries between the assistant coaches for women's and men's teams has declined over the past three years, the assistant coaches of the men's teams average about 6% more per year in salary than the assistant coaches for women's teams. While the differential between the salaries for the assistant basketball coaches of the men's and women's team have been reduced considerably over the past three years, the salaries of the assistant coaches of the women's basketball teams are still 24% less than the salaries of the assistant coaches of the men's basketball team. In contrast, the salaries of the assistant coaches of the men's gymnastic team are consistently below the salaries of the assistant coaches of the women's gymnastic team. The average salary of the assistant coaches of the men's track team is 19 percent less than the equivalent women's team and the average salary of the men's gymnastic coaches is 24 percent less than the equivalent on the women's team. Although the EADA report shows the assistant coaches salaries for men's and women's track are different, all four assistant track coaches coach both men's and women's track. The differential between the average salary for the assistant coaches on the women's softball team and the average salary for the assistant coaches on the men's baseball team has declined considerable over the past 3 years, although the assistant coaches of the women's softball team average 9 percent less than equivalent men's team. (Note: In each year the FTE for assistant coaches is identical for each of the five comparable sports, with the exception 2001-02, when the EADA report showed 0 FTE in the men's assistant golf coach category).

Total revenues for women's sports have increased from \$128,000 in 2000-01 to \$585,000 and in 2002-03, an increase of 357 percent. However, this still represents only a small percentage of total revenue — in 2002-03 revenues for women's sports represented 1.8 percent of total revenues. During the same time period, revenues for men's sports increased from \$20,697,436 to \$32,356,977, and increase of 56 percent.

### 7. Using the program areas for gender issues, please:

- a. describe how the institution has ensured a complete study of each of the areas,
- b. Provide data demonstrating the institution's status/commitment, including resource allocation, across each of the areas,
- c. Identify areas of deficiency and comment on any trends, and
- d. Explain how the institution's future plan for gender issues addresses each of the areas.

[Note: The institution may want to refer to the equitable medical care section of the NCAA Sports Medicine Handbook Guideline No. 1-A as a guide in responding to Item No. 9 of the program area checklist.]

#### **1. Athletics Scholarships.** Scholarship dollars to be awarded to women and men at same proportion as their respective rate of participation in the intercollegiate athletics program.

- a. Describe how the institution has ensured a complete study of this area.

The Athletics Department retains Lamar Daniels, Inc., Consultant for Gender Equity and Sports. Each year beginning in 1999-2000, Mr. Daniels has examined the proportion of scholarship dollars awarded to women and men as a part of his analysis of our current gender equity status. Mr. Daniels summarizes his findings in a written report submitted to the Athletics Department administrators. This report is used by the Athletics Department to monitor proportionality in the distribution of athletics scholarships to men and women.

## Equity, Welfare and Sportsmanship

Each year, the Athletics Council through its Equity and Sportsmanship Subcommittee examines the proportion of scholarship dollars awarded to women and men and reports to the Athletics Council and Athletics Director.

The Athletics Department each year submits the Equity in Athletics Disclosure Act report (EADA) to the NCAA and the Department of Education. This report specifically addresses the scholarship dollars awarded to men and women. This report is used to study the scholarship dollars awarded and assess the status of proportionality in the award of athletics scholarships to men and women. This report has been prepared by the Executive Associate Athletics Director.

**b. Provide data demonstrating the institution's status/commitment, including resource allocation, across this area.**

The total amount of athletics scholarships awarded in 2002-03 was \$2,905,754.10. Men represented 60.8% of the participants and received 60.3% of the awards. Women represented 39.2% of the participants and received 39.7% of the awards. There is a difference of .5% favoring the women's program.

Summer school aid is considered but is part of the above comparison. Men and women student-athletes from each team attended summer school in the summer of 2003. Many of the men were football participants. All teams were represented except men's golf, which had no one in need or who desired to attend. All who need or desire to go to summer school do attend.

The commitment and resources from the Athletics Department to ensure scholarship dollars are awarded to men and women in an equitable manner is clear. All student-athletes, regardless of gender, have the opportunity to take classes all the necessary and attend summer school.

**c. Identify areas of deficiency and comment on any trends.**

At the conclusion of the last Self-Study, the total amount of athletics scholarships awarded in 1994-95 was \$1,793,000. Women represented 33 percent of the participants and received 35 percent of the awards. Men represented 67 percent of the participants and received 65 percent of the awards. Thus during 1994-95, there was a 2 percent difference favoring female athletes. During 1999-2000 and 2002-03, there was a difference for 5 percent favoring women's teams. Nondiscriminatory reasons, including in state and out-of-state tuition, account for the differences favoring women's programs, since all teams have the maximum number of scholarships allowed by the NCAA for the sports offered. However, men's teams awarded fewer scholarships than women's teams.

The award of athletics scholarships to men and women student-athletes during 2001-02 and 2002-03 is substantially proportionate to their rates of participation. There is a difference of .5% favoring the women's program for 2002-03, and a .3% difference favoring the men's program for 2001-02. During 1999-2000 and 2000-01, the difference was more significant. The trend is moving in the direction favoring the women's program.

**d. Explain how the institution's future plan for gender issues addresses this area.**

The future plan specifies (1) continued funding of athletics scholarships at the maximum permitted by the NCAA for both men's and women's sports, and (2) continued monitoring of financial assistance awarded, and whether proportionately equal amounts of financial assistance are available to men's and women's programs consistent with the requirements of Title IX.

**2. Accommodation of Interests and Abilities.** Participation proportionate to enrollment; history and continuing practice of program expansion for underrepresented sex; and/or, fully and effectively accommodate underrepresented sex; equivalent levels of competition. Please note, when presenting gender-equity plans for the future, institutions must clearly identify methods (e.g., proportionality, history of program expansion, etc.) for addressing accommodation of interests and abilities.

**a. Describe how the institution has ensured a complete study of this area.**

## Equity, Welfare and Sportsmanship

1. The accommodation of interests and abilities, as specified, is a main focus of the continuous monitoring and evaluation performed by the Athletics Director, the Executive Associate Athletics Director and the Associate Athletics Director/Senior Woman Administrator. In addition, the Athletics Department retains Lamar Daniels, Consultant for General Equity Sports. Each year beginning in 1999-2000, Mr. Daniels conducted an on campus evaluation of the current gender equity status of the Athletics Department. Mr. Daniels analyzes financial data and participation statistics, and interviews coaches, student-athletes, administrators, faculty and Athletics Council members. Mr. Daniels then provides a written report, including recommendations for improvement, which is submitted to Athletics Department administrators and the Chief Legal Counsel, who advises the President. The accommodation of interests and abilities is also a main focus of his work.

2. The Athletics Council organization includes a subcommittee charged to monitor, evaluate and address gender equity and minority issues. The Athletics Council subcommittees were revamped in 2000, with the renamed Equity and Sportsmanship Subcommittee's charge including then-applicable NCAA Certification Operating Principles 4.1, 4.2, and 4.3. This subcommittee meets throughout each academic year to assess progress and make recommendations to the Athletics Council, which advises the President and the Athletics Director, and also makes reports to the Faculty Senate. The accommodation of interests and abilities is a main focus of this subcommittee's work.

3. As one method of addressing proportionality, in August 2001, the Athletics Department established roster management goals for its men's and women's teams. This monitoring tool is used on a regular basis. Goals were established by the Athletics Department administration and include both desired minimum and maximum participation rates by gender. As of the first date of competition, Title IX participation numbers are determined by the roster submitted to the Financial Aid and Scholarships Coordinator, Christina Carter, by the head coach for each sport. Prior to that date, the Coordinator communicates with both coaches and administrators, to help monitor the roster numbers on a monthly basis.

**b. Provide data demonstrating the institution's status/commitment, including resource allocation, across this area.**

Soccer was added in 1996. Currently, the addition of another sport is being considered although the identity of the sport has not been determined. In March 2004, the Athletics Council approved Guidelines for Evaluating the Addition or Deletion of an Intercollegiate Sport. The commitment to resource allocation is demonstrated by the increase in annual operating expenditures allocated to women's athletics in the last seven years from \$4,868,580 to \$12,755,902 — plus the expenditures on facilities described in program area 8 below.

**c. Identify areas of deficiency and comment on any trends.**

There is a deficiency in participation rates. Roster management has been undertaken and has been effective. Representatives from the rugby and rowing club programs have requested varsity status.

**d. Explain how the institution's future plan for gender issues addresses this area.**

The addition of another women's sport is being considered. The future plan describes the process for determining the need for adding a sport, and the criteria for selecting the sport. As an aid to the continuing expansion of women's programs, the commitment of University funds to the Athletics Department continues in the foreseeable future in the amount of at least \$2,500,000 per year, as reimbursement for the value of (1) athletics tickets used by the University, and (2) a portion of academic counseling services performed in the Academic Center.

**3. Equipment and Supplies. Quality; amount; suitability; maintenance and replacement; availability of equipment and supplies.**

**a. Describe how the institution has ensured a complete study of this area.**

As part of Lamar Daniels' annual evaluation referred to above, e.g., at item 7.1.a, he addresses equipment and supplies provided. He analyzes financial data and interviews coaches, student-athletes, administrators, faculty and the Athletics Council members. Upon completion of the data analysis, Mr.

## Equity, Welfare and Sportsmanship

Daniels prepares a written draft report, including recommendations for improvement in the area of equipment and supplies, which is submitted to the Athletics Department. This report is used by the Athletics Department to monitor progress in ensuring fair and equitable treatment of male and female athletes with respect to the quantity and quality of equipment and supplies.

Each year, the Athletics Council through the Equity and Sportsmanship Subcommittee submits a written Gender Equity Report. This report periodically evaluates the distribution of equipment and supplies to male and female athletes and makes recommendations to the Athletics Council and Athletics Director. These recommendations address any discrepancies in the area of equipment and supplies.

As required by the Equity in Athletics Disclosure Act (EADA), the Athletics Department submits a report to the NCAA and the Department of Education. This report identifies funding provided to men's and women's teams (by sport) for equipment, uniforms and supplies.

**b. Provide data demonstrating the institution's status/commitment, including resource allocation, across this area.**

In Lamar Daniels' 2003 report, he states that the quality and suitability of the equipment provided is suitable for various sports and rated by the coaches and participants as good to excellent.

The Athletics Department has invested a significant amount of resources and time into developing a strong relationship with Nike as the main supplier of clothing items for both women's and men's sports. Because of the resource investment and the overall successes of the athletics program, the University signed an eight-year contract with Nike beginning in 2004 as the exclusive provider of athletics gear. This relationship will positively affect each sport.

In addition, 5 full-time, professional equipment managers handle the equipment and supplies for all teams. All are certified by the Athletics Equipment Managers Association. Several student managers assist them.

Laundry services are available for all teams but are not utilized by some. Teams with laundry services near their locker rooms are football, baseball, wrestling, men's and women's basketball (separate one for each), volleyball, men's and women's cross country/track, and softball. The competitive apparel for both men's and women's golf participants is dry cleaned.

**c. Identify areas of deficiency and comment on any trends.**

Only area of deficiency that has been identified is provision of sports bras for women's golf and track. This deficiency has been corrected.

**d. Explain how the institution's future plan for gender issues addresses this area.**

The future plan provides for continued excellence.

**4. Scheduling of Games and Practice Time.** Number of games; number, length, and time of day of practices; time of day of games; preseason and postseason opportunities.

**a. Describe how the institution has ensured a complete study of this area.**

Prior to each sport season, the Executive Associate Athletics Director and the Associate Athletics Director/Senior Woman Administrator check the schedule of competitions for the sports they are respectively responsible for, including number of games and preseason and postseason opportunities. In addition, the Associate Athletics Director for Academic Affairs checks practice schedules to ensure they are consistent with class and study opportunities. In addition, he annually receives traveling schedules for all the teams and ensures they are consistent with the Athletics Council's Policy on Missed Class Time, and takes any that are excessive to the Athletics Council if justifiable (usually only golf).

**b. Provide data demonstrating the institution's status/commitment, including resource allocation, across this area.**

## Equity, Welfare and Sportsmanship

The Athletics Department is committed to fair and equitable scheduling of games and practice times for all sports programs. Each team is provided the necessary resources to compete in the maximum allowable competition dates.

The number of practice opportunities and the length (per week) are governed by NCAA rules that are adhered to. All teams practice at times that are as consistent as possible with team members' class schedules. With the completion of the identical practice facilities for women's and men's basketball, both teams' practice opportunities are fully available.

Competition is scheduled on days and times convenient for the particular sport. Times and dates are set according to the prime times for their sports. All teams are provided the resources to compete in any desirable pre-season competitions. All teams or individuals that qualified for post-season are allowed to compete.

**c. Identify areas of deficiency and comment on any trends.**

There do not appear to be any deficiencies, but there are some trends with different sports. For example, although the men's gymnastics team did not compete in the maximum number of competitions, they competed in the amount the program felt was sufficient to compete at the highest level. Softball and baseball can be affected by the weather and that can affect the number of participation opportunities.

**d. Explain how the institution's future plan for gender issues addresses this area.**

The Athletics Department is doing an excellent job. The future plan provides for continued excellence.

**5. Travel and Per Diem Allowance.** Modes of transportation; housing furnished during travel; length of stay before and after competitive events; dining arrangements and per diem.

**a. Describe how the institution has ensured a complete study of this area.**

The Athletics Director, the Executive Associate Athletics Director, the Associate Athletics Director/Senior Woman Administrator and the Associate Athletics Director for Academic Affairs monitor the several aspects of team travel mentioned on a continuing basis.

**b. Provide data demonstrating the institution's status/commitment, including resource allocation, across this area.**

All teams are treated equally when it comes to travel and per diem allowances. The Board of Regents has established a policy for modes of transportation for each team. All teams are required to follow the same policy. The housing furnished during travel is similar for each team allowing for one bed per player. Teams arrive the night before and leave the night following a competition unless a charter bus or plane is taken and those teams may arrive on and/or leave on the day of competition. All student-athletes receive the same per diem amount. The institution is committed to providing the necessary resources for all student-athletes to travel in an efficient and comfortable manner.

**c. Identify areas of deficiency and comment on any trends.**

There are no deficiencies or trends in this area.

**d. Explain how the institution's future plan for gender issues addresses this area.**

In the area of travel and per diem allowances, the Athletics Department is doing an excellent job. The future plan provides for continued excellence.

**6. Tutors.** Availability ? procedures and criteria for obtaining assistance; Assignment ? qualifications, training, experience, etc.; Compensation ? rate of pay, pupil loads, qualifications, experience, other terms and conditions of employment.

## Equity, Welfare and Sportsmanship

**a. Describe how the institution has ensured a complete study of this area.**

Tutors are available to all student-athletes on an equal basis regardless of sport or gender. The Associate Athletics Director for Academic Affairs ensures this availability is maintained.

**b. Provide data demonstrating the institution's status/commitment, including resource allocation, across this area.**

The academic services available, including tutoring, are made known to student-athletes when they are still prospects making their initial visit. They receive a tour of the academic services facility and are advised about what is available to them. This is reinforced in the fall at an orientation specifically for student-athletes and, again, when the assigned advisors meet with the teams at the beginning of the year.

Academic advisors receive sport specific assignments based upon size of squads, academic needs of the student-athletes in that sport, and other factors such as frequency of junior college transfers. The Athletics Department has four full-time academic advisors. All advisors have a master's degree in a related area. Two of the advisors have nine or more years experience and two advisors have less than five years experience. The two academic advisors with the greatest experience and salary level are assigned to men's football, women's and men's basketball, men's and women's track and cross country and men's golf.

If tutoring is needed, student-athletes go to their academic counselor, and a tutor is provided. Tutors are primarily graduate students in a masters or doctoral program. They must have taken the course in the area being tutored and must have made at least a "B" grade. Tutors are carefully screened and must provide references. They are paid a minimum of \$8.00 per hour and up to \$15.00 depending on the level of difficulty of the course. Tutors are made available to all student-athletes in every subject area.

**c. Identify areas of deficiency and comment on any trends.**

The opportunity to receive tutoring and the assignment and compensation of tutors is excellent for all student-athletes and tutors. No deficiencies or trends were identified.

**d. Explain how the institution's future plan for gender issues addresses this area.**

In the area of tutoring, the Athletics Department is doing an excellent job. The future plan provides for continued excellence.

**7. Coaches.** Availability ? full time, part time, assistant, and graduate assistants; Assignment ? training, experience, professional standing, and other professional qualifications; Compensation ? rate of compensation, duration of contracts, conditions relating to contract renewal, experience, nature of coaching duties, working conditions, and other terms and conditions of employment.

**a. Describe how the institution has ensured a complete study of this area.**

Continuous monitoring and evaluation is performed by the Athletics Director, the Executive Associate Athletics Director and the Associate Athletics Director/Senior Woman Administrator. In addition, the Athletics Department has retained Lamar Daniels, Consultant for General Equity Sports. Each year beginning in 1999-2000, Mr. Daniels conducted an on campus evaluation of the current gender equity status of the Athletics Department. Mr. Daniels analyzes financial data and participation statistics, and interviews coaches, student-athletes, administrators, faculty and Athletics Council members. Mr. Daniels then provides a written report, including recommendations for improvement, which is submitted to Athletics Department administrators and the Chief Legal Counsel, who advises the President.

**b. Provide data demonstrating the institution's status/commitment, including resource allocation, across this area.**

## Equity, Welfare and Sportsmanship

All men's and women's teams are at the NCAA Division I maximum for coaching allowances with coaching duties exclusively, and overall, the availability of coaches is equivalent. All coaches are highly qualified, most having participated at both the high school or club and college levels in the sport they coach. Some have competed on national teams and played and coached professionally. While some coaches also have coaching experience at the high school and professional level, the average number of years of experience at the college level for coaches of men's sports is 13.5 years and the average for women's sports is 8.25 years. Nine of 17 head coaches have contracts. Four men and four women's teams have head coaches with contracts and one coach who coaches men and women. The compensation of coaches is commensurate with market demands and their success as a coach.

**c. Identify areas of deficiency and comment on any trends.**

Since the first-cycle certification, the trend has been toward higher compensation and long term contracts for several women's sports coaches.

**d. Explain how the institution's future plan for gender issues addresses this area.**

In the area of coaches, the Athletics Department is doing an excellent job. The future plan provides for continued excellence.

**8. Locker Rooms, Practice and Competitive Facilities.** Quality, availability, and exclusivity of practice and competitive facilities; quality and availability of locker rooms; maintenance and preparation of practice and competitive facilities.

**a. Describe how the institution has ensured a complete study of this area.**

Regular routine monitoring and evaluation is performed by the Athletics Director, the Executive Associate Athletics Director and the Associate Athletics Director/Senior Woman Administrator. In addition, the Athletics Department retains Lamar Daniels, Consultant for General Equity Sports. Each year beginning in 1999-2000, Mr. Daniels conducted an on campus evaluation of the current gender equity status of the Athletics Department. Mr. Daniels analyses financial data and participation statistics, and interviews coaches, student-athletes, administrators, faculty and Athletics Counsel members. Mr. Daniels then provides a written report, including recommendations for improvement, which is submitted to Athletics Department administrators and the Chief Legal Counsel, who advises the President.

