



**NCAA Certification Program
Self-Study Draft Report
March 21, 2011**

Operating Principle 3.3: Student-Athlete Well-Being

Operating Principle

Conducting the intercollegiate athletics program in a manner designed to protect and enhance the physical and educational well-being of student-athletes is a basic principle of the Association. Consistent with this fundamental principle, the institution shall:

- a. Provide evidence that the well-being of student-athletes and the fairness of their treatment is monitored, evaluated and addressed on a continuing basis.
- b. Have established grievance or appeal procedures available to student-athletes in appropriate areas.
- c. Provide evidence that the institution has in place programs that protect the health of and provide a safe and inclusive environment for each of its student-athletes.

Item #1

List all "conditions for certification" imposed by the committee in its Cycle 2 certification decision (if any) as they relate to Operating Principle 3.3 (Student-Athlete Well-Being). For each condition, provide:

- a. The original "condition" 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.

BSU RESPONSE:

No conditions were imposed for Operating Principle 3.3 in the Cycle 2 certification decision.

Item #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 Cycle 2 certification process as they relate to Operating Principle 3.3 (Student-Athlete Well-Being). For each issue identified, provide:

- a. The original goal(s);
- b. The step(s) taken by the institution to achieve the goal(s);
- c. The date(s) the step(s) was completed; and

- d. An explanation for any partial or noncompletion of the original goal(s) and/or steps to achieve the goal.

BSU RESPONSE:

No issues were identified during the Cycle 2 certification process for Operating Principle 3.3; therefore no actions or plans for improvement were required.

Item #3

Describe any additional plans for improvement/recommendations developed by the institution since the Cycle 2 certification decision was rendered by the committee for Operating Principle 3.3 (Student-Athlete Well-Being). For each additional plan, provide:

- a. The additional goal(s);
- b. The step(s) taken by the institution to achieve the goal(s);and
- c. The date(s) the step(s) was completed.

BSU RESPONSE:

Ball State developed no additional plans for improvement/recommendation for Operating Principle 3.3 since the Cycle 2 certification decision.

Item #4

Please submit a copy of the student-athlete exit-interview instrument with the submission of your self-study report.

BSU RESPONSE:

The Ball State Intercollegiate Athletics Department's online survey and in-person interview forms for the student-athlete exit-interview process are provided as **Appendices 1–2**. The surveys' questions cover all of the areas identified by the NCAA.

Item #5

Describe the methods used to conduct student-athlete exit interviews. Further, describe the process used to evaluate and implement outcomes.

BSU RESPONSE:

Exit Interview Process

The Senior Woman Administrator (SWA) compiles a list of student athletes reaching the end of their athletic eligibility and randomly assigns each student athlete to an administrator within the Athletic Department (i.e., Athletic Director, SWA, Associate Athletic Directors, Faculty Athletic Representative, and Director of Compliance.) The list is then distributed to the administrators as assigned, for in-person exit interviews. Each athletic administrator contacts