

NCAA ATHLETICS CERTIFICATION PROGRAM

Requirements for Institutional Plans for Improvement

In an effort to provide more specific direction to institutions and peer-review teams, the following information outlines the expectations of the NCAA Division I Committee on Athletics Certification regarding all institutional plans for improvement.

Required Elements of the Plans

1. Stand-Alone and in Writing. Each plan shall be committed to paper and be a stand-alone document.
2. Broad-Based Campus Participation. Each plan shall be developed with opportunities for significant input from appropriate constituent groups inside and outside of athletics.
3. Issues/Problems. Each plan must include identification of issues or problems confronting the institution.
4. Measurable Goals. Each plan must include the measurable goals the institution intends to achieve to address issues or problems.
5. Steps to Achieve the Goals. Each plan must include the steps the institution will take to achieve the goals.
6. Specific Timetable(s). Each plan must include specific timetables for completing the work.
7. Individuals/Offices Responsible for Carrying out the Specific Actions. Each plan must identify the individuals and/or offices responsible for carrying out the actions identified by the institution.
8. Institutional Approval. Each plan must be adopted formally by the institution's final authority in such matters to ensure that it carries the commitment and support of the entire institution. If funding is needed for a plan element, approval of the plan by the appropriate institutional authority signifies the institution's commitment to fund the plan.

Sample Formats for Plans

A sample format for institutional plans for improvement, for areas other than gender and minority issues, appears in Appendix F in the NCAA Division I Athletics Certification Handbook. Also, a sample format for a gender-issues plan appears in Appendix G and a sample format for a minority-issues plan appears in Appendix H. They are intended to provide examples

of plans containing all required elements and laid out in an easy-to-read manner. The samples are provided only as illustrations of plans containing the required elements, as is required by the Athletics Certification System. As an institution develops its plans, it should ensure that it addresses the situations and issues unique to the institution.

Additional Considerations for Gender-Equity and Minority-Opportunities Plans

The Division I Committee on Athletics Certification reminds the institution that plans for improvement must extend at least five years into the future and be active at all times. If a plan for improvement concludes prior to the commencement of the institution's next self-study, the institution is expected to create a new five-year plan for improvement, even if each of the actions in the institution's original plan were on-going in nature. The institution must develop a new five-year plan that will maintain conformity with the applicable operating principle. Please note that all institutional plans for improvement must contain all eight of the committee's required elements.

In addition, the committee takes the position that an institution-wide plan for addressing minority issues may serve as the basic framework for addressing minority opportunities in the athletics program. However, the institution must amend the institution-wide affirmative action plan to include specific references to intercollegiate athletics.

An institution-wide affirmative action plan is acceptable for meeting the requirements of Operating Principle 3.2, Minority Issues, only if it:

1. Specifically references, in the plan or in a separate document, the intercollegiate athletics program.
2. Addresses minority opportunities and needs for student-athletes, as well as athletics department personnel.
3. Satisfies the committee's minimum expectations for a plan. (See required elements on Page No. 1.)