**b. Provide data demonstrating the institution's status/commitment, including resource allocation, across this area.**

Since the first-cycle certification, the Athletics Department has improved locker room, practice and competitive facilities. Track and field, wrestling, volleyball, men and women's basketball, men and women's golf, football, men's and women's tennis, soccer and softball all have had significant improvements to their facilities. The resources and commitment to the improvement of each sport's facilities is clear. There is a continued effort to continue to improve the areas still with needs including a soccer/tennis locker room facility and renovations of the Field House.

**c. Identify areas of deficiency and comment on any trends.**

The Field House, which is used by the volleyball team for practice and competition, and the wrestling and men's gymnastics teams for competition, is in poor practice condition. The volleyball team rented a local private high school gym with air conditioning for pre-season practice. Soccer, men's and women's tennis do not have a locker room facility located at their complex. The University of Oklahoma trend shows the continuous progress of upgrading nearly every athletics facility over the last five years. Since the last report, a minimum of one facility has continuously been under construction or renovation.

**d. Explain how the institution's future plan for gender issues addresses this area.**

In the area of locker rooms, practice and competitive facilities, the Athletics Department is doing an excellent job in the renovated areas. The future plan addresses this area with a plan to renovate the Field

## Equity, Welfare and Sportsmanship

House for volleyball and wrestling as well as a plan to complete the soccer complex (press box and permanent seating) and construct a locker room facility for soccer and men's and women's tennis.

**9. Medical and Training Facilities and Services.** Availability of medical personnel; availability and quality of weight training, and conditioning facilities; availability and qualifications of athletics trainers; health, accident, and injury insurance coverage.

**a.** Describe how the institution has ensured a complete study of this area.

Regular monitoring and evaluation is performed by the Athletics Director, the Executive Associate Athletics Director and the Associate Athletics Director/Senior Woman Administrator. In addition, the Athletics Department retains Lamar Daniels, Consultant for General Equity Sports. Each year beginning in 1999-2000, Mr. Daniels conducted an on campus evaluation of the current gender equity status of the Athletics Department. Mr. Daniels analyses financial data and participation statistics, and interviews coaches, student-athletes, administrators, faculty and Athletics Counsel members. Mr. Daniels then provides a written report, including recommendations for improvement, which is submitted to Athletics Department administrators and the Chief Legal Counsel, who advises the President.

**b.** Provide data demonstrating the institution's status/commitment, including resource allocation, across this area.

The Athletics Department has shown a commitment since the first-cycle certification to continue to grow the sports medicine staff, the strength and conditioning staff and continue to improve the services and facilities provided to each team.

A new Sports Medicine Center was constructed in the Lloyd Noble Center for primary service to men's and women's basketball, women's soccer, and men's and women's tennis. The Freede Sports Medicine Center, servicing all student-athletes, was renovated to provide additional space and equipment for rehabilitation, hydrotherapy (including a SwimEx Aquatic Physical Therapy System), private physician examination room (including x-ray), and offices. A training room was added at the Everest Training Center to service football and track and field, as well as at the Softball Complex and L. Dale Mitchell Baseball Park.

The main strength and conditioning center was renovated to provide more space and state-of-the-art equipment. An additional weight room was built in the Lloyd Noble Center for men and women's basketball. An additional weight room was built in the Everest Training Center for football to alleviate the congestion in the main facility. Weight training equipment has been improved in the wrestling and men's gymnastics for in-season strength training.

The sports medicine staff has increased significantly. Full-time Certified Athletic Training staff has doubled, from three to six, of which one is also a physical therapist coordinating all rehabilitation protocols. The number of graduate Certified Athletic Trainers is eight.

The team physician staff consists of a core of ten doctors (six orthopedic surgeons, two family practice, one internist, and one cardiologist). One orthopedic surgeon has dedicated responsibility to wrestling, another orthopedic surgeon has dedicated responsibility to men's and women's gymnastics, another orthopedic surgeon has dedicated responsibility to women's soccer. The family practice physicians divide sport responsibility.

The strength and conditioning staff has increased since the last certification cycle to provide better services for each team including full-time strength coaches who staff practices and travel with men and women's basketball in addition to football.

Sports Medicine has a priority interest in education, training, and medical research as it relates to sport. In addition to compliance with National Athletic Trainers' Association Board of Certification and Oklahoma State Board of Medical Licensure and Supervision requirements for continuing education, which includes annual cardiopulmonary resuscitation certification, the Certified Athletic Trainers and physicians complete biannual certification in Advanced Life Support.

University of Oklahoma Sports Medicine Staff is consistently involved in sports medicine research. While routinely participating in provision of data in support of multi-program research projects, priority is given to

## Equity, Welfare and Sportsmanship

primary investigations, of late in cooperation with research scientists from Gatorade Sports Science Institute in studying exertional muscle cramping and core temperature in intercollegiate football players.

Numerous members of the Sports Medicine Staff are called upon to write sports medicine journal articles, author chapters for sports medicine textbooks, and speak at various professional educational seminars. Additionally, several of the staff are active in professional and public advisement through appointed service to Advisory Boards for the State of Oklahoma.

Annually, the Department of Intercollegiate Athletics in cooperation with the University of Oklahoma Department of Orthopedic Surgery and Rehabilitation hosts a Sports Medicine Symposium to address current topics of interest through sharing the expertise of our professional sports medical staff in conjunction with invited national experts.

The institution has shown a strong commitment to provide the best resources for student-athletes in the area of sports medicine and strength and conditioning.

**c. Identify areas of deficiency and comment on any trends.**

Sports Medicine has continued to address its care in terms of quality, consistency, and convenience of care to the student-athlete. The trend has been in a direction of growth. Current circumstances provide a single (shared) certified athletics trainer for Volleyball and Track. This is the only area of possible deficiency at this point.

**d. Explain how the institution's future plan for gender issues addresses this area.**

In the area of medical and training facilities and services, the Athletics Department is doing an excellent job. The future plan addresses this area with a goal to continue to maintain and grow the current level of service including the addition of a certified athletics trainer to staff Volleyball.

**10. Housing and Dining Facilities and Services.** Housing provided; special services as part of housing; dining arrangements.

**a. Describe how the institution has ensured a complete study of this area.**

Regular monitoring and evaluation is performed by the Athletics Director, the Executive Associate Athletics Director, the Associate Athletics Director/Senior Woman Administrator, and the Associate Athletics Director for Academic Affairs. In addition, the Athletics Department retains Lamar Daniels, Consultant for General Equity Sports. Each year beginning in 1999-2000, Mr. Daniels conducted an on campus evaluation of the current gender equity status of the Athletics Department. Mr. Daniels analyses financial data and participation statistics, and interviews coaches, student-athletes, administrators, faculty and Athletics Counsel members. Mr. Daniels then provides a written report, including recommendations for improvement, which is submitted to Athletics Department administrators and the Chief Legal Counsel, who advises the President.

**b. Provide data demonstrating the institution's status/commitment, including resource allocation, across this area.**

The Sooner Housing Center is owned and operated by the Athletics Department. It is comprised of three dormitories and one dining facility. The staffing and maintenance of the facility is funded by the Athletics Department in an effort provide the best resources for the student-athletes.

The Jefferson Dining Facility is part of the Sooner Housing Center. While it is open to any University student, residents of the Housing Center and many other student-athletes receiving room and board scholarships, eat there. Three meal plans are available: a 15-meal plan, a 10-meal plan and a 5-meal plan. The staffing and maintenance of the facility is funded by the Athletics Department in an effort provide the best resources for the student-athletes.

**c. Identify areas of deficiency and comment on any trends.**

## Equity, Welfare and Sportsmanship

The Sooner Housing Center was created many years ago and has continued to provide OU student-athletes with the ability to live and eat in close proximity to the Academic Center as well as practice, training and competition facilities. There have not been any identifiable deficiencies or trends.

**d. Explain how the institution's future plan for gender issues addresses this area.**

In the area of housing and dining facilities and services, the Athletics Department is doing an excellent job. The future plan provides for continued excellence.

**11. Publicity.** Availability and quality of sports information personnel; access to other publicity resources; quantity and quality of publications and other promotional devices.

**a. Describe how the institution has ensured a complete study of this area.**

Regular and routine monitoring and evaluation is performed by the Athletics Director, the Executive Associate Athletics Director, and the Associate Athletics Director/Senior Woman Administrator. In addition, the Athletics Department retains Lamar Daniels, Consultant for General Equity Sports. Each year beginning in 1999-2000, Mr. Daniels conducted an on campus evaluation of the current gender equity status of the Athletics Department. Mr. Daniels analyses financial data and participation statistics, and interviews coaches, student-athletes, administrators, faculty and Athletics Counsel members. Mr. Daniels then provides a written report, including recommendations for improvement, which is submitted to Athletics Department administrators and the Chief Legal Counsel, who advises the President.

**b. Provide data demonstrating the institution's status/commitment, including resource allocation, across this area.**

Media Relations personnel are under the supervision of the Assistant Athletics Director for Media Relations. He has six full-time staff to assist him. In addition to this staff, he has one intern and ten student assistants. The Director has twenty years experience in Media Relations. He covers football home and away. One Associate Media Relations Director has ten years of experience in Media Relations and is responsible for men's basketball both home and away. The second Associate Media Relations Director covers women's basketball both home and away. She has eleven years of experience. Both Associate Media Relations Directors assist the Director with football. An Assistant Director will coordinate publications and oversee men's and women's cross country/track. She does not travel. This Assistant Director has twenty-nine years experience. Another Assistant Director, a former intern assists with football and covers baseball home and away. She has four years experience. A fifth Assistant Director, a former intern, covers volleyball and softball. He has two years experience, and he travels with softball. The last Assistant Director is the Director of Internet Services. He does not have any sport-specific assignments.

The intern has one-year experience, and he covers soccer and men's and women's gymnastics. He does not travel. Finally, five students cover the following sports: men's and women's tennis, wrestling and men's and women's golf. The student covering wrestling traveled to some away events. If a coach requests a Media Relations staff member to accompany the team to an away event, one will be provided.

All sports have the same access to publicity resources. All sports are covered on the soonersports.com website. High quality media guides/recruitment brochures are provided to all men's and women's teams. All men's and women's teams were provided posters and schedule cards. Programs of varying quality were provided by media relations to all teams competing at home. Season ticket brochures were provided for four men's teams (baseball, basketball, football and wrestling), and three women's teams (basketball, soccer and softball). The men's and women's gymnastics and volleyball teams sell tickets at their home competition but do not have season tickets.

The Associate Athletics Director for Marketing oversees the in-house marketing and promotions for men's and women's sports. The Director of Promotions and the Director of Marketing each assist him. Much of the marketing is outsourced to Sooner Sports Properties contracted by the Athletics Department. Sooner Sports Properties is involved with corporate sales for advertising, event sponsorship, game promotion, etc. While much of their efforts are directed towards men's basketball and football, they also provide support for women's basketball (coach's show, radio broadcasts, game programs, game sponsorship, signage, etc.) and softball (game programs, game sponsorship, in-game promotions, signage, Bedlam softball statewide telecast, etc.). Signage at the soccer complex is also part of their responsibility. Finally, they

## Equity, Welfare and Sportsmanship

produce a TV magazine show, which airs in the spring and contains features on softball, track, gymnastics, etc. There is a marketing plan for men's and women's gymnastics, wrestling, baseball, men's and women's basketball, soccer, volleyball and softball. In-game promotions are provided for five men's sports (baseball, basketball, football, gymnastics and wrestling) and five women's sports (basketball, gymnastics, soccer, softball and volleyball).

**c. Identify areas of deficiency and comment on any trends.**

Since the first-cycle certification, the media relations and marketing staffs have grown significantly. This growth has allowed for increased effort to publicize and promote all the sports programs. The trend in the area of publicity has been extremely positive.

**d. Explain how the institution's future plan for gender issues addresses this area.**

In the area of publicity, the Athletics Department is doing an excellent job. The future plan provides for continued excellence.

**12. Support Services.** Administrative, secretarial, and clerical support; office space.

**a. Describe how the institution has ensured a complete study of this area.**

Continuous monitoring and evaluation is performed by the Athletics Director, the Executive Associate Athletics Director, and the Associate Athletics Director/Senior Woman Administrator. In addition, the Athletics Department retains Lamar Daniels, Consultant for General Equity Sports. Each year beginning in 1999-2000, Mr. Daniels conducted an on campus evaluation of the current gender equity status of the Athletics Department. Mr. Daniels analyzes financial data and participation statistics, and interviews coaches, student-athletes, administrators, faculty and Athletics Counsel members. Mr. Daniels then provides a written report, including recommendations for improvement, which is submitted to Athletics Department administrators and the Chief Legal Counsel, who advises the President.

**b. Provide data demonstrating the institution's status/commitment, including resource allocation, across this area.**

Each sport has an Associate Athletics Director or the Athletics Director to work with on a regular, daily basis if necessary. All coaches have direct access to the athletic director if necessary.

There are three secretarial/clerical staff for football, two for men's basketball and two for women's basketball. The baseball coaching staff has a part-time employee. One individual assists men's and women's golf coaches. Two secretarial/clerical staff assists the remainder of coaching staffs who have needs of this nature.

All coaches who desire computers have one, and this minimizes the need for secretarial/clerical staff.

All head and assistant coaches have private offices except the Head Men's Gymnastics and the assistant women's gymnastics coaches. The three men's gymnastics coaches (Head and two assistants) remain in one room in the Viersen Gymnastics Center, although they were offered private offices in the Stadium. The same is true with the women's assistant gymnastics coaches. They also remain at Viersen Gymnastics Center.

**c. Identify areas of deficiency and comment on any trends.**

Since the first-cycle certification, several facilities have been renovated to provide more office space for several coaching staffs. The trend has been to increase administrative, secretarial and clerical support in addition to enhancing offices.

**d. Explain how the institution's future plan for gender issues addresses this area.**

In the area of support services, the Athletics Department is doing an excellent job. The future plan addresses this area with a goal to continue to maintain and potentially grow the current level of support support.

## Equity, Welfare and Sportsmanship

**13. Recruitment of Student-Athletes.** Equal opportunities for professional personnel to recruit; availability of financial and other resources for recruitment; equivalent benefits, opportunities, and treatment of prospective athletes.

**a.** Describe how the institution has ensured a complete study of this area.

Continuous monitoring and evaluation is performed by the Athletics Director, the Executive Assistant Athletics Director, and the Associate Athletics Director/Senior Woman Administrator.

**b.** Provide data demonstrating the institution's status/commitment, including resource allocation, across this area.

There is a strong commitment by the Athletics Department to provide the resources for coaches to be able to successfully recruit the best student-athletes in the nation. Each program has the opportunity to hire the maximum allotment of coaching staffs. The coaching staff size directly affects a program's ability to successfully recruit. Each program is provided the financial resources to contact, evaluate and visit all potential recruits. Each program has the resources to fly recruits to campus, lodging, provide meals, and entertainment. The treatment of all prospective student-athletes is equal regardless of the sport.

**c.** Identify areas of deficiency and comment on any trends.

Since the first-cycle certification, the trend in the area of recruitment has been to increase the recruiting budgets of each program. These budgets have significantly grown to the level that is consistent with the desire of the programs to provide the necessary resources to recruit the best student-athletes. While there are significant differences in the recruiting budgets of men's and women's teams, interviews by Lamar Daniels indicate all teams have the necessary funds to recruit at the highest level.

**d.** Explain how the institution's future plan for gender issues addresses this area.

In the area of recruitment of student-athletes, the Athletics Department is doing an excellent job. The future plan provides for continued excellence.

**8.** Using the "plan for improvement" section, please provide a written, stand-alone institutional plan for addressing gender equity for the future in the intercollegiate athletics program. The plan must address all 13 program areas for gender issues as listed previously; however, an evaluation mechanism to monitor the institution's status in those program areas without deficiencies is acceptable, provided the identification of such a mechanism is included in the institution's gender-issues plan. Further, the plan must extend at least five years into the future and be active at all times. [Note: Please see this web site for an example format outlining all required elements of a plan.]

Within gender-equity written plans, specific numerical targets may place an institution at legal risk and are not expected nor should they be included in an institution's written plan. The committee advises institutions to submit plans that have broad, flexible non-numeric hiring goals.

This plan is provided in the web format in the pages that follow.

**9.** Describe the institution's efforts to ensure the plan for addressing gender equity for the future of the intercollegiate athletics program was developed through a process involving broad-based participation and received institutional approval.

Two campus committees address gender equity for the future of the intercollegiate athletics program.

The first group is the Athletics Council which advises the President and Board of Regents on policy relating to intercollegiate athletics relative to issues including actual and proposed NCAA and Big 12 rules, financial aid and awards to student-athletes, admissions and academic performance of student-athletes, Athletics Department

## Equity, Welfare and Sportsmanship

financial operation, appointment of key administrators and coaching staff, facilities, scheduling, recruiting, and rule changes. The Chair of the Athletics Council serves as a member of the Executive Committee of the University Faculty Senate and each year reports to the President and to the Faculty Senate with respect to progress on gender equity. The Athletics Council includes broad-based participation and consists of faculty, students and staff from the Norman and Health Sciences Center Campuses, alumni and student-athletes. Council members are selected by the President and by the Faculty Senates from both the Norman and Health Sciences Center campuses. The Council has four standing subcommittees. The Equity and Sportsmanship Subcommittee is charged with the responsibility for annually reviewing and reporting to the Council on the Athletics Department's gender equity policies and practices. Specifically, this subcommittee is responsible for reviewing and reporting on the implementation of the provisions of NCAA Constitution 2.3, which require compliance with federal and state laws regarding gender equity and the implementation of the Athletics Department's approved Gender Equity Plan from the NCAA Certification Self-Study.

The second group is the NCAA Self-Study Steering Committee. This committee was formed in 2003 and charged by the President to conduct the second comprehensive self-study of the Department of Athletics. The Steering Committee includes members of the faculty and University community and Athletics Department administrators. The Subcommittee on Equity, Welfare and Sporting Conduct (EWS) includes representatives from the faculty, alumni, University and Athletics Department administration, students, and student-athletes. The EWS Subcommittee members include former members of the Athletics Council and Faculty Senate, current and former members of the Student-Athlete Advisory Board, and student-athletes representing diversity with respect to gender and ethnicity.

The work of this committee is conducted in the following three subgroups organized by operating principles: 1) Gender Issues (4.1); 2) Minority Issues (4.2) and 3) Student-Athlete Welfare and Ethical Conduct (4.3 and 4.4). Each subgroup includes a student-athlete and was charged to collect data, write reports and make recommendations with respect to each self-study item within its charge. The entire EWS Subcommittee met on October 6, 2003. The Gender Equity subgroup met on October 30 and November 11. The Student-Athlete Welfare subgroup met on October 22, November 5, and November 11. The minority issues subgroup met via e-mail. At these meetings, the groups shared information and draft copies of reports for review. The subgroup chairs met on December 11 to share information collected by each subgroup, to review progress reports and make recommendations for additional data collection. In addition, the EWS Chair met individually with each student committee member regularly for feedback on the analysis of data and to identify areas of potential data collection. The subgroup chairs met on February 29 to review analysis of student interview data, draft reports and to discuss strategies for the development of preliminary plans. The subgroup chairs distributed a draft version of the reports and plans to their respective subcommittees.

Although the Steering Committee includes no current members of the Athletics Council, the EWS chair met regularly with both the Chair of the Athletics Council and the Chair of the Council's Equity and Sportsmanship Subcommittee. The EWS Chair reported to the Athletics Council's Equity and Student Welfare Subcommittee during the spring semester to gain their feedback on the Gender Equity and Minority Issues Plans prior to campus wide distribution. The EWS Subcommittee through the subgroup chairs reviewed Council feedback and made changes as appropriate.

### Evaluation

1. Has the institution implemented its approved gender-equity plan from the previous self-study? **Currently Yes**
2. Has the institution provided an explanation from appropriate institutional authorities if its gender-equity plan was modified or not fully carried out? **Currently Yes**
3. Has the institution demonstrated that it is committed to, and has progressed toward, fair and equitable treatment of both male and female student-athletes and athletics department personnel? **Currently Yes**
4. Has the institution formally adopted a written plan for the future for the intercollegiate athletics program that ensures the institution maintains a program, or continues progress toward a program, which is equitable for both genders? **Currently Yes**

## Equity, Welfare and Sportsmanship

5. Has the institution developed a plan that includes measurable goals the institution intends to achieve, steps the institution will take to achieve those goals, persons responsible and timetables? **Currently Yes**

**On the basis of the yes/no answers above and the plans for for correcting deficiencies, is the institution in substantial conformity with the operating principle. Yes**

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Athletics Scholarships	Provide financial assistance for male and female student-athletes consistent with the requirements of Title IX.	Continue funding financial aid at the maximum permitted by the NCAA for both men's and women's programs.	Athletics Director	Annually
		Continue to monitor financial assistance awarded, and continue to monitor whether proportionately equal amounts of financial assistance are available to men's and women's programs.	Associate Athletics Directors responsible for sport management and the Financial Aid Coordinator, in cooperation with the Director of Athletics	Ongoing
Accommodation of Interests and Abilities	Effectively accommodate the interests and abilities of students.	Addition of a women's varsity sport unless review of sport offering reveals lack of interests and abilities.	Athletics Council application of its Guidelines for Evaluating the Addition or Deletion of an Intercollegiate Sport reporting result to Director of Athletics, selection of sport by Director of Athletics, approval by University President and Board of Regents, implementation by the Associate Athletics Director with sport responsibility. However, if Athletics Council's application of its Guidelines reveals lack of interests and abilities at the time, no further action.	Athletics Council's review of interests and abilities completed in 2004-2005, followed by Director of Athletics' sport selection in 2004-05, with implementation in 2005-06 and competition per complete schedule in 2006-07. However, if 2004-05 review indicates sport addition not needed, then review of interests and abilities should be repeated biannually.

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
		The University will formalize written procedures for compiling data for the Equity in Athletics Disclosure Act requirements. The report data will be compiled from both the Health Science Center and Norman campuses. These procedures should ensure that the data reported is valid and consistent (that is, the data can be replicated in subsequent years).	Executive Associate Athletics Director in cooperation with the Senior Woman Administrator, Financial Aid Coordinator, Human Resources Manager and Business Manager.	Summer 2004 and reviewed annually
		Continue a Roster Management Program designed to manage the participation opportunities for student-athletes. Roster Management will be used to supplement participation opportunities and not serve as a replacement for adding a sport if required upon review.	Associate Athletics Directors responsible for sport oversight in cooperation with the Financial Aid Coordinator.	Ongoing

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
		The increased costs of an additional sport will impact several areas of the Athletics Department (i.e.: housing, academics, sports medicine, strength and conditioning, support services, etc.). Should a sport be added, the Athletics Department will monitor the effects on each impacted area. The intent of an additional sport is not meant to adversely affect the existing programs in a disproportionate manner.	Associate Athletics Directors with sport oversight responsibility.	Ongoing
		The Athletics Council will review the progress toward the accommodation of interest and abilities. The Athletics Council, upon recommendation from the Athletics Director through the President, will review pre-determined sports to evaluate their viability for addition or deletion using the developed criteria. The Athletics Council will report to the Board of Regents, the President and the Faculty Senate on the status of the effective accommodation of interests and abilities.	Athletics Council	Annual

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
		Continue the transfer of University funds to reimburse the Athletics Department for the value of (1) athletics tickets used by the University, and (2) a portion of academic counseling services performed in the Academic Center, the total amount being not less than \$2,500,000 per year for the foreseeable future.	Director of Athletics.	Ongoing.
Equipment and Supplies	Continue to provide each sport with the necessary equipment and supplies with respect to quality, amount, suitability, maintenance and replacement, and availability.	Continue to monitor the amount of equipment, quality of equipment and the quality of equipment management. The Athletics Department will correct the deficiencies in apparel for golf, soccer, track and gymnastics.	Associate Athletics Directors with sport oversight responsibilities in cooperation with the equipment manager and budget manager.	Ongoing
Scheduling of Games and Practice Times	Continue to provide equivalent opportunities in number of games, length and time of day of practices, time of day of games, pre-season and post-season opportunities.	Continuous monitoring of the scheduling of games and practice times.	Associate Athletics Directors with sport oversight responsibility in cooperation with facility managers and coaches.	Ongoing
Travel and per Diem Allowance	Continue to provide equivalent quality of travel, dining, and per diem arrangements and accommodations for men's and women's sports.	Continuous monitoring of quality of travel, dining and per diem allowances and accommodations for men's and women's sports.	Associate Athletics Directors with sport oversight responsibility in cooperation with coaches and travel coordinators.	Ongoing

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Tutors	Continue to provide a high quality of academic support for male and female student-athletes at equivalent levels.	Continue to monitor academic support in relation to availability, procedures and criteria for obtaining assistance, assignment qualifications, training, experience, etc. Monitoring the compensation rate of pay, pupil loads, qualifications, experience, and other terms and conditions of employment will also continue.	Associate Athletics Director for Academic Affairs in cooperation with coordinator for academic services and all academic support staff.	Ongoing
Coaches	Continue to provide equivalent levels of coaching for male and female sports in regard to availability, assignment and compensation.	Continue to provide all men's and women's teams with the NCAA Division I maximum for coaching allowances.	Athletics Director in cooperation with Associate Athletics Directors with sport oversight responsibilities, the Human Resources Manager and the Business Manager.	Ongoing
		Continue to monitor the quantity and quality of male and female coaches hired, the salaries for male and female teams, and evaluate, assess and attempt to resolve any inappropriate discrepancies in numbers and salary levels for coaches in comparable sports.	Athletics Director in cooperation with Associate Athletics Directors with sport oversight responsibilities, the Human Resources Manager and the Business manager.	Annually
		The University will work to equalize the experience levels of coaches of male and female sports to the extent possible.	Associate Athletics Directors with sport oversight responsibilities	Ongoing

## Equity, Welfare and Sportsmanship

Elements		Steps		
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	Provide locker room, practice and competitive facilities to ensure the quality, availability and exclusivity of practice and competitive facilities are equal for men's and women's sports, including the quality and availability of locker rooms, maintenance and preparation of practice and competitive facilities.	Provide locker facility for women's soccer, men's and women's tennis.	Athletics Director in cooperation with the Associate Athletics Director with sport oversight responsibilities, facility managers and fundraising personnel.	2007-08
		The University will renovate the Field House.	Athletics Director in cooperation with the Associate Athletics Director with sport oversight responsibilities, facility managers and fundraising personnel.	2005-07.
		Provide press box and permanent seating for the women's soccer team.	Athletics Director in cooperation with the Associate Athletics Director with sport oversight responsibilities, facility managers and fundraising personnel.	2006-07
Medical and Training Facilities and Services	Continue to provide equitable medical and training facilities and support services for male and female student-athletes.	Assignments for strength coaches for male and female sports will be monitored for workload equivalence.	Associate Athletics Director with Strength and Conditioning oversight responsibility in cooperation with the Director of Strength and Conditioning.	Ongoing
		The University will monitor the strength and conditioning program to work toward equalized experience level and salaries of strength coaches for male and female sports.	Associate Athletics Director with Strength and Conditioning oversight responsibility in cooperation with the Director of Strength and Conditioning.	Ongoing

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Housing and Dining Facilities and Services.	Continue to provide high quality housing and dining facilities and services to male and female athletes.	Continue to monitor the current quality and quantity of university housing for male and female student-athletes to determine equivalency.	Associate Athletics Director for Academic Affairs in coordination with the Athletics Director and the Director of Athletics Student Housing.	Ongoing
		Continue to monitor the quality of dining facilities and services to ensure equivalency for male and female student-athletes.	Associate Athletics Director for Academic Affairs in cooperation with the manager of the athletics dining facility.	Annually
Publicity	Continue to provide equivalent publicity opportunities for men's and women's sports.	Continue to monitor the quality and availability of sports information personnel.	Assistant Athletics Director of Media Relations in coordination with the Athletics Director and the Associate Athletics Directors with sport oversight responsibilities.	Annually
		Continue to monitor access to other publicity resources for men's and women's program.	Assistant Athletics Director for Media Relations and Associate Athletics Director for Marketing and Promotions in coordination with the Athletics Director and the Associate Athletics Directors with sport oversight responsibilities.	Annually
		Continue to monitor the quantity and quality of publications and other promotional devices featuring men's and women's programs.	Assistant Athletics Director for Media Relations and Associate Athletics Director for Marketing and Promotions in coordination with the Athletics Director and the Associate Athletics Directors with sport oversight responsibilities.	Annually

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Support Services	Continue to provide equivalent support services for men's and women's sports and to continue to monitor the quality of these support services.	Continue to monitor the administrative, clerical and secretarial support and availability of other support staff for men's and women's teams.	Associate Athletics Directors with sport oversight responsibilities in cooperation with Athletic Director.	Annually
		Continue to monitor the quantity and quality of office space for coaches and support personnel for men's and women's teams.	Associate Athletics Directors with sport oversight responsibilities in cooperation with Athletics Director.	Annually
		Continue to monitor the quality and quantity of office equipment and supplies for men's and women's sports.	Associate Athletics Directors with sport oversight responsibilities in cooperation with Athletics Director.	Annually
Recruitment of Student-athletes	Continue to provide equal opportunities to recruit student-athletes among men's and women's sports.	Continue to monitor the opportunities of coaches and other personnel to recruit.	Associate Athletics Directors with sport oversight responsibilities.	Annually
		Continue to monitor whether financial and other recruiting resources are adequate for men's and women's sports programs.	Associate Athletics Directors with sport oversight responsibilities.	Annually
		Continue to monitor prospective student-athletes for men's and women's programs to ensure their treatment during campus visits is adequately equivalent.	Associate Athletics Directors with sport oversight responsibilities.	Annually
Annual evaluation of the institution's gender equity program areas	Continue to utilize evaluation mechanisms for ongoing monitoring of the institution's progress in overall gender equity program areas.	Continue to annually contract with an outside agency to monitor and evaluate the institution's gender equity program areas.	Athletics Director in coordination with the Senior Woman Administrator.	Annually

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
		Continue to annually utilize the Athletics Council's Equity and Sportsmanship Sub-Committee's report on gender equity.	Athletics Council and Athletics Director in cooperation with the Senior Woman Administrator.	Annually
		Annually review the Athletics Department's strategic plan in relation to the goals and steps to achieve gender equity.	Athletics Director in cooperation with executive staff	Annually
		Create and implement an annual student-athlete evaluation that addresses gender equity as a component of the evaluation	Associate Athletics Director/Senior Woman Administrator in cooperation with the Associate Athletics Director for Academic Affairs and the Student-Athlete Advisory Board	Spring 2005
		Data from Exit Interviews with student-athletes will be used to monitor progress in gender equity.	Associate Athletics Director / Senior Woman Administrator	Annually
		The Athletics Council will include the progress toward gender equity in its written report to the President, the Board of Regents and Faculty Senate.	Athletics Council	Annually
Women in Intercollegiate Athletics Administration	Increase efforts to have more women in higher athletic administrative roles.	Create a program that identifies and fosters professional development of potential women athletics administrators.	Senior Woman Administrator in cooperation with the Athletics Director.	Develop during the 2004-05 academic year. Implement during the 2005-06 academic year.
		Continue to encourage participation of women staff members in governance and decision making within the Athletics Department.	Senior Woman Administrator in cooperation with the Athletics Director and Executive Staff.	Ongoing

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
		Adopt procedures to support more aggressive targeting of women for all searches.	Senior Woman Administrator in cooperation with the Human Resources Manager.	Ongoing.
		Create an athletics administration graduate assistantship designed to create opportunities for women in higher athletics administration.	Senior Woman Administrator in cooperation with the Associate Athletics Director for Academic Affairs.	Develop 2004-05 academic year. Implement 2005-06 academic year.

## Equity, Welfare and Sportsmanship

### Operating Principle

#### 4.2 Minority Issues

#### Self-Study Items

1. List all "corrective actions," "conditions for certification" or "strategies for improvement" imposed by the NCAA Division I Committee on Athletics Certification in its first-cycle certification decision (if any) as they relate to Operating Principle 4.2 (Minority Issues). In each case, provide: (a) the original "corrective action," "condition" or "strategy" imposed; (b) the action(s) taken by the institution; (c) the date(s) of the action(s); and (d) an explanation for any partial or noncompletion of such required actions. Please note, the institution is not required to respond to recommendations for required actions developed by the peer-review team unless those same recommendations were adopted by the Committee on Athletics Certification.

The original "corrective action," "condition" or "strategy" imposed.

No "corrective actions" or "conditions for certification" were imposed. However, the Committee imposed a Strategy for Improvement (see Summary of Actions, p. 9, supra). The institution was required to modify its current minority-opportunities "to create a single comprehensive institutional plan for addressing minority opportunities in the intercollegiate athletics program that combines all of the elements of the plan mentioned in various documents reviewed by the peer-review team and the committee including, but not limited to, the following: (1) self-study report information, (2) the institution's affirmative action plan, (3) May 22 and September 17, 1997 correspondence from the University to the NCAA, (4) the January 29, 1997 memorandum from Daniel G. Gibbens to Troy L. Arthur, and (5) Board of Regents' Policies 7.20, 102.1, 3.1. and 3.2."

b) The action taken by the institution: The University modified its minority opportunities plan as required and submitted it to the NCAA Committee on Athletics Certification, now designated "original plan" at 4.1.2.a, infra.

c) The date of the action: September 18, 1998.

d) An explanation for any partial or non-completion of such required actions: Not applicable.

2. Report on the implementation of the plan to address minority issues developed by the institution during its first-cycle certification process. Specifically, include: (a) the original plan, (b) the action(s) taken by the institution, (c) the date(s) of the action(s), (d) action(s) not taken or not completed, and (e) explanation(s) for partial completion. [Please note: Within minority-issues written plans, specific numerical targets may place an institution at legal risk and are not expected nor should they be included in an institution's written plan. If an institution has already submitted a plan to the committee that includes specific hiring numbers, the committee will not hold the institution accountable for achieving those specific numerical targets. Rather, the committee advises institutions to submit plans that have broad, flexible non-numeric hiring goals.]

4.1.2.a. Original plan (the 1998 plan, required by the "Strategy," supra):

(1) Student Life—Goal/Intended Result 1: To continue to provide access to all academic services, counseling, housing, facilities, and all other student life services to all student-athletes without regard to sport, gender, race, religion, or ethnic origin. The Associate Director for Academic Affairs has primary responsibility. The timetable is ongoing. This Goal includes:

(a) Endeavor to provide all student-athletes a comfortable/encouraging/challenging environment for them according to their individual needs.

(b) Promote full use of the Department's life skills education programs.

(c) Continue joint efforts by the Athletics Department and the University Vice President for Student Affairs to improve campus-wide integration of student-athletes into the general student body, and specifically minority student-athletes.

## Equity, Welfare and Sportsmanship

(d) Develop programs and initiatives through the Student-Athlete Advisory Board (a registered student organization) to further integrate all student-athletes into the general student body.

(e) Participation of staff and student-athletes in the University African American Task Force and any other similar group addressing campus minority issues.

(f) All student life services are provided to all student-athletes without regard to sport, gender or race. Continuation of this philosophy and policy will be monitored by the Associate Director for Academic Affairs. Programs and progress will be included in annual reports to the Athletics Council regarding academics and student life.

(2) Staff—Goal/Intended Result 2: To reduce the underutilization of protected classes and specifically minority applicants and employees by increasing opportunities for minorities, and to continue aggressive recruitment of qualified individuals including minority candidates for administrative and coaching positions. This Goal includes:

(a) Identify positions of underutilization through the current year University Affirmative Action Plans' Action-Oriented Program Number 10 Staff Impact Ratio Analysis (copy attached), and the resulting statistics provided in tables labeled "Workforce Analysis" and "Utilization Analysis." The Director of Athletics and the Associate Directors are responsible. The timetable is dependent upon position openings, including those created by restructuring administrative assignments within the Department.

(b) Follow the Plans' Affirmative Action-Oriented Program Number 11 for Positive Staff Selection Procedure as guidelines for recruitment and selection of qualified candidates and the Plans' Affirmative Action Employment Procedures for executive and administrative officers.

(c) Provide timely training on the Positive Staff Selection Procedure for staff involved in hiring of staff.

### 4.2.2.b Actions taken by the institution

Goal 1 (a) Endeavor to provide all student-athletes a comfortable/encouraging/challenging environment for them according to their individual needs.

Graduation rates serve as an important indicator representing the quality of the academic experience for student-athletes. The 2002 Graduate-Rate Report ranks OU in first place among the Big-12 institutions with respect to the graduation of student-athletes who entered OU during the 1996-97 academic year. In addition, 78 percent of African-American males and 100 percent of African-American females graduated within the required six-year span. For other minority groups, 100 percent of Asian-American student-athletes completed degrees on time and there were no other ethnic-minority student-athletes enrolled during the 1996-97 school year. To further assess the quality of academic life for OU student-athletes, the Big 12 Conference conducted two surveys assessing life skills programs among Big 12 athletic programs, the first in 1996 and the second in 1999. In both surveys, the University of Oklahoma ranks first in almost all categories related to commitment to academics and personal/social development. The 1999 survey data indicates that while OU scored in the top tier when compared to their peers in all categories, all institutions scored lower in the following areas: career services, counseling, financial aid, graduation rates, and community student involvement. Since 1999, OU has focused upon improvements in these areas, with specific attention to graduate rates, financial aid and career services. Student-athlete participation in career services continues to increase (see goal 1 (b) below). In 2002, the Athletic Department created a pilot mentoring program called the Sooner Football Career Network. The purpose of this program is to provide academic and career mentors to each former or current football letterman. A proportion of these mentors are ethnic minorities with successful careers. This program has led to the creation of the "O-Club Career Network" which will serve all student-athletes and will be implemented during the 2004-05 academic year. Within that program is a special diversity mentoring program designed to provide student-athletes from diverse backgrounds with a mentor relationship with successful minority role models. In the area of financial aid, the new Student Opportunities Fund has expanded the financial aid opportunities for economically disadvantaged student-athletes by providing full funding for all unmet needs for student-athletes eligible for the Special Assistance Fund.

Goal 1 (b). Promote full use of the Department's life skills education programs.

Each year, the Office of Student Life monitors student-athlete participation in life-skills educational programs. Developed in 1995, the Athletic Career Center became one of seven learning centers in the Prentice Gault Academic Center. Its goal is to provide student-athletes with career development skills and increase their visibility to the world of work and career related opportunities. The 2003 Career Fair hosted more than 65 companies and served over 350 student-athletes. The minority participation in the 2003 Career Fair increased to 44.9 percent from 29.7 percent in 2002. The Career Center actively seeks the participation of companies in the annual career fair that have a solid record of hiring underrepresented minorities.

Goal 1 (c) Continue joint efforts by the Athletics Department and the University Vice President for Student Affairs to improve campus-wide integration of student-athletes into the general student body, and specifically minority student-athletes.

## Equity, Welfare and Sportsmanship

As freshmen, student-athletes are informed about student organizations and opportunities for participation in student activities during the student-athlete orientation. In addition, the University offers Gateway to College Learning, two-hour letter graded course designed to help students make the transition from high school and college. During this course, students are familiarized with all of the cultural, social, academic, and technical resources available at the University of Oklahoma. The Gateway to College Learning course is required for all specially admitted students and many athletic advisors recommend this course for student-athletes.

Goal 1 (d) Develop programs and initiatives through the Student-Athlete Advisory Board (a registered student organization) to further integrate all student-athletes into the general student body.

In further support of campus-wide integration of student-athlete, the President of the Student Athlete Advisory Board (SAAB) sits on the Vice President for Student Affairs' Advisory Council (VPAC). In addition, the Sooner Housing Safe Trick or Treat program and the Athletics Department Blood Drive are examples of two programs sponsored by SAAB, which target the University student body.

The Sooner Housing Center is a fully integrated residential center managed by the Athletic Department and is home to student-athletes and residential students. The students in Sooner Housing Center received the President's Trophy for outstanding housing center in both 1998 and 2003. The criteria for the award include the promotion of academic excellence, participation in campus activities, and the promotion of cultural diversity. The Sooner Housing Center participates in the campus Faculty-in-Residence program, designed to promote a learning community beyond the classroom. Through this program, both minority and non-minority freshman interact with a faculty member who resides in the dorm.

Goal 1 (e). Participation of staff and student-athletes in the University African American Task Force and any other similar group addressing campus minority issues

Student-athletes, particularly minority student-athletes take advantage of the variety of social and cultural activities of university life, as demonstrated by the 2003-2004 report of student-athlete involvement. The Center for Student Life, a division of Student Affairs, houses the African American Student Services Center which sponsors a variety of activities for African American students and works closely with the Black Student Association (BSA). Both the BSA and Native American Student Organization seek out and include minority student-athletes among their active members. The Henderson-Tolson Cultural Center serves as the base of all African American student programs and likewise, as does the Jim Thorpe Cultural Center for all Native American Programs. These facilities provide meeting rooms, lounge facilities, offices and a library and provide minority student-athletes with a place to socialize and participate in campus leadership opportunities with other minority students.

A number of our Black student-athletes are now and have been actively involved in NPHC (National Panhellenic Council) sororities and fraternities. Those organizations represented by student-athletes are Zeta Phi Beta Sorority, Alpha Kappa Alpha Sorority, Phi Beta Sigma Fraternity, Kappa Alpha Psi Fraternity, Omega Psi Phi Fraternity, Alpha Phi Alpha Fraternity, and Iota Phi Theta Fraternity. Student-athletes have competed and won scholarship pageants given by organizations on campus such as Miss Black and Gold, Little Boy Blue, and Mr. Miaka. Student-athletes have competed in talent showcases well advertised in the OKC/Norman communities such as Zeta Phi Beta Sorority and Phi Beta Sigma Fraternity Annual Blue Revue. Student-athletes have been involved in a number of community service events hosted by the Black Student Association (BSA). Student-athletes are involved in other social organizations under BSA such as the Caribbean Student Association, African Student Association, National Association of Black Engineers (NSBE), Association of Black Education Majors (ABEM), and National Association of Black Journalist (NABJ). Student-athletes are now and have been involved in the business fraternity.

Goal 1 (f). All student life services are provided to all student-athletes without regard to sport, gender or race. All student-athletes are eligible to utilize all services offered with the academic center. There are no distinctions or restrictions placed upon student-athletes, teams, or athletic scholarship status. Data collected during the Fall 2002 semester indicated that of 189 minority student-athletes, 78 utilized the writing and study skills center in 482 visits. Thirty-one minority student-athletes spent a total of about 230 hours in the mathematics center and minority student-athletes logged 223 tutoring hours. For the same time period, of a total population of 534 student-athletes, 186 students utilized the writing and study skills center in 979 visits. Sixty-four student-athletes spent a total of 564 hours in the math center and logged 1189 total tutoring hours. With the exception of total tutoring hours, minority student-athletes use these academic services at higher rates than the total student-athlete population.

Goal 2 (a). Identify positions of underutilization through the current year University Affirmative Action Plans' Action-Oriented Program Number 10 Staff Impact Ratio Analysis (copy attached), and the resulting statistics provided in tables labeled "Workforce Analysis" and "Utilization Analysis."

Every year, each job classification utilized by the University is analyzed by comparing the ethnic and gender makeup of the current staff and faculty to the pool of qualified candidates that are available for work in the recruiting

## Equity, Welfare and Sportsmanship

area utilized by the University. In the case of hourly employees the guidelines provided in Affirmative Action-Oriented Program number seven (Staff Impact Ratio Analysis) are followed. The recruiting area utilized for hourly employees is usually the five county area surrounding Norman and Oklahoma City.

For administrative and coaching positions, national availability pools are used and the Affirmative Action Plan National Recruitment Procedures are followed. When the analysis determines that a position is under-represented by a protected group, the position is declared under-utilized and goals are established to attempt to make the workforce mirror the population from which it is recruited. Additional outreach activities are undertaken to ensure that minority groups are informed of the vacancy and have an opportunity to apply. The Athletics Department has instituted a process for advertising vacant positions requiring national searches through a variety of outlets targeting underrepresented groups including the Black Coaches' Association Website, the Women in Sports Website, and through the National Association of Collegiate Women Athletics Administrators. We do not lower standards to attract minority or female candidates but we are diligent in our outreach efforts to attract fully qualified minority and women applicants. Once an application has been submitted, a referral is sent to the Athletics Department from the Office of Human Resources. This referral indicates if the applicant is a candidate from an underutilized group as defined by the Office of Affirmative Action.

Goal 2 (b). Follow the Plans' Affirmative Action-Oriented Program Number 11 for Positive Staff Selection Procedure as guidelines for recruitment and selection of qualified candidates and the Plans' Affirmative Action Employment Procedures for executive and administrative officers.

The Office of Equal Opportunity issues a written affirmative action plan annually in accordance with federal regulations administered by the US Department of Labor's Office of Federal Contract Compliance. The document is intended to fulfill the legal requirement for an annual up-date of the University's Affirmative Action Plans. A separate plan is prepared for each of the following campuses; (1) Norman and (2) OKC Health Sciences Center. All employment data utilized in the computations reflect the work force on each campus as of the preceding November. The plan is issued in January or February of each year. The Athletics Department falls under the requirements of the Norman campus plan.

The complete University hiring process is explained in the affirmative action plan. Athletics Department vacancies are posted with the University Personnel office. These vacancies are posted on the OU Website and accessible to everyone. In addition, the publication of choice for Athletics Department vacancies has been the NCAA news. All position announcements, including those issued by the Athletics Department, include the following statement: "OU is an equal opportunity, affirmative action employer. We encourage women and minorities to apply." Those positions requiring national searches, i.e., faculty, academic administrators, executive officers, and administrative officers follow a process monitored by the Equal Opportunity Office. Recruiting for hourly positions and lower level salaried positions follow a process monitored by Human Resources.

Goal 2 (c). Provide timely training on the Positive Staff Selection Procedure for staff involved in hiring of staff.

Training on the Positive Staff Selection Procedure for staff involved in hiring of staff is provided through the University Training and Development's Foundation in Management series, a Division of the Office of Human Resources (see <http://www.ou.edu/persvcs/pages/trainfm.html>). Participation in this series is required by all supervisory personnel at the University of Oklahoma. This series includes training related to affirmative action, cultural awareness, and hiring and retaining personnel. Additional information is provided on the OHR website. Athletics Department staff involved in hiring of staff are encouraged to attend training specifically related to affirmative action.

c) Date of the action(s)

Goal 1: These actions are ongoing.

Goal 2: These actions are ongoing.

d) Action(s) not taken or not completed.

Goal 1: These actions are continually monitored by the Athletics Director and Associate Athletics Director for Academic Affairs.

Goal 2: These actions are continually monitored by the Athletics Director and the Associate Athletics Director and Senior Woman Administrator, and the University Affirmative Action Officer.

e) Explanations for partial completion

## Equity, Welfare and Sportsmanship

Goal 1: All actions have been completed

Goal 2: All actions have been completed

### 3. Describe any additional plans for improvement/recommendations in the area of Operating Principle 4.2 (Minority Issues) developed by the institution since the first-cycle certification decision was rendered by the Committee on Athletics Certification.

In 2003, the Athletics Council Subcommittee on Equity and Student Welfare submitted a report to the Athletics Council which provides an update of the progress toward the minority opportunities plan.

The Prentice Gautt Minority Mentoring Program is program designed to provide minority student-athletes with a one-on-one relationship with successful role models with the goal of helping student-athletes recognize and develop their personal, academic, and career skills that will sustain them beyond their college careers.

In 2004 the Athletics Department implemented a program called Bridge Builders. This is an organization for, about and run by African-American student-athletes at the University of Oklahoma. Its purpose is to effectively address and find solutions to the academic, athletic, social, cultural and emotional issues unique to African-American student-athletes at the University of Oklahoma.

The institution has several initiatives designed to increase the number of students from underrepresented groups for both undergraduate and graduate programs. First, the Office of Recruitment Services has implemented a Recruitment Services Initiative designed to increase the number of qualified minority student applicants. In addition, the Diversity Enrichment Program focuses upon recruiting qualified minority applications targeting recruitment activities in inner city high schools throughout Oklahoma and adjoining states. Minority recruiters regularly conduct on-site visits to high schools having large minority student populations and encourage prospective students and their parents to visit OU, the recruiters fully explain the financial aid packages available, and other benefits of attending the University of Oklahoma.

Second, the Graduate College has developed two programs designed to increase participation in graduate education by students from underrepresented groups. Action-Oriented Program Number 5: General Initiatives Sponsored by the Graduate College is described in the University's 2003 Affirmative Action Plan, (p. 113). The University has several new scholarship programs designed to recruit and retain minority students. The Henderson Scholarship Program targets students with diverse interests and recipients participate in leadership programs and participate in a variety of community service and mentoring activities serving elementary students with diverse backgrounds. In addition, the ConocoPhillips Scholarships targets students with high GPAs from high school who are interested in diversity programs. Institutional research has reported steady increases in the number of Black, Hispanic, Asian, and American Indian students in the student population.

### 4. List all actions the institution has completed or progress it has made regarding required actions identified by the NCAA Committee on Athletics Certification during the institution's interim-report process (if applicable) as they relate to Operating Principle 4.2 (Minority Issues). Specifically, include for each: (a) the required action, (b) the action(s) taken by the institution, (c) the date(s) of these action(s), (d) action (s) not taken or completed, and (e) explanation(s) for partial completion.

Not applicable.

### 5. Explain how the institution is organized to further its efforts related to the minority-issues operating principle for both athletics department staff and student-athletes and provide evidence that matters concerning minority issues are monitored, evaluated and addressed on a continuing basis.

The institution employs a full-time University Equal Opportunity Officer. As an executive officer, the University Equal Opportunity Officer reports directly to the President. The University Equal Opportunity Officer is assisted by a staff consisting of one Associate University Equal Opportunity Officer and one Administrative Assistant on the Norman campus; one Assistant Equal Opportunity Officer and one Administrative Secretary on the Health Sciences Center campus; and one part-time Special Assistant on the Tulsa campus.

This office is charged with the responsibility of increasing the presence of qualified minority staff and faculty through the use of affirmative action and for enforcing and administering the institution's policies prohibiting discrimination and/or harassment based upon race, color, national origin, sex, age, disability, status as a veteran, sexual

## Equity, Welfare and Sportsmanship

orientation, and political affiliation. The discrimination, harassment, and grievance procedures apply to faculty, staff, students as well as prospective employees and/or students.

The institution's affirmative action plan is available for review.

Within the Athletics Department, the Student Life Office in the Academic Center has developed a Minority Mentoring Program designed to provide our diverse student-athletes with a one-on-one relationship among successful minority role models. The purpose of this program is to help minority student-athletes develop their personal, academic and career skills that will sustain them far beyond their college career. The Center for Student Life, a division of Student Affairs, houses the African American Student Services Center which sponsors a variety of activities for African American students and works closely with the Black Student Association (BSA). Both the BSA and Native American Student Organization seek out and include minority student-athletes among their active members. The Henderson-Tolson Cultural Center serves as the base of all African American student programs and likewise, as does the Jim Thorpe Cultural Center for all Native American Programs. These facilities provide meeting rooms, lounge facilities, offices and a library and provide minority student-athletes with a place to socialize and participate in campus leadership opportunities with other minority students.

Minority issues are monitored, evaluated and addressed on a continuing basis. First, the Athletics Council has a standing Equity and Sportsmanship Subcommittee whose charge is to "report on gender equity policies and practices, promoting respect for and sensitivity to the dignity of every person and to refrain from discrimination prohibited by federal and state law." This committee is responsible for monitoring the implementation of the minority issues plan. In addition, the Associate Athletics Director/Senior Woman Administrator is administratively responsible for monitoring the implementation of the minority issues plan.

- 6.** For the three most recent academic years, provide the racial or ethnic composition for full-time senior administrative athletics department staff members (i.e., assistant athletics directors up through the athletics director level); other full- and part-time professional (i.e., non-clerical) athletics department staff members (such as trainers, ticket managers, academic support staff, and facility managers, even if the position is not funded by or does not report to the athletics department); full- and part-time head coaches; full- and part-time assistant coaches (including graduate assistant and volunteer coaches); faculty-based athletics board or committee (e.g., faculty senate subcommittee on athletics, faculty athletics committee) members, and other advisory or policy-making group (e.g., governing board for athletics, student-athlete advisory committee) members (if any). [Note: Use the supplied chart to compile the data requested in this self-study item.]

See Chart, page 152.

- 7.** For the three most recent academic years, provide the racial or ethnic composition for student-athletes who received athletics aid and for students generally. [Note: Use the supplied chart to compile the data requested in this self-study item.]

See Chart, page 153.

- 8.** For the three most recent academic years, provide the racial or ethnic composition of student-athletes who received athletics aid by the eight sport groups listed in the graduation-rates disclosure form. Also, for those sports not at the varsity level for three years, indicate the year in which the sport was recognized by the institution as a varsity sport. [Note: Use the supplied chart to compile the data requested in this self-study item.]

See Chart, page 154.

- 9.** Using the program areas for minority issues please:
- a. Describe how the institution has ensured a complete study of each of these areas,
  - b. Provide data demonstrating the institution's commitment across each of the areas,

## Equity, Welfare and Sportsmanship

- c. Identify areas of deficiency and comment on any trends, and
- d. Explain how the institution's future plan for minority issues addresses each of the areas.

### **1. Institutional and Athletics Department Commitment** Development and maintenance of written statements that address the issues of diversity.

- a. Describe how the institution has ensured a complete study of this area.

All written statements distributed to the public must follow the Board of Regents Publications policy that requires that all publications state that the University is an equal employment institution. Regents' policies are reviewed periodically and are currently being revised in 2004. The Athletics Department executive staff holds annual staff advances to discuss the mission of the Department, strategic planning and progress toward goals emanating from the Mission Statement, including progress toward increased diversity.

- b. Provide data demonstrating the institution's commitment across this area.

To show a commitment to minority issues, the Athletics Department's mission statement lists, as a core value: "Appreciation for and Encouragement of Gender and Cultural Diversity."

The Athletics Department also places the following on all job announcements: "OU is an equal opportunity, affirmative action employer. We encourage women and minorities to apply." The administrator responsible for position announcements is the Human Resources Director. In addition, all publications distributed by the Athletics Department to the general public include the following statement "the University of Oklahoma is an equal opportunity institution." All visual marketing materials such as posters, brochures, and television spots include images of student-athletes from diverse backgrounds. The administrator responsible for ensuring this statement is the Director of Publications.

- c. Identify areas of deficiency and comment on any trends.

The Athletics Department does not currently prepare or distribute any written goals and objectives related to diversity for annual review.

- d. Explain how the institution's future plan for minority issues addresses this area.

The future plan for minority issues addresses the need to continue the current practice of developing and maintaining written statements that address a commitment toward diversity and to continue to reflect diversity through marketing materials including posters, brochures, and television video spots. The future plan includes provisions for identifying an executive staff position with the responsibility to monitor the Athletics Department's progress toward its diversity goals. In addition, annual statements of progress toward objectives will be developed and distributed to the Department executive staff and to the Athletics Council's Subcommittee on Equity and Sportsmanship.

### **2. Evaluation** Periodic review of athletics department activities for consistency with goals and objectives set forth in the institution's and athletics department's written commitments to diversity.

- a. Describe how the institution has ensured a complete study of this area.

The Athletics Director and executive staff are responsible administratively for monitoring the implementation progress toward the Athletics' Departments diversity goals. Diversity issues are addressed in the Athletics Department strategic planning process, although no written documents are distributed. The Office of Affirmative Action is responsible for reviewing the institution's activities for consistency with the University's goals and objectives related to reducing the under representation of protected groups in administrative and coaching positions. The Athletics Council Subcommittee on Equity and Sportsmanship reviews and monitors the implementation of the Minority Issues Plan and reviews Athletics Department

## Equity, Welfare and Sportsmanship

activities for consistency with the goals and objectives identified in the Athletics Department's written commitments to diversity.

**b. Provide data demonstrating the institution's commitment across this area.**

The Athletics Council Subcommittee on Equity and Sportsmanship was formed in 2000 and charged with reviewing and reporting to the Athletics Council on the Athletics Department's policies and practices promoting respect for and sensitivity to the dignity of every person and to refrain from discrimination prohibited by federal and state law. This committee is also responsible for monitoring the approved Minority Opportunities Plan from the previous NCAA Certification Self-Study. This committee prepares periodic reports assessing progress toward the Athletics Department's diversity goals.

**c. Identify areas of deficiency and comment on any trends.**

Currently the Associate Athletics Director/Senior Woman Administrator is charged with oversight and coordination of the Department's progress toward diversity goals. Individual departments consider diversity in the planning and implementation of programs. The Athletics Department does not currently prepare or distribute any written goals and objectives related to diversity for annual review.

**d. Explain how the institution's future plan for minority issues addresses this area.**

The Minority Issues Plan affirms the need to continue the current practices of evaluating progress toward the Department's diversity goals including the periodic review of progress toward diversity goals by the Athletics Council Subcommittee on Equity and Student Welfare. The Minority Issues Plan includes a recommendation that this review be conducted annually. In addition, the Minority Issues Plan includes a recommendation to designate a member of the executive staff to have the continuing responsibility for coordinating and directing goals related to diversity and to annually address progress toward these goals as part of the Department's strategic planning process.

**3. Organization and Structure** Policies, and/or organization, and/or activities of the athletics program and its activities to help enhance diversity.

**a. Describe how the institution has ensured a complete study of this area.**

The Department's executive staff is consistently sensitive to the need to enhance diversity. The Athletics Council Subcommittee on Equity and Sportsmanship periodically reviews toward the Athletics Department's diversity goals including a study of the programs and activities that help enhance diversity.

**b. Provide data demonstrating the institution's commitment across this area.**

The Athletics Council Subcommittee on Equity and Sportsmanship prepares periodic reports assessing progress toward the Athletics Department's diversity goals including a study of the programs and activities that help enhance diversity. The 2002 Graduation Rate shows that 78 percent of African-American males and 100 percent of African-American females graduated within the required six-year span. For other minority groups, 100 percent of Asian-American student-athletes completed degrees on time and there were no other ethnic-minority student-athletes enrolled during the 1996-97 school year. To further assess the quality of academic life for OU student-athletes, the Big 12 Conference conducted two surveys assessing life skills programs among Big 12 athletic programs, the first in 1996 and the second in 1999. In both surveys, the University of Oklahoma ranks first in almost all categories related to commitment to academics and personal/social development. The 'O-Club Career Network' serves all student-athletes. Within that program is a special diversity mentoring program designed to provide student-athletes from diverse backgrounds with a mentor relationship with successful minority role models. In the area of financial aid, the new Student Opportunities Fund has expanded the financial aid opportunities for economically disadvantaged student-athletes by providing full funding for all unmet needs for student-athletes eligible for the Special Assistance Fund. Each year, the Student Life Office monitors student-athlete participation in life-skills educational programs. Developed in 1995, the Career Center in the Academic Center became one of seven learning centers in the Prentice Gautt Academic Center. Its goal is to provide student-athletes with career development skills and increase their visibility to the world of work and career related opportunities. The 2003 Career Fair hosted more than 65 companies and served over

## Equity, Welfare and Sportsmanship

350 student-athletes. The minority participation in the 2003 Career Fair increased to 44.9 percent from 29.7 percent in 2002. The Career Center actively seeks the participation of companies in the annual career fair that have a solid record of hiring underrepresented minorities. The University of Oklahoma Office of Human Resources currently provides seminars focusing upon diversity that target University staff, administration and faculty.

**c. Identify areas of deficiency and comment on any trends.**

Needed is one executive position charged with continuing oversight and coordination of the Department's policies and programs designed to support the Department's diversity goals. The Athletics Department does not currently prepare or distribute any study of policy, organization, or programs targeting objectives related to diversity for annual review.

Although the Athletics Department encourages staff and coaches to participate in diversity training offered by the Office of Human Resources, the Department currently provides no incentives for participation. Beginning in May 2004, the Athletics Department is requiring periodic diversity training for coaches, student-athletes and staff.

**d. Explain how the institution's future plan for minority issues addresses this area.**

The Minority Issues Plan affirms the need to continue the current practice of evaluating progress toward the Department's diversity goals including the periodic review programs by the by the Athletics Council Subcommittee on Equity and Student Sportsmanship. The Minority Opportunities Plan includes a recommendation that this review be conducted annually and that this review include a study of policies and organizational structure related to diversity. In addition, the Minority Issues Plan includes a recommendation that the executive staff with responsibility for coordinating and reviewing policies, organizational structure and programs related to diversity will annually address progress toward these goals as part of the Department's strategic planning process. All coaches and staff will participate in mandatory diversity training with the goal of helping them create a positive environment through dialogue on issues regarding issues of diversity, by learning to be sensitive to differing communication, cultural norms, and learning styles of student-athletes with diverse backgrounds.

**4. Enrollment** Goals of the institution for enrollment of minority students and minority student-athletes.

**a. Describe how the institution has ensured a complete study of this area.**

The University Enrollment Management Board monitors student enrollments and makes recommendations concerning enrollment management practices and procedures. This board's responsibilities include assessing progress with respect to the enrollment of minority students. The Associate Athletics Director for Academic Affairs serves on this board and also monitors student-athlete minority enrollment. In addition, the Athletics Council Subcommittee on Academic Integrity and Student Welfare monitors the academic progress minority student-athletes.

**b. Provide data demonstrating the institution's commitment across this area.**

The University of Oklahoma currently has the third highest proportion of minority students enrolled among all Big 12 institutions, behind the University of Texas and Texas A&M. However, the proportion of minority students has declined in the past three years. In 2001, minority students represented 27.5 percent of the student population, in 2002, 26.38 percent, and in 2003, 25.69 percent. The decline can be attributed in part to constitutional challenges to state scholarships targeting minority students. During the same time period, the population of minority student-athletes has generally held constant with minorities representing 43.1 percent of the total population of student-athletes in 2001; followed by 39.55 percent in 2002; and 41.19 percent in 2003. The University's recruitment services have initiated several programs targeting prospective students with diverse backgrounds including increasing recruitment visibility in schools with high minority populations.

**c. Identify areas of deficiency and comment on any trends.**

## Equity, Welfare and Sportsmanship

Increasing the diversity of the student and faculty population is an important goal of the University of Oklahoma in its desire to improve the educational experience of all students. The percentage of minority student-athletes is significantly higher than the general student population. The Department has increased the number of minority academic support staff who serve as advisors and mentors to minority student-athletes.

- d. Explain how the institution's future plan for minority issues addresses this area.

The Minority Issues Plan affirms the need to continue the current practices of monitoring student enrollment with the goal of increasing the diversity of the general student population. In addition, the Plan affirms the need to continue to monitor the academic success of minority student-athletes with the goal of continued improvement.

**5. Comparison of Populations** Examination of the student population and comparison of the percentage of minority student-athletes in all sports, by sport, to ensure that there are no signs of discrimination revealed through the recruitment practices of the institution.

- a. Describe how the institution has ensured a complete study of this area.

The University Enrollment Management Board monitors student enrollments and this board's responsibilities include assessing progress with respect to the enrollment of minority students. The Associate Athletics Director for Academic Affairs serves on this board and also monitors student-athlete minority enrollment. In addition, the Athletics Council Subcommittee on Academic Integrity and Student Welfare monitors the academic progress of minority student-athletes.

- b. Provide data demonstrating the institution's commitment across this area.

In 2001, minority students represented 27.5 percent of the student population, in 2002, 26.38 percent, and in 2003, 25.69 percent. The decline can be attributed in part to constitutional challenges to state scholarships that specifically target minority students. During the same time period, the population of minority student-athletes has generally held constant with minorities representing 43.1 percent of the total population of student-athletes in 2001; followed by 39.55 percent in 2002; and 41.19 percent in 2003.

- c. Identify areas of deficiency and comment on any trends.

The Associate Athletics Director for Academic Affairs monitors the enrollment of minority student-athletes and by virtue of his representation on the University enrollment management board, also monitors the comparison of student populations. However, no one currently examines comparison of racial or ethnic group participation by sport. Current recruitment practice is to recruit athletes based upon ability and academic potential without regard to race or ethnicity.

- d. Explain how the institution's future plan for minority issues addresses this area.

The Minority Issues Plan affirms the need to continue the current practices of monitoring student enrollment with the goal of increasing the diversity of the general student population. The Plan also includes the continuation of an executive staff position with the responsibility to monitor the Department's progress toward its diversity goals. In addition, strategic planning documents will be prepared and addressed in annual staff advances to address the progress toward implementation of the Minority Issues Plan to include an annual analysis of race and ethnicity by sport. Because sports differ widely with respect to minority participation, these comparisons will periodically examine the racial and ethnic composition by sport of peer institutions to increase confidence that differences in minority participation among sports are not the result of discrimination. In addition, data from exit interviews and annual surveys of student-athletes will be analyzed to monitor the treatment of minority student-athletes.

**6. Participation in Governance and Decision-Making** Involvement of minority student-athletes in the governance and decision-making processes of the athletics department, and provision of leadership opportunities (e.g., participation on student-athlete advisory committee) for minority student-athletes.

## Equity, Welfare and Sportsmanship

**a. Describe how the institution has ensured a complete study of this area.**

The Department's executive staff is consistently sensitive to the need to enhance diversity. The Athletics Council Subcommittee on Equity and Sportsmanship periodically reviews toward the Athletics Department's diversity goals including a study of the programs and activities that help enhance diversity.

**b. Provide data demonstrating the institution's commitment across this area.**

Minority students-athletes regularly participate in our Student-Athlete Advisory Board. One of the two student-athletes on the Athletics Council who regularly attended over a two-year period was a Black student-athlete (now a second-year law student).

In addition, a number of our Black student-athletes are now and have been actively involved in NPHC (National Panhellenic Council) sororities and fraternities. Student-athletes have competed and won scholarship pageants given by organizations on campus such as Miss Black and Gold, Little Boy Blue, and Mr. Miaka. Student-athletes have competed in talent showcases well advertised in the OKC/Norman communities such as Zeta Phi Beta Sorority and Phi Beta Sigma Fraternity Annual Blue Revue. Student-athletes have been involved in a number of community service events hosted by the Black Student Association (BSA). Student-athletes are involved in other social organizations under BSA such as the Caribbean Student Association, African Student Association, National Association of Black Engineers (NSBE), Association of Black Education Majors (ABEM), and National Association of Black Journalist (NABJ). Student-athletes are now and have been involved in the business fraternity.

**c. Identify areas of deficiency and comment on any trends.**

Although minority student-athletes are encouraged to participate in leadership opportunities, currently no executive position is charged with monitoring and encouraging involvement of minority student-athletes in the governance and decision-making processes of the Athletics Department. Individuals do encourage minority students to participate in leadership opportunities within the department, but no administrative coordination or direction is provided. The Athletics Department does not currently prepare or distribute any study of the involvement of minority students in leadership and governance opportunities within the department.

**d. Explain how the institution's future plan for minority issues addresses this area.**

The Minority Issues Plan addresses the need to evaluate the participation of minority student-athletes in leadership and governance opportunities within the Athletics Department and the larger university and to include the periodic review of leadership involvement by the Athletics Council Subcommittee on Equity and Sportsmanship. In addition, ethnicity should be considered when identifying student-athletes for participation on the Athletics Council. The Minority Issues Plan includes a recommendation that this review be conducted annually. In addition the Minority Issues Plan includes a recommendation to designate a member of the executive staff to have continuing responsibility for monitoring the participation of minority student-athletes in leadership and governance activities within the Department. Coaches will be encouraged to consider diversity when considering student-athletes for participation on the Student-Athlete Advisory Board. The Student-Athlete Advisory Board will consider revisions in its charter to establish a standing student subcommittee of SAAB to address the needs and interests and focus upon issues of diversity.

**7. Employment Opportunities** Establishment of goals for minority employment opportunities in the athletics department and the encouragement of promotion and hiring of minority coaches and administrators.

**a. Describe how the institution has ensured a complete study of this area.**

The complete University hiring process is explained in the Affirmative Action Plan. Athletics Department vacancies are posted with the University Personnel office. All position announcements, including those issued by the Athletics Department, include the following statement: "OU is an equal opportunity, affirmative action employer. We encourage women and minorities to apply." For administrative and coaching positions, national availability pools are used and the Affirmative Action Plan National

## Equity, Welfare and Sportsmanship

Recruitment Procedures are followed. When the analysis determines that a position is under-represented by a protected group, the position is declared under-utilized and goals are established to attempt to make the workforce mirror the population from which it is recruited. Additional outreach activities are undertaken to ensure that minority groups are informed of the vacancy and have an opportunity to apply. The publication of choice for Athletics Department vacancies is the NCAA News. In addition, the Athletics Department has recently instituted a process for advertising vacant positions requiring national searches through a variety of outlets targeting underrepresented groups including the Black Coaches' Association Website, the Women in Sports Website, and through the National Association of Collegiate Women Athletics Administrators. The Department does not lower standards to attract minority or female candidates, but is diligent in its outreach efforts to attract fully qualified minority and women applicants. Once an application has been submitted, a referral is sent to the Athletics Department from the Office of Human Resources. This referral indicates if the applicant is a candidate from an underutilized group as defined by the Office of Affirmative Action.

Training on the Positive Staff Selection Procedure for staff involved in hiring of staff is provided through the University Training and Development's Foundation in Management series, a Division of the Office of Human Resources (OHR)(see <http://www.ou.edu/persvcs/pages/trainfim.html>). Participation in this series is required by all supervisory personnel at the University of Oklahoma. This series includes training related to affirmative action, cultural awareness, and hiring and retaining personnel. Additional information is provided on the OHR website. Athletics Department staff involved in hiring of staff are encouraged to attend training specifically related to affirmative action.

**b. Provide data demonstrating the institution's commitment across this area.**

Since 2001, the number of minority Athletics Department staff has increased by 4 FTE, an increase of 26 percent. Currently, there are no minorities represented in the senior staff, 3 minority professional staff, 3 minority head coaches and 8 minority assistant coaches. As of the fall of 2003, minorities represent 15 percent of the total Athletics Department staff.

**c. Identify areas of deficiency and comment on any trends.**

While the Athletics Department has made some progress in the promotion and hiring of minority coaches and administrators, there exists a disparity with respect to the proportion of minority student-athletes when compared to the proportion of minority administrators and coaches. In interviews, minority student-athletes have described the importance of having mentors and role models serve in these roles.

**d. Explain how the institution's future plan for minority issues addresses this area.**

The Athletics Department will continue its practice of hiring the most qualified person for the position. However, the Minority Issues Plan will formalize requirements for more aggressive targeting of diverse groups in searching, including national searches through a variety of outlets targeting underrepresented groups including the Black Coaches' Association Website, the Women in Sports Website, and through the National Association of Collegiate Women Athletics Administrators. The Department will strongly encourage all individuals serving on search committees to participate in training in procedures and practices which encourage the identification of qualified minority candidates. In addition, annual statements of progress toward objectives will be developed and distributed to the executive staff and to the Athletics Council's Subcommittee on Equity and Sportsmanship.

Diversity in administrative and coaching positions is a national problem and can be resolved in part by increasing the pool of qualified minority candidates. The Minority Issues Plan will include plans for the development of the University of Oklahoma Athletics Administration Graduate Assistantship Program, a program designed to identify and support qualified graduate students as they seek advanced degrees. This program will provide graduate students from diverse backgrounds interested in University athletics administration with financial support and job experience while pursuing graduate study at the University of Oklahoma.

**8. Programs and Activities** Establishment of programs that address the needs and issues affecting minority student-athletes.

**a. Describe how the institution has ensured a complete study of this area.**

## Equity, Welfare and Sportsmanship

The Associate Athletics Director for Academic Affairs annually assesses student-athlete interests, including interests of minority student-athletes for educational programs. The Athletics Council Subcommittee on Equity and Sportsmanship periodically reviews Athletics Department programs that address the needs and issues affecting minority student-athletes.

**b. Provide data demonstrating the institution's commitment across this area.**

The Athletics Council Subcommittee on Equity and Sportsmanship prepares periodic reports assessing progress toward the Athletics Department's diversity goals including a study of the programs and issues effecting minority student-athletes. Each year, the Student Life Office in the Academic Center monitors student-athlete participation in life-skills educational programs. Developed in 1995, the Athletics Career Center became one of seven learning centers in the Prentice Gautt Academic Center. Its goal is to provide student-athletes with career development skills and increase their visibility to the world of work and career related opportunities. The 2003 Career Fair hosted more than 65 companies and served over 350 student athletes. The minority participation in the 2003 career fair increased to 44.9 percent from 29.7 percent in 2002. The Career Center actively seeks the participation of companies in the annual career fair that have a solid record of hiring underrepresented minorities. The "O-Club Career Network" serves all student-athletes and will be implemented during the 2004-05 academic year. Within that program is a special diversity mentoring program designed to provide student-athletes from diverse backgrounds with a mentor relationship with successful minority role models. In the area of financial aid, the new Student Opportunities Fund has expanded the financial aid opportunities for economically disadvantaged student athletes by providing full funding for all unmet needs for student-athletes eligible for the Special Assistance Fund.

**c. Identify areas of deficiency and comment on any trends.**

An executive position charged with continuing oversight and coordination of the Department's policies and programs designed to support the Department's diversity goals is needed. The Athletics Department does not currently assess the needs of minority student-athletes and currently does not prepare or distribute any written goals and objectives for developing programs and addressing issues of student-athletes in general.

**d. Explain how the institution's future plan for minority issues addresses this area.**

The Minority Issues Plan affirms the need to continue the current practice of evaluating progress toward the Department's diversity goals including the development of programs targeting minority student-athletes. The Athletics Council Subcommittee on Equity and Sportmanship will continue to periodically review progress toward diversity goals. In addition, the Minority Issues Plan includes the designated member of the executive staff to have the continuing responsibility for coordinating and directing goals related to diversity and to annually address assess the needs and interests of all student-athletes, including minority student-athletes. Exit interviews and annual student-athlete evaluations will gather data related to minority issues and the fair and equitable treatment of all student-athletes. This data will be analyzed annually and included in the Athletics Department's annual strategic planning process.

**10. Using the "plan for improvement" section, please provide a written, stand-alone institutional plan for addressing minority issues for the future in the intercollegiate athletics program. The plan must address all eight program areas for minority issues as listed previously; however, an evaluation mechanism to monitor the institution's status in those program areas without deficiencies is acceptable, provided the identification of such a mechanism is included in the institution's minority-issues plan. Further, the plan must extend at least five years into the future and be active at all times. [Note: Please see this web site for an example format outlining all required elements of a plan.]**

Within minority-issues written plans, specific numerical targets may place an institution at legal risk and are not expected nor should they be included in an institution's written plan. The committee advises institutions to submit plans that have broad, flexible non-numeric hiring goals.

This plan is provided in the web format in the pages that follow.

## Equity, Welfare and Sportsmanship

### 11. Describe the institution's efforts to ensure the plan for addressing minority issues for the future in the intercollegiate athletics program was developed through a process involving broad-based participation and received institutional approval.

Two campus committees address minority issues for the future of the intercollegiate athletics program.

The first group is the Athletics Council which advises the President and Board of Regents on policy relating to intercollegiate athletics including actual and proposed NCAA and Big 12 rules, financial aid and awards to student-athletes, admissions and academic performance of student-athletes, Athletics Department financial operation, appointment of key administrators and coaching staff, facilities, scheduling, recruiting, and rule changes. The Chair of the Athletics Council serves as a member of the Executive Committee of the University Faculty Senate and each year reports to the President and the Faculty Senate with respect to progress on minority issues. The Athletics Council includes broad-based participation including faculty, students and staff from the Norman and Health Sciences Center Campus, alumni and student-athletes. Council members are selected by the President and by the Faculty Senates from both the Norman and Health Sciences Center campuses. The Council has four standing subcommittees. The Equity and Sportsmanship Subcommittee is charged with the responsibility for annually reviewing and reporting to the Council on the Athletics Department's policies and practices promoting respect for and sensitivity to the dignity of every person and to refrain from discrimination prohibited by federal and state law. In addition, this committee is charged with the implementation of the Minority Opportunities Plan from the NCAA Certification Self-Study.

The second group is the NCAA Self-Study Steering Committee. This committee was formed in 2003 and charged by the President to conduct the second comprehensive self-study of the Department of Athletics. The Steering Committee includes members of the faculty and University community and Athletics Department administrators. The Subcommittee on Equity, Welfare and Sporting Conduct (EWS) includes representatives from the faculty, alumni, University and Athletics Department administration, students, and student-athletes. The EWS Subcommittee members include former members of the Athletics Council and Faculty Senate, current and former members of the Student-Athlete Advisory Board, and student-athletes representing diversity with respect to gender and ethnicity.

The work of this committee is conducted in the following three subgroups organized by operating principles: 1) Gender Issues (4.1); 2) Minority Issues (4.2) and 3) Student Welfare and Ethical Conduct (4.3 and 4.4). Each subgroup includes a student-athlete and was charged to collect data, write reports and make recommendations with respect to each self-study item within its charge. The entire EWS Subcommittee met on October 6, 2003. The Gender Equity subgroup met on Oct. 30 and November 11. The Student Welfare subgroup met on October 22, November 5, and November 11. The minority issues subgroup met via e-mail. At these meetings, the groups shared information and draft copies of reports for review. The subgroup chairs meet regularly because many of the considerable overlap within the issues of gender equity, minority issues and student welfare. The subgroup chairs met on December 11 to share information collected by each subgroup, to review progress reports and make recommendations for additional data collection. In addition, the EWS Chair meets individually with each student committee member regularly for feedback on the analysis of data and to identify areas of potential data collection. The subgroup chairs met in February to review the analysis of student interview data, draft reports and to discuss strategies for the development of preliminary plans. The subgroups chairs met and distributed a draft version of the reports and plans.

Although the Steering Committee includes no current members of the Athletics Council, the EWS chair met regularly with both the Chair of the Athletics Council and the Chair of the Council's Equity and Student Welfare Subcommittee. The EWS Chair reported to the Athletics Council's Equity and Student Welfare Subcommittee on February 19 and February 26 to gain their feedback on the Gender Equity and Minority Issues Plan prior to campus-wide distribution. The EWS Subcommittee through the subgroup chairs reviewed Council feedback and made changes as appropriate.

## Evaluation

1. Has the institution implemented its approved minority-opportunities plan from the previous self-study? **Currently Yes**
2. Has the institution provided an explanation from appropriate institutional authorities if its minority-issues plan was modified or not carried out fully? **Currently Yes**

## Equity, Welfare and Sportsmanship

3. Has the institution demonstrated that it is committed to, and has progressed toward fair and equitable treatment of all minority student-athletes and athletics department personnel? **Currently Yes**
4. Has the institution formally adopted a written plan for the future for the intercollegiate athletics program that ensures the institution maintains a program, or continues progress toward a program, which expands opportunities and support for minority student-athletes and athletics personnel? **Currently Yes**
5. Has the institution developed a plan that includes measurable goals the institution intends to achieve, steps the institution will take to achieve those goals, persons responsible and timetables? **Currently Yes**

**On the basis of the yes/no answers above and the plans for for correcting deficiencies, is the institution in substantial conformity with the operating principle. Yes**

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Continue the assignment of an executive staff member as the person with oversight of Athletics Department's Diversity Issues.	Identify a person responsible for all diversity issues.	Assign responsibility of Athletics Department diversity issues to the Senior Woman Administrator.	Athletics Director	Assignment complete
Institutional and Athletics Department commitment to the development and maintenance of written statements that address the issues of diversity.	The Athletics Department will continue the current practice of developing and maintaining written statements that address a commitment toward diversity.	Maintain and distribute the written goals and objectives that support the Athletics Department's commitment to diversity.	Executive staff member responsible for diversity in cooperation with Athletics Director and the executive staff	Fall 2004
		Continue to reflect diversity through posters, brochures, television spots and any additional publicity representing the Athletics Department.	Executive staff member responsible for diversity in cooperation with Assistant Athletics Director for Media Relations and the Associate Athletics Director for Marketing and Promotions.	Ongoing
		Continue to include written statements addressing diversity in all Athletics Department printed materials including but not limited to media guides, student-athlete handbook, development brochures, etc.	Executive staff member responsible for diversity in cooperation with Assistant Athletics Director for Media Relations and the Associate Athletics Director for Marketing and Promotions.	Ongoing
		Include the Athletics Department's mission statement and core values in all media guides, the student-athlete handbook, game programs and additional Athletics Department publications.	Executive staff member responsible for diversity in cooperation with all Athletics Department area administrators.	Ongoing

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Evaluation.	Monitor the Athletics Department activities for consistency with the developed goals and objectives set forth in the University and Athletics Department's written commitments to diversity.	Include written goals and objectives related to the commitment to diversity as part of the executive staff's strategic planning process and distribute them.	Executive staff member responsible for diversity in cooperation with Athletics Director and executive staff.	Fall 2004
		The executive staff member assigned to diversity will be responsible for collecting data designed to assess progress toward achieving the Athletics Department's written goals and objectives that support the department's commitment to diversity. Data will be collected concerning diversity issues from a student-athlete survey and exit interviews.	Executive Staff member with diversity progress oversight.	Annually
		Develop a system to include the Student-Athlete Advisory Board members in the evaluation of the Athletics Department's written goals and objectives that support the department's commitment to diversity.	Executive staff member responsible for diversity in cooperation with the SAAB Advisor.	Fall 2004
Organization and Structure	To create an organizational structure within the Athletics Department that has measures in place to monitor, evaluate and review policies and activities that support the diversity goals and objectives	Structure the organization of the Athletics Department to ensure that the executive staff member responsible for diversity has a direct reporting line to the Athletics Director.	Athletics Director	Fall 2004

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
		Structure the organization of the Athletics Department to ensure that the executive staff member responsible for diversity has a direct reporting line to the Athletics Director.	Athletics Director	Fall 2004
		The Athletics Council will review the Athletics Department's progress toward its diversity goals and objectives.	Athletics Council.	Annually
		The Athletics Council will report to the President, the Board of Regents and the Faculty Senate on the progress of the Athletics Department Minority Issues Plan.	Athletics Council.	Annually
		Create a diversity within the Athletics Department	Executive staff member with diversity progress oversight.	Fall 2004
Enrollment	Monitor student enrollment with the goal of increasing the diversity of the general student population and monitor the academic success of minority student-athletes.	Monitor the effectiveness of the current minority recruitment programs' impact upon the diversity of the general student population.	Enrollment Management Board in cooperation with the Director of Minority Student Recruitment.	Ongoing
		Continue to monitor the academic success of minority student-athletes and continue to collect data assessing the academic achievement of minority student-athletes.	Associate Athletics Director for Academic Affairs in cooperation with Executive staff member responsible for diversity.	Annually

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
		Collect data assessing the effectiveness of academic support services for minority student-athletes and assess the impact of the current sport obligations of minority student-athletes upon their academic success.	Associate Athletics Director for Academic Affairs in cooperation with Executive staff member responsible for diversity.	Annually
Comparison of populations	Review student-athlete participation by race and ethnicity for each sport and compare to the general student population to ensure that there are no signs of discrimination revealed through recruiting.	Compare the racial and ethnic composition by sport of peer institutions.	Executive staff member responsible for diversity	Periodically
		Analyze data from exit interviews and annual student-athlete evaluations to monitor the treatment of minority student-athletes.	Executive staff member responsible for diversity.	Annually
		All coaches, staff and student-athletes will participate in mandatory diversity training.	Executive staff member responsible for diversity in cooperation with the Athletics Director.	Periodically
Participation in governance and decision-making	Involve minority student-athletes in the governance and decision-making processes of the Athletics Department and provide leadership opportunities for minority student-athletes.	Monitor, encourage and support the participation of minority student-athletes in leadership and governance activities within the Department and the larger University.	Associate Athletics Director for Academic Affairs in cooperation with an Executive staff member responsible for diversity.	Ongoing

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
		Monitor, support and encourage integration of minority student-athletes into general student life by informing students of opportunities for participation in culturally related organizations.	Executive staff member responsible for diversity in cooperation with Associate Athletics Director for Academic Affairs.	Ongoing
		Utilize the Bridge Builders Program as a vehical for minority student-athlete participation in goverance and decision making.	Associate Athletics Director for Academic Affairs in cooperation with the executive staff member responsible for diversity and the Bridge Builders Advisor.	Ongoing
Employment Opportunities	Establish goals for minority employment opportunities in the Athletics Department and the encouragement of promotion and hiring of minority coaches and administrators.	Implement all action steps identified by the current Affirmative Action plan designed to reduce the underutilization of protected classes, specifically minority applicants and continue the aggressive recruitment of qualified minority candidates for coaching and administrative positions.	Executive staff member responsible for diversity in cooperation with Athletics Director, executive staff and the Human Resources Director.	Ongoing
		Adopt procedures that support more aggressive targeting of diverse groups in all searches.	Executive staff member responsible for diversity in cooperation with Athletics Director, executive staff and the Human Resources Director.	Ongoing
		Require all individuals serving on search committees to participate in training in procedures and practices which encourage the identification of qualified minority candidates.	Executive staff member responsible for diversity in cooperation with Athletics Director, executive staff and the Human Resources Director.	Ongoing

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
		Implement Athletics Administration Graduate Assistantship Program.	Executive staff member responsible for diversity in cooperation with the Associate Athletics Director for Academic Affairs and the coordinator of the assistantship program.	Fall 2004
Programs and Activities	Establish programs that address the needs and issues affecting minority student-athletes.	Implement programs and activities identified by the Student-Athlete Advisory Board, student-athlete evaluations, exit interviews and the Bridge Builders African American Student-Athlete Network.	Associate Athletics Director for Academic Affairs in cooperation with the executive staff member responsible for diversity.	Ongoing
		To continue to implement the Bridge Builders Program and assess its effectiveness periodically.	Bridge Builders' Executive Committee in cooperation the the Bridge Builder advisor.	Ongoing

## Equity, Welfare and Sportsmanship

### Operating Principle

#### 4.3 Student-Athlete Welfare

##### Self-Study Items

1. List all "corrective actions," "conditions for certification" or "strategies for improvement" imposed by the NCAA Division I Committee on Athletics Certification in its first-cycle certification decision (if any) as they relate to Operating Principle 4.3 (Student-Athlete Welfare). In each case, provide: (a) the original "corrective action," "condition" or "strategy" imposed; (b) the action(s) taken by the institution; (c) the date(s) of the action(s); and (d) an explanation for any partial or noncompletion of such required actions. Please note, the institution is not required to respond to recommendations for required actions developed by the peer-review team unless those same recommendations were adopted by the Committee on Athletics Certification.

Does not apply

2. List all actions the institution has completed or progress it has made regarding all plans for improvement/recommendations developed by the institution during its first-cycle certification process as they relate to Operating Principle 4.3 (Student-Athlete Welfare). Specifically include: (a) the original plan; (b) the actions(s) taken by the institution; (c) the date(s) of the action(s); (d) actions not taken or not completed; and (e) explanations for partial completion. Please note, the institution will not be required to fulfill an element of a first-cycle plan if the element does not affect conformity with an operating principle.

Does not apply

3. Describe any additional plans for improvement/recommendations in the area of Operating Principle 4.3 (Student-Athlete Welfare) developed by the institution since the first-cycle certification decision was rendered by the Committee on Athletics Certification.

Each year the Athletics Council Subcommittee on Academic Integrity and Student Welfare submits a report to the Athletics Council. This report reviews the academic progress of student-athletes, including admissions, graduation, performance trends, awards and recognition, life skills and housing.

Each year the Athletics Department publishes a Student-Athlete Handbook and Academic Planner, which contains information about the university, the community, the Athletics Department, academic requirements, and university and NCAA rules.

The Prentice Gautt Mentoring Program includes an Academic Mentoring Program designed to create an environment conducive to student-athlete success in the University academic setting. Through this an academic mentor establishes a one-on-one professional relationship with the student-athlete with the purpose of providing academic and social guidance.

Each year the Big 12 administers a Life Skills survey designed to assess the life skills needs of student-athletes. In addition, since the last self-study, the Big 12 Conference conducted two evaluations of the service components of the life skills programs at all Big 12 institutions. This evaluation surveyed student-athletes to assess academic commitment, athletics commitment and commitment to personal and social development. Our program has ranked at the top of the Big 12 in both surveys.

## Equity, Welfare and Sportsmanship

4. List all actions the institution has completed or progress it has made regarding required actions identified by the NCAA Committee on Athletics Certification during the institution's interim-report process (if applicable) as they relate to Operating Principle 4.3 (Student-Athlete Welfare). Specifically, include for each: (a) the required action, (b) the action(s) taken by the institution, (c) the date(s) of these action(s), (d) action(s) not taken or completed, and (e) explanation(s) for partial completion.

Not applicable.

5. Explain how the institution is organized to further its efforts related to the student-athlete welfare operating principle and provide evidence that matters concerning student-athlete welfare are monitored, evaluated and addressed on a continuing basis.

Student-athlete welfare is a visible focus of the Athletics Department and is the responsibility of three organizational units within the Department: (1) The Prentice Gautt Academic Center; (2) the Athletics Council; and (3) the executive officers of the Athletics Department.

First, Dr. Gerald Gurney, Associate Athletics Director for Academic Affairs, directs the Prentice Gautt Academic Center. This center acts as a conduit for student welfare feedback and review, as well as an academic advising unit. This unit includes personal development, academic and career counseling. All Academic Center staff receive ongoing staff development on the proper way to handle a variety of student welfare issues that are brought to their attention. The majority of the academic tutors have graduate degrees in their discipline and provide individual academic tutoring for student-athletes. In addition, this unit sponsors the Student-Athlete Advisory Board (SAAB), which meets twice a month and includes two student-athletes from each sport selected by their teammates or coach. This is a student-athlete organization charged as a "vehicle to promote communication between the Athletics Administration and student-athlete body." In addition to regular attendance by Dr. Gurney and his staff, the Athletics Director meets with the SAAB several times each year and grants them considerable voice in general policy matters.

Second, the Athletics Council includes two student-athletes in addition to the faculty and staff external to the Athletics Department. This group advises the President and Athletics Director with respect to student-athlete welfare issues. The Athletics Council has an Academic Integrity and Student Welfare Subcommittee, and each year produces an annual Academic Integrity and Student Welfare Report.

Finally, each Associate Athletics Director with assigned responsibility for specific sports conducts an annual review of their respective sports that includes an ongoing assessment of student-athlete welfare. The Athletics Director makes a conscious effort to be available to student-athletes and administrators.

The University of Oklahoma ranks at the top of the Big 12 in the quality of life skills according to two surveys conducted by the Big 12 in recent years.

6. Describe the institution's educational enhancement programs (e.g., education regarding career guidance counseling; personal counseling; health and safety; alcohol and other drug guidelines [see the NCAA Sports Medicine Handbook, Guideline No.1-E]; non-academic components of life skills programs) available to student-athletes. Describe practices/procedures in place to encourage and assure student-athletes' access to these programs.

The University of Oklahoma, along with the Athletics Department have a plethora of programs available to student-athletes regarding career guidance, personal development counseling, health and safety, alcohol and other drug issues. The Prentice Gautt Academic Center houses a Career Center with a full-time director. The center which provides a variety of career related services including resume preparation, interviewing skills, and career paths. Each spring, the center sponsors a Career Fair for student-athletes. Student-athletes are informed about the services provided by the Career Center in the Student-Athlete Handbook. In addition, the academic advisors are required to discuss career counseling with each student-athlete once a semester. The Career Center is prominently located in the Academic Center. In addition, the Office of the Vice President of Student Affairs provides Career Services to all University students, offering guidance in career selection, resume writing, internship searches, as well as a variety of other services available to ensure students have answers to their career questions. All of these campus programs have advertising campaigns tied to them, to ensure that students are aware that the programs

## Equity, Welfare and Sportsmanship

exist and are utilized as much as possible. All programs are revised on a regular basis, and changes are made to ensure that the most up-to-date information is presented to students.

Within the Athletics Department, Associate Athletics Directors in charge of individual sports are responsible for ensuring that each of the coaches are informing their student-athletes about the various programs related to health, safety, alcohol and drugs offered by the Athletics Department. In addition, the Goddard Health Center offers counseling and testing services, which are available to all University students, including student-athletes. Students can take part in individual and group counseling, as well as specialized services dependent upon the students' individual needs. Substance abuse programs are based out of Counseling Services, and any student in need is free to schedule an appointment at any time during the school year. Counseling and Testing Services also offers an after-hours crisis and information service called Number Nyne, which is staffed by trained student volunteers. Along with counseling services, testing services offers the ACT, SAT, GED, as well as information regarding the GRE, TOEFL, MCAT, LSAT, GMAT, MAT and MELAB. In addition, the Counseling Psychology Clinic directed by University Counseling Psychology faculty and staffed by counseling psychology doctoral students is a service available to all members of the community and has been available to support the Goddard Counseling Center and for testing learning disabilities for student-athletes. Information about these programs is contained in the Student-Athlete Handbook provided to each athlete upon entering. In addition, student-athletes are made aware of health related programs offered through the Athletics Department by coaches at team meetings, and through flyers, emails, personal letters, and academic advisors. Another source of information is the Student-Athlete Advisory Board. Health and safety issues are also addressed campus-wide by Housing and Food Services, also a division of Student Affairs at the University.

**7. Describe the institution's process for conducting the student-athlete exit interviews required by NCAA Constitution 6.3.2 and the means by which this information is used to better the student-athlete experience. Describe other avenues available to student-athletes to provide input.**

The Athletics Department notifies each student-athlete who has completed his/her eligibility, transferred or quit a team of the exit interview process. The student-athlete then completes a short questionnaire designed to measure the value of their athletic, academic and social experiences and provide an opportunity for feedback and suggestions for improvement related to administration, coaching staff, academic staff, sports medicine, strength and conditioning, life skills, and proposed changes in intercollegiate athletics. Each student-athlete is invited to sit with an athletics administrator to discuss their experience at the University of Oklahoma. All interviews are confidential.

At the conclusion of the academic year, all exit interview information is compiled by the sport administrators and used to evaluate each sports program, the academic center, sports medicine center, strength and conditioning and the overall athletics program. Any changes implemented or policies adopted as a result of this review will occur with the intent of bettering the student-athlete experience.

Other avenues available to student-athletes to provide input include the Student-Athlete Advisory Board (SAAB) and meetings with coaches; managers; strength and conditioning, medical, or academic staff; sport administrators; or the Director of Athletics.

**8. Describe the institution's and/or athletics department's written grievance and/or appeals procedures available to student-athletes in areas mandated by NCAA legislation (i.e. financial aid and transfers) and in other areas (e.g. harassment, hazing, abusive behavior, sexual orientation). Also, identify the individual(s) responsible for overseeing the administration of the grievance and/or appeals procedures and describe the means by which the grievance and/ or appeals procedures are communicated to student-athletes and staff.**

The University of Oklahoma, as well as the Athletics Department, have extensive procedures available to students and student-athletes regarding written grievances and/or appeals for such issues as harassment, hazing, abusive behavior, and sexual orientation. Two offices within the University are responsible for student appeals and grievances. The University Affirmative Action Officer is responsible for any appeal or grievance related to affirmative action. The University's Human Resources Department provides mandatory training for all University employees on sexual harassment for all University employees and offers seminars on sexual harassment awareness and cultural diversity each semester. Disability and Judicial Services within the Office of the Vice-President for Student Affairs handles all other appeals and grievances. The University publishes information about the grievances and appeals procedures in the Student Code, which applies to all students, including student-athletes. Students are acquainted with the Student Code during student orientation and a copy is distributed to each new student-athlete. Copies of

## Equity, Welfare and Sportsmanship

the Student Code are also available through the Office of the Vice-President for Student Affairs. In addition, the Student Code is available on the web and each student receives an e-mail message with the hyperlink to the Student Code url. In addition, the Athletics Department published policies and procedures for grievances and appeals related to sexual harassment in the Student-Athlete Handbook. The student-athlete's orientation includes information about the University Student Code. Contact information for submitting a grievance and/or an appeal is provided in both the Student-Athlete Handbook and in the Academic Year Calendar, which is distributed, to all students during the first week of school. A student-athlete who wished to submit a grievance and/or an appeal would begin by contacting either the coach of their sport or their academic advisor in the Office of Student Life, depending upon the nature of the issue. This individual then attempts to resolve the issue and if unsuccessful, takes the issue to the Associate Athletic Director responsible for the sport. However, student-athletes with grievances other than those related to financial aid or transfers are initially directed to the coach and staff that have a direct relationship with the student in question. Student-athletes may then elect to take their grievances to the Associate Athletics Director for their sport and ultimately to the Director of Athletics. Any appeal or grievance related to financial aid or transfer is processed through the Associate Athletics Director for Academic Affairs. Academic advisors play an integral part in ensuring that students are aware of the appeals procedure and how it should be used in various situations.

- 9. Describe the institution's educational and support programs in the area of sexual orientation. Also, describe the institution's structure and/or policies that ensure the provision of a safe environment for all students, including student-athletes with diverse sexual orientations.**

The University of Oklahoma sponsors programs on the subject of sexual orientation each year. Each year the number of speakers and performers dealing with the issue of sexual orientation has increased, and the University fully supports these endeavors by various organizations and departments. The University also sponsors two organizations that form the core of the University's educational and support programs related to sexual orientation. The GLBTF (Gay, Lesbian, Bisexual, Transgendered & Friends) and Womyn On Womyn (WOW) each are sponsored by the University of Oklahoma Student Association and are directed by the Office of Student Life under the Vice President for Student Affairs. Each group has a full time faculty advisor and meet weekly. In addition, the Athletics Department recently hosted a sexual awareness speaker, Robin Sawyer. The University Office of Student Affairs also coordinates programs in the Residence Halls that raise the awareness of sexual orientation issues.

Student-athletes are given the Student-Athlete Handbook as soon as they get to campus as freshmen which is a detailed document for all rules and regulations regarding all aspects of campus life. It is the main resource used by Student-Athletes for issues regarding the maintenance of a safe environment for students.

- 10. Identify the mechanisms in place to ensure the health and safety of student-athletes and the administrator(s) responsible for the institutional awareness of health, safety (including travel) and sports medicine policies. Describe the process by which these policies and guidelines are disseminated within the athletics department, who receives this information and how these issues are addressed within the athletics department. [Note: The institution may want to refer to the equitable medical care section of the NCAA Sports Medicine Handbook Guideline No. 1-A as a guide in responding to this self-study item.]**

The University of Oklahoma and the Athletics Department have many mechanisms in place to ensure the health and safety of student-athletes. First, Goddard Health Center provides medical related services to all students at reduced rates. This service is available to student-athletes for non-athletic related medical services. Goddard is accredited by the Association for Ambulatory Health Care (AAAHC) and provides medical services, counseling and testing, and health education to the campus community.

In addition, the Athletics Department provides a wide range of medical and health related services for student-athletes primarily through the Student Life Office in the Academic Center, the Sports Medicine Department, and the Sports Enhancement Program. Each year, the Student Life Office provides a variety of educational programs related health, covering a variety of topics such as eating disorders, nutrition and fitness. Complete athletically related medical services are the responsibility of the Sport Medicine Department, directed by Scott Anderson, ATC, Head Athletics Trainer. The Freede Sports Medicine Center is a state-of-the-art facility and provides both preventative medicine and post-injury treatment and rehabilitation. Additional training rooms are housed at Lloyd Noble Center, L. Dale Mitchell Park, Sam Vierson Gymnastics Center, the OU Softball Complex, Everest Indoor Center, and the McCasland Fieldhouse. Mr. Anderson has dual reporting responsibilities. For issues related to medical treatment, he reports to the Head Team Physician, while administratively he reports to the Associate Athletics Director for Academic Affairs. Twelve Certified Athletics Trainers, six full time athletics trainers and six

## Equity, Welfare and Sportsmanship

graduate students, are responsible for the 20 sports. All full-time and graduate athletics trainers are Certified by the National Athletics Trainers' Association Board of Certification and licensed by the Oklahoma State Board of Medical Licensure and Supervision. In addition, the Athletics Department provides each team with access to a cadre of physicians, consisting of two primary care physicians at Goddard Health Center, one internist, one cardiologist, and six orthopedic surgeons. Referral to physician specialists of every medical discipline is available, per recommendation from the team physician staff. The Head Team Physician is the final medical authority for the Athletics Department, and also, along with the Head Athletics Trainer, serves as the point of contact for any medically related complaints. A cardiologist, orthopedic surgeon, and an internist conduct weekly clinics in the training rooms. An orthopedic surgeon attends all home games and selected away competitions for the following sports: football, men's and women's basketball, men's and women's gymnastics, soccer, and wrestling. In addition, an orthopedic surgeon is on-call for all remaining home games. A primary care physician is available for travel with each team. Scholarship student-athletes, and select non-scholarship student-athletes (as approved by that sport's Associate Athletics Director), are provided paid medical care, travel/accident insurance and catastrophic coverage. In the event that an athletic-related injury occurs, the head team physician is the final authority regarding all medical eligibility, although student-athletes may seek second opinions at their own expense.

The Athletics Department's Sports Enhancement Program is responsible for all strength and conditioning programs and is directed by Jerry Schmidt, Director of Sports Enhancement. This program houses state-of-the-art equipment and facilities with five full time conditioning staff, each certified by the National Strength and Conditioning Association. In addition, the staff coordinates meal planning with the Jefferson Dining Hall, a residence hall that services many student-athletes. The Strength and Conditioning program is the responsibility of the Associate Athletics Director for Academic Affairs.

Travel policies are written in the Athletics Department Policy Manual which is distributed to all coaches and staff members. The travel policy and guidelines have just recently undergone a thorough review and have been approved by the Oklahoma Board of Regents to ensure student-athlete safety. The new policies and guidelines were distributed to the coaching staffs at regular coaches' meetings.

These policies and guidelines are disseminated within the Athletics Department through Athletics Department staff, the Student-Athlete Handbook and team policies. All first-year student-athletes are required to attend seminars conducted by the Academic Center. Additionally, trainers meet with teams (players, coaches, strength staff) annually and physicians are available to address teams as needed.

Issues arising related to the health and safety of student-athletes are addressed within the Athletics Department through policies (drug testing, eating disorders), on-field research (sweat content, core temperature - Gatorade), and within the Medical Aspects Committee. This is a group appointed by the Athletics Director and chaired by the Associate Athletics Director for Academic Affairs and reviews medically related policies and make recommendations to the Athletics Director.

- 11. Describe the institution's emergency medical plan for practices and games. [Note: The institution may want to refer to the emergency care section of the NCAA Sports Medicine Handbook Guideline No. 1-A as a guide in responding to this self-study item.]**

The emergency action plan is posted in all athletics facilities. These plans identify the emergency personnel and their roles, methods of readily available emergency communication, available (on-site) emergency equipment, instructions for requesting EMS, venue directions, and sports medicine staff and contact phone numbers. Additionally, catastrophic incident procedures are outlined in the staff handbook.

- 12. Describe the institution's written emergency plan for the athletics program and specific coverage for out-of-season workouts, strength training and skills sessions. [Note: The institution may want to refer to the emergency care section of the NCAA Sports Medicine Handbook Guideline No. 1-A as a guide in responding to this self-study item.]**

The written emergency plan for the Athletics Program is described in Question 4.3.11. There is no formal plan specific to out-of-season workouts, strength training and skills sessions. The same policy used for practices and games is in effect for these programs as well.

- 13. Using the program areas for student-athlete welfare issues please:**

## Equity, Welfare and Sportsmanship

- a. Describe how the institution studies these topics as they apply to all student-athletes;
- b. Provide data demonstrating the institution's commitment to these issues for all student-athletes; and
- c. Explain how the institution will address these topics in the future for the welfare of all student-athletes.

**1. Evaluation.** Periodic review of athletics department activities for consistency with goals and objectives set forth in the institution's and athletics department's written commitments to student-athlete welfare, including the evaluation of the effectiveness of mechanisms to ensure the health and safety of student-athletes.

- a. Describe how the institution studies these topics as they apply to all student-athletes.

The Athletics Department's commitment to student-athlete welfare is clearly set out in practice and monitored on a regular basis. Written commitments are published in both the student-athlete handbook, which is distributed to every student-athlete each year, and in the general University Student Code. The University Office of Student Affairs also periodically evaluates the support services provided to all students and publishes a Student Code that outlines the commitment of the University to student excellence.

The Athletics Council Subcommittee on Academic Integrity and Student-Athlete Welfare annually reviews and reports to the Athletics Council on how the athletics program integrates within the student activities programs of the University. This subcommittee makes suggestions and recommendations concerning the needs and interests of the student-athletes. Each year, the Associate Athletics Director for Academic Affairs prepares a report that provides an analysis of admission and academic performance data and assesses the effectiveness of programs related to student-athlete welfare. In addition, the Big 12 Conference Office periodically assesses the life skills environment for student-athletes in the Big 12 Conference. Each year, the Athletics Council submits a report to the Board of Regents, the President, and the Faculty Senate, which includes an assessment of the Athletics Department's academic and student-athlete welfare programs. In addition, the Athletics Director meets annually with the Faculty Senate to report on the status of student-athlete academic and welfare issues.

Monitoring of student-athlete welfare is the general responsibility of the Associate Athletics Directors who each conduct annual evaluation of coaches in their area, including a review of student-athlete welfare issues. Issues arising related to the health and safety of student-athletes are addressed within the Athletics Department through policies (drug testing, eating disorders), on-field research (sweat content, core temperature-Gatorade), and within the Medical Aspects Committee. This committee is chaired by the Associate Athletics Director for Academic Affairs and reviews medically related policies and makes recommendations to the Athletics Director.

The Student-Athlete Advisory Board (SAAB) includes representatives from each sport and is charged with addressing issues of concern to student-athletes. The Athletics Department executive staff members regularly meet with this body. In addition, exit interviews are conducted with all student-athletes in their final year and questions related to student-athlete welfare are included and analyzed by the executive staff.

- b. Provide data demonstrating the institution's commitment to these issues for all student-athletes.

Each year the Associate Athletics Director for Academic Affairs prepares a report analyzing the admission and academic performance of student-athletes and assesses the effectiveness of programs related to student-athlete welfare. In addition, the Big 12 Conference Office periodically assesses the life skills environment for student-athletes in the Big 12 Conference. The Big 12 Life Skills studies consistently rank the University of Oklahoma highest in almost all categories related to commitment to the academics and personal/social development of student-athletes. The 1999 survey data indicates that while OU scored in the top tier when compared to their peers in all categories, all institutions scored lower in the following areas: career services, counseling, financial aid, graduation rates, and community student involvement.

## Equity, Welfare and Sportsmanship

Since 1999, OU has focused upon improvements in these areas, with specific attention to graduation rates, financial aid and career services.

- c. Explain how the institution will address these topics in the future for the welfare of all student-athletes.**

Goals and objectives related to student-athlete welfare will be identified in the Department's strategic plan and progress toward these goals and objectives will be reviewed annually by the Athletics Department executive staff. In addition, the Athletics Department will administer a student-athlete evaluation each year in cooperation with the Student-Athlete Advisory Board. Exit interviews will continue to be conducted with student-athletes during their final year and will continue to include questions relating to student-athlete welfare. Data from the student-athlete evaluations and exit interviews will be analyzed each year and this information will be provided to the executive staff in order to assess progress toward goals and objectives. Position descriptions for all appropriate Associate Athletics Directors and coaches will include in writing a requirement that coaches and associate directors are responsible for monitoring and promoting student-athlete welfare. The criteria for the formal review of each coach and associate director will include written criteria related to fostering student-athlete welfare.

The Athletics Council Subcommittee on Academic Integrity and Student-Athlete Welfare annual report will include an assessment of the actions taken internally to promote student-athlete welfare, including activities related to the mental and physical health and safety of student-athletes. Because interviews with student-athletes identify high levels of physical and mental stress as a problem, the Athletics Department should develop a process to evaluate and monitor student-athlete stress and include medical services related to mental health. Currently, there exists an unwritten priority system for receiving medical attention. In interviews with student-athletes, they consistently report being "bumped" by football players, in and out of season, even those with scheduled appointments. This practice should be reviewed and policies and procedures should be developed to ensure that all student-athletes are treated equally with respect to the provision of medical treatment. In addition, the Athletics Department should monitor the current team assignments of strength and conditioning coaches with the goal of providing a more equitable distribution of strength and conditioning staff among the teams.

### **2. Organization and Structure** Policies, and/or organization, and/or activities of the athletics program and its activities to help enhance student-athlete welfare.

- a. Describe how the institution studies these topics as they apply to all student-athletes.**

Each team is assigned to an Associate Athletics Director. Each Associate Athletics Director conducts annual reviews of each sport assigned. These assessments include student-athlete welfare and academic progress. In addition, the Associate Athletics Director for Academic Affairs is responsible for promoting academic and student life skills among student-athletes. The University Athletics Council produces an annual Student-Athlete Welfare Report that summarizes these activities. This report documents an extensive array of community and civic activities undertaken by student-athletes. In addition the Student-Athlete Advisory Board undertakes an ambitious schedule of community activities. The Associate Athletics Directors with sport responsibilities and the Athletics Director conduct a written and verbal interviews among student-athletes completing eligibility that evaluate athletics and student-athlete life issues. These interviews are used at strategic planning meetings and in evaluations of programs.

- b. Provide data demonstrating the institution's commitment to these issues for all student-athletes.**

The organizational chart of the Athletics Department and the Athletics Council charge demonstrate the organization and structure designed to promote student-athlete welfare. Each year the Athletics Student Life staff publishes a Academic Integrity and Student Welfare Report that summarizes all programs and activities related to promoting student-athlete academic performance and life skills education. In addition, agenda from the Student-Athlete Advisory Board (SAAB) meetings describe the programs and activities organized by the student-athletes.

- c. Explain how the institution will address these topics in the future for the welfare of all student-athletes.**

## Equity, Welfare and Sportsmanship

The Athletics Department executive staff will continue to monitor the policies, organizations and activities of the teams to help enhance student-athlete welfare. While several teams have written policies, the policies vary widely in content, focus and penalty specification. Furthermore, it does not appear that all teams have written policies nor is there a provision for regular review of published policies. It is recommended that the Athletics Department generate a model team policy statement that can be used as a guide to coaches in generating their own. While it is not recommended that all policies be uniform, there should be a process of reviewing team policies to assure that they all comply with Athletics Department policy and appropriate legal and regulatory protections.

The Student-Athlete Advisory Board will review its bylaws and will develop procedures for the selection of student-athletes to assure that student-athlete members are representative of their peers and that their role as representatives to the Department administration is recognized by their fellow student-athletes. The bylaws will describe the specific advisory activities of the Board, in addition to outreach and charitable activities and this will be included in both the annual report and goals statement. In addition, SAAB will consider altering the bylaws to include standing committees charged with the following activities: governance, equity, and student-athlete welfare.

The Athletics Department will identify in writing a process that will allow a student-athlete to be heard in the case that a problem or grievance with coaches, staff or teammates that cannot be resolved through normal channels. The process will be described in the Student-Athlete Handbook in a clear and simple manner and will include the appropriate officer and guarantees of confidentiality. While the process for grievances and/or appeals related to sexual harassment are documented in the Student-Athlete Handbook and the Student Code, the Athletic Department should include in the Student-Athlete Handbook a description of the process for initiating a grievance and/or appeal for other issues, such as financial aid and transfers. In addition, the Athletics Department should be proactive in ensuring that each student-athlete is aware of the grievance and/or appeals process by addressing this topic in the Student-Athlete orientation or individually in meetings with the student's academic advisor. This program should include information about the Office of Affirmative Action, including its jurisdiction, procedures for contacting, and assurances of confidentiality. Currently the University requires online sexual harassment training for all employees. In addition, the Athletics Department should institute and monitor an ongoing series of training and awareness programs to assure that all first line personnel (trainers, equipment personnel, strength staff as well as coaching staff) are sensitive to issues related to harassment, hazing, and abusive behavior so that they understand the proper and legal actions that they should take upon discovering a problem.

The Athletics Department should implement a formal mechanism for systematic sexual awareness training and include someone on staff who is designated to address concerns related to diverse sexual orientation. While training for staff on issues related to sexual orientation is already in place for employees of the University of Oklahoma, the Athletics Department should supplement this training with more intensive training targeting support staffs that interact with student-athletes on a regular basis.

The Athletics Department will review policies and procedures governing voluntary practices and will develop procedures for monitoring the impact of voluntary practices upon student-athlete mental, physical and academic performance. The Academic Integrity and Student Welfare Subcommittee of the Athletics Council will monitor the implementation of policies and procedures governing voluntary practices.

### **3. Participation in Governance and Decision-Making** Involvement of student-athletes in the governance and decision-making processes of the athletics department (including the student-athlete advisory committee).

#### **a.** Describe how the institution studies these topics as they apply to all student-athletes.

Student-athletes currently have a variety of opportunities for participation in governance and decision-making. First, all student-athletes participate in team meetings. In addition, the Student-Athlete Advisory Board (SAAB) is a body, which provides representation to student-athletes with respect to governance and decision-making within the Athletics Department. In addition, student-athletes have the opportunity to participate in student governance activities sponsored by the Office of Student Affairs. Finally, two student-athletes serve as members on the Athletics Council, with voice but no vote (to avoid the possibility that their vote might be influenced by Athletics Department personnel).

The Student-Athlete Advisory Board (SAAB) is tasked in its constitution to represent student-athlete interests to the administration. The board meets every two weeks with the Life Skills Coordinator in the

## Equity, Welfare and Sportsmanship

Academic Affairs office, reporting directly to the Associate Director for Academic Affairs. The Athletics Director and other Associate Athletics Directors regularly meets with this board to facilitate communication. The SAAB has substantial advisory impact. Most recently SAAB participated in determining where supplemental funding received from the NCAA would be spent.

- b. Provide data demonstrating the institution's commitment to these issues for all student-athletes.**

The Athletics Department formally recognizes the Student-Athlete Advisory Board (SAAB) as an organization charged with providing student-athletes with a voice in governance and decision-making. The Athletics Director and Associate Athletics Directors regularly attend SAAB Meetings and review recommendations made by the organization. In addition, the University Athletics Council includes student-athlete representatives.

- c. Explain how the institution will address these topics in the future for the welfare of all student-athletes.**

The Student-Athlete Advisory Board (SAAB) was formed in 1990s. Since that time, its bylaws have not been reviewed. Based upon interviews with student-athletes, most non-SAAB members are not familiar with SAAB or its activities. While SAAB appears to be growing with respect to visibility, its charter and bylaws have not been reviewed since its inception. During the 2004-05 academic year, the Associate Director of Athletics with SAAB responsibility will work with SAAB officers to revise the charter and bylaws. Considerations will include the development of standing committees; identify a formal process for SAAB in the collection of data concerning student-athlete welfare, a review of procedures for identifying representatives, and formalizing interaction with Athletics Department leadership. In addition, coaches will be encouraged to develop team policies that recognize the role of SAAB in the Athletics Department administration. Student-athlete participation in governance and decision-making will be monitored by the Athletics Council Subcommittee for Academic Integrity and Student-Athlete Welfare. Goals and objectives related to governance and decision-making by student-athletes will be monitored annually through the Department's strategic planning process.

#### **4. Programs and Activities** Establishment of programs that address the needs and issues affecting student-athletes.

- a. Describe how the institution studies these topics as they apply to all student-athletes.**

The Athletics Council Subcommittee on Academic Integrity and Student Welfare reviews each year the life skills and student activities programs in place. Each year, the Student Life Office in the Academic Center provides a variety of programming designed to meet the needs of student-athletes. The active involvement of the Athletics Department administration in the development of programs for student-athletes is substantial and long-standing.

- b. Provide data demonstrating the institution's commitment to these issues for all student-athletes.**

The Athletics Department provides a number of educational programs. In addition, the Student-Athlete Advisory Board sponsors a variety of programs and events.

- c. Explain how the institution will address these topics in the future for the welfare of all student-athletes.**

The Athletics Department will continue to monitor the effectiveness of programs and activities for student-athletes through the Athletics Council's Subcommittee on Academic Integrity and Student-Athlete Welfare. The goals and objectives related to programs and activities will be assessed annually through the Department's strategic planning process. In addition to the Big 12 Life Skills Survey, each year a student-athlete evaluation will be administered in cooperation with SAAB and will assess programming needs and interests of student-athletes. The Athletics Department will institute an ongoing series of training and awareness programs to assure that all first line personnel (trainers, equipment personnel, strength staff as

## Equity, Welfare and Sportsmanship

well as coaching staff) are sensitive to issues related to harassment, hazing, abusive behavior and other related student-athlete welfare issues that student-athletes might have shared with them. This training will be designed to ensure that all personnel are trained with regard to the proper and legal actions that they should take upon discovering a problem.

### Evaluation

1. Does the institution demonstrate a commitment to the fair treatment of student-athletes, particularly in their academic role as students? **Currently Yes**
2. Does the institution provide evidence that the welfare of student-athletes and the fairness of their treatment is monitored, evaluated and addressed on a continuing basis? **Currently Yes**
3. Does the institution have established grievance or appeal procedures available to student-athletes in appropriate areas? **Currently Yes**
4. Does the institution provide evidence that the institution has in place programs that protect the health of and provide a safe environment for its student-athletes? **Currently Yes**

**On the basis of the yes/no answers above and the plans for for correcting deficiencies, is the institution in substantial conformity with the operating principle. Yes**

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Evaluation	Continue its progress toward the goals and objectives set forth in the institution's and Athletics Department's written commitments to student-athlete welfare including the evaluation of the effectiveness of the mechanisms to ensure the health and safety of student-athletes.	The Athletics Council will continue to monitor student-athlete welfare through its subcommittee on Academic Integrity and Student Welfare.	Athletics Council and Director of Athletics.	Ongoing
		The goals and objectives related to student-athlete welfare will be identified in writing through the Athletics Department's strategic plan and progress toward these goals and objectives will be evaluated annually by the Athletics Department executive staff.	Director of Athletics in cooperation with the Associate Athletics Director for Academic Affairs and the Executive Staff.	Ongoing
		The Athletics Department will continue to administer the Big 12 CHAMPS life skills survey each year. Data from the survey will be compiled and analyzed. This information will be provided to the executive staff in order to assess progress toward written goals.	Life Skills Coordinator	Annually

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
		The Athletics Department will create a student-athlete evaluation in cooperation with the Student-Athlete Advisory Board to administer annually to every student-athlete. Data from the evaluation will be compiled and analyzed. The evaluation will focus on issues pertaining to student-athlete welfare (academics, athletics participation, sports medicine, strength and conditioning, campus life, leadership and community service activities, etc.), gender and minority issues as well as NCAA issues. This information will be provided to the executive staff in order to assess progress toward written goals.	Associate Athletics Directors in cooperation with SAAB.	2004-05 creation of student-athlete evaluation. Implementation spring 2005.
		Exit interviews will continue to be conducted with student-athletes at the conclusion of their athletics eligibility. Data from these interviews will be compiled and analyzed. This information will be provided to the executive staff in order to assess progress toward written goals.	Associate Athletics Director in cooperation with the executive staff.	Annually

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
		Position description for all coaches, staff and administrators who have responsibility in direction relation to student-athletes must include a statement regarding the monitoring and promoting of student-athlete welfare. The criteria for formal review of these positions will include written criteria related to fostering student-athlete welfare.	Director of Athletics, Associate Athletics Directors with operating manual responsibilities and the Director of Human Resources.	Ongoing
		The Athletics Council Academic Integrity and Student Welfare Report will continue to include a assessment of the actions taken internally to promote student-athlete welfare including activities related to the mental and physical health and safety of student-athletes.	Athletics Council in cooperation with the Associate Athletics Director for Academic Affairs.	Annually.
		The Athletics Department will develop and implement procedures for evaluating and monitoring student-athlete stress. This procedures will be reviewed regularly.	Associate Athletics Director for Academic Affairs in cooperation with the Medical Aspects Committee.	Develop and implement procedures by fall 2004. Review is ongoing.

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
		Evaluate current practices for providing medical services for student-athletes in relation to evaluations by team physicians. Develop written procedures for establishing scheduling priority for appointments. Review these procedures regularly.	Associate Athletics Directors with medical services responsibilities in cooperation with the Medical Aspects Committee.	Evaluate and develop procedures by fall 2004. Review is ongoing.
		Expand the Medical Care section in the Student-Athlete Handbook to include the process for a student-athlete's request of a second opinion on a sports related injury.	Medical Aspects Committee.	Fall 2004
		The Athletics Department will monitor the current team assignment of strength and conditioning coaches with the goal of providing an equitable ratio of coach to student-athlete.	Associate Athletics Director with strength and conditioning oversight responsibility in cooperation with the head strength coach.	Annually

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Organization and Structure	The Athletics Department will continue to monitor policies, organizations and activities that enhance student-athlete welfare.	The Athletics Department will generate a model team policy statement that can be used as a guide to coaches in generating policies for their respective teams. The policy statement will include recognition of the Student-Athlete Advisory Board's responsibility in Athletics Department governance. While it is not recommended that all policies be uniform, a process will be developed for reviewing team policies to assure each comply with Athletics Department policy and appropriate legal and regulatory protections.	Associate Athletics Directors with sport oversight responsibilities and Associate Athletics Director for Academic Affairs in cooperation with the athletics director.	Generate policy and review process by fall 2004. Review and distribution annually.
		The Student-Athlete Advisory Board (SAAB) will periodically review its bylaws to examine committee structure and membership selection. In addition, SAAB will consider mechanisms for formalizing interaction with Athletics Department administration and for participating in the planning and development of the student-athlete evaluation.	Associate Athletics Directors with SAAB involvement, the SAAB advisor and the SAAB executive committee.	Ongoing

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
		Include the Student-Athlete Advisory Board in the formal organizational structure of the Athletics Department and describe its functions in the Athletics Department Operating Manual.	Associate Athletics Director responsible for the Athletics Department Operating Manual.	Fall 2004
		Enhance awareness of the Student-Athlete Advisory Board (SAAB) as the voice for all student-athletes by constant communication, support and encouragement of participation between SAAB members, coaches, administration and team members.	Associate Athletics Directors with SAAB involvement, SAAB Advisor, the Director of Athletics and the SAAB members	Ongoing
		Rules governing practices times (voluntary and mandatory) will be published and included in the Student-Athlete Handbook. In addition practice rules will be covered each year in the student-athlete orientation and the annual certification meetings.	Associate Athletics Director for Academic Affairs, Student Life personnel and compliance officers.	Ongoing

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
		The Athletics Department will expand upon current grievance procedures published in the student-athlete handbook and develop written procedures that describe the process for allowing a student-athlete to be heard with respect to a problem or grievance related to financial aid, transfers, harassment, hazing, abusive behavior and sexual orientation. The process will be described in the Student-Athlete Handbook in a clear and simple manner and will include the appropriate steps for action.	Athletics Director for Academic Affairs in cooperation with Executive Staff.	Fall 2004
Participation in Governance and Decision Making	The Athletics Department will monitor opportunities for student-athlete participation in governance and decision making.	The goals and objectives related to the contribution of student-athletes to departmental governance and decision-making will be identified and incorporated into the Athletics Department's strategic planning process.	Athletics Director in cooperation with the executive staff.	Identify and incorporate by fall 2004. Ongoing review
		The Athletics Department will continue to encourage and support student-athlete participation in University student governance opportunities such as the Undergraduate Student Congress.	Vice President of Student Affairs in cooperation with Associate Athletics Director for Academic Affairs.	Ongoing

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
		The Athletics Department will continue to support student-athlete participation in Athletics Department governance opportunities including the Athletics Council and its subcommittees, search committees, NCAA Certification committees and other decision making venues.	Athletics Director in cooperation with executive staff.	Ongoing
Programs and Activities	The Athletics Department will continue to monitor the effectiveness of programs and activities for student-athletes.	The Athletics Department will continue to monitor the effectiveness of programs and activities for student-athletes through the Athletics Council's Subcommittee on Academic Integrity and Student Welfare.	Athletics Council in cooperation with the Associate Athletics Director for Academic Affairs.	Annually
		The goals and objectives related to programs and activities will be assessed annually through the department's strategic planning process.	Associate Athletics Director for Academic Affairs in cooperation with the Executive Staff.	Annually
		Utilize the all-encompassing student-athlete evaluation to assess programming needs and interests of student-athletes.	Associate Athletics Directors in cooperation with SAAB.	Annually

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
		The Athletics Department will institute an ongoing series of training and awareness programs to assure that all first line personnel (trainers, equipment personnel, strength staff, academic advisors as well as coaching staff) are sensitive to issues related to harassment, hazing, abusive behavior, mental health issues and sexual orientation. This training will be designed to ensure that all personnel are trained with regard to the proper and legal actions that they should take upon discovering a problem.	Associate Athletics Directors with oversight responsibilities for the first line personnel in cooperation with the Athletics Director.	Ongoing
		The Athletics Department should ensure that each student-athlete is aware of the grievance and/or appeals processes by addressing this topic in the student-athlete orientation and individually in meetings with the student's academic advisor.	Associate Athletics Director for Academic Affairs in cooperation with the academic advisors and other Student Life employees.	Ongoing
		The Athletics Department will host programs and activities for student-athletes dealing with the issue of sexual orientation.	Associate Athletics Director for Academic Affairs in cooperation with the Life Skills Advisor.	Ongoing

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
		The Athletics Department will ensure that all members of the Athletics Department staff are fully aware of the university's hazing policies. Further, the Athletics Department, through distribution of literature and presentations, will ensure that all first-year student-athletes and transfers will be made aware of the activities that constitute hazing, all policies regarding hazing, and the ramifications behind any hazing activities.	Associate Athletics Director for Academic Affairs in cooperation with executive staff.	Ongoing
		Continue to annually address and define academic misconduct in the Student-Athlete Handbook and during each student-athlete's first individualized advising session. Annually train academic advisers and student tutors on how to assist students with academic misconduct charges.	Associate Athletics Director for Academic Affairs in cooperation with the academic advisers and other Student Life employees.	Ongoing

## Equity, Welfare and Sportsmanship

### Operating Principle

#### 4.4 Sportsmanship and Ethical Conduct

##### Self-Study Items

1. List all "corrective actions," "conditions for certification" or "strategies for improvement" imposed by the NCAA Division I Committee on Athletics Certification in its first-cycle certification decision (if any) as they relate to Operating Principle 4.4 (Sporting and Ethical Conduct). In each case, provide: (a) the original "corrective action," "condition" or "strategy" imposed; (b) the action(s) taken by the institution; (c) the date(s) of the action(s); and (d) an explanation for any partial or noncompletion of such required actions. Please note, the institution is not required to respond to recommendations for required actions developed by the peer-review team unless those same recommendations were adopted by the Committee on Athletics Certification.

NOT APPLICABLE.

2. List all actions the institution has completed or progress it has made regarding all plans for improvement/recommendations developed by the institution during its first-cycle certification process as they relate to Operating Principle 4.4 (Sporting and Ethical Conduct). Specifically include: (a) the original plan; (b) the actions(s) taken by the institution; (c) the date(s) of the action(s); (d) actions not taken or not completed; and (e) explanations for partial completion. Please note, the institution will not be required to fulfill an element of a first-cycle plan if the element does not affect conformity with an operating principle.

NOT APPLICABLE.

3. Describe any additional plans for improvement/recommendations in the area of Operating Principle 4.4 (Sporting and Ethical Conduct) developed by the institution since the first-cycle certification decision was rendered by the Committee on Athletics Certification.

NOT APPLICABLE.

4. List all actions the institution has completed or progress it has made regarding required actions identified by the NCAA Committee on Athletics Certification during the institution's interim-report process (if applicable) as they relate to Operating Principle 4.4 (Sporting and Ethical Conduct). Specifically, include for each: (a) the required action, (b) the action(s) taken by the institution, (c) the date(s) of these action(s), (d) action(s) not taken or completed, and (e) explanation(s) for partial completion.

NOT APPLICABLE.

5. Explain how the institution is organized to further its efforts related to sporting and ethical conduct and provide evidence that matters concerning sporting and ethical conduct are monitored, evaluated and addressed on a continuing basis.

NOT APPLICABLE.

6. Provide the institution's written policies and procedures on sporting and ethical conduct.

NOT APPLICABLE.

## Equity, Welfare and Sportsmanship

7. Describe any sanctions that may be levied for inappropriate behavior by all individuals associated with the intercollegiate athletics program.

NOT APPLICABLE.

8. Describe the institution's method(s) for communicating the institution's sporting and ethical conduct policies and procedures to all individuals associated with the intercollegiate athletics program.

NOT APPLICABLE.

9. Describe the institution's educational activities/programs in the area of violence, abuse and harassment committed by student-athletes.

NOT APPLICABLE.

10. Describe educational activities related to sporting and ethical conduct for student-athletes, coaches, institutional staff members, boosters, support groups (e.g., alumni, cheerleaders) and all others associated with the intercollegiate athletics program.

NOT APPLICABLE.

11. Describe mechanisms the institution has in place to review and monitor the effectiveness of its sporting and ethical conduct policies and procedures. Also, provide a brief description of incidents that have been reviewed through these mechanisms in the last three years.

NOT APPLICABLE.

12. Describe specific incidents over the last three years that shed light on the institution's commitment to the values of sporting and ethical conduct (e.g., citations or sanctions from the conference office, sanctions or reprimands from the NCAA for conduct during its championships, awards received by the institution or its athletes for exemplary behavior in this area).

NOT APPLICABLE.

### Evaluation

1. Does the institution demonstrate that in the area of intercollegiate athletics, it is committed to these fundamental values of sporting and ethical conduct? **Currently Yes**

2. Does the institution have established a set of written policies and procedures for this area? **Currently Yes**

3. Does the institution demonstrate that educational activities related to sporting and ethical conduct exist for individuals and groups associated with the intercollegiate athletics experience? **Currently Yes**

4. Does the institution provide evidence that the effectiveness of activities in this area are monitored, evaluated and addressed on a continuing basis? **Currently Yes**

**On the basis of the yes/no answers above and the plans for for correcting deficiencies, is the institution in substantial conformity with the operating principle. Yes**

## Equity, Welfare and Sportsmanship

Elements		Steps		
Issues in the Self-Study	Measureable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
Not applicable.				

## Equity, Welfare and Sportsmanship

### RACIAL OR ETHNIC COMPOSITION ATHLETICS AND SELECTED INSTITUTIONAL PERSONNEL

	Year	Racial or Ethnic Group																	
		Am. Ind./AN (N)			Asian/PI (N)			Black (N)			Hispanic (N)			White (N)			Other (N)		
		1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
Senior Administrative Athletics Dept. Staff	F	0	0	0	0	0	0	2	0	0	0	0	0	10	12	12	0	0	0
Other Professional Athletics Dept. Staff	F	0	0	0	0	0	0	0	4	3	0	0	0	20	32	27	0	0	0
	P	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Head Coaches	F	1	1	1	0	0	0	1	1	1	0	0	1	14	14	14	1	1	1
	P	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assistant Coaches	F	0	1	0	0	1	1	6	5	6	1	1	1	29	28	29	0	0	0
	P	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals (for Athletics Dept. Personnel)	F	1	2	1	0	1	1	9	10	10	1	1	2	73	86	82	1	1	1
	P	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Faculty-Based Athletics Board or Committee Memebrs		0	0	0	0	0	0	1	0	0	0	0	0	15	16	16	2	2	2
Other Advisory or Policy-Making Group Memebrs																			

Name of person completing this chart: Stephanie Rempe

Title: Associate Athletics Director/Senior Woman Admr.

## Equity, Welfare and Sportsmanship

### RACIAL OR ETHNIC COMPOSITION STUDENTS GENERALLY AND STUDENT-ATHLETES ON ATHLETICS AID

Year	Racial or Ethnic Group																	
	Am. Ind./AN (N)			Asian/PI (N)			Black (N)			Hispanic (N)			White (N)			Other (N)		
	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
All Students	1318	1333	1375	842	916	910	1132	1095	1051	628	661	688	11988	12907	13464	628	619	631
Student-Athletes	7	14	20	3	5	4	106	100	104	12	11	14	207	214	208	17	10	15

Name of person completing this chart: Stephanie Rempe

Title: Associate Athletics Director/Senior Woman Admr.

## Equity, Welfare and Sportsmanship

### RACIAL OR ETHNIC COMPOSITION MEN'S AND WOMEN'S SPORTS TEAMS

Sports** Year	Racial or Ethnic Group																	
	Am. Ind./AN (N)			Asian/PI (N)			Black (N)			Hispanic (N)			White (N)			Other (N)		
	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
Baseball	1	1	1	0	1	2	0	1	3	3	4	4	31	30	38	0	0	0
Men's Basketball	0	0	0	0	0	0	10	9	10	1	1	1	3	2	2	1	1	1
Football	4	7	9	1	1	0	55	57	59	2	2	2	29	35	41	0	0	0
Men's Track / Cross Country	1	2	3	0	0	0	12	12	12	0	0	1	15	11	21	3	1	3
Men's Other Sports and Mixed Sports	0	1	5	0	0	2	8	4	5	3	3	4	43	43	50	5	5	3
Women's Basketball	0	0	2	0	0	0	3	5	3	0	0	1	13	11	9	2	1	1
Women's Track / Cross Country	1	2	1	0	1	0	18	15	17	0	0	0	19	19	19	1	0	2
Women's Other Sports	2	4	4	2	3	1	2	4	6	4	3	2	69	74	75	5	2	5
Total	9	17	25	3	6	5	108	107	115	13	13	15	222	225	255	17	10	15

Name of person completing this chart: Stephanie Rempe

Title: Associate Athletics Director/Senior Woman Admr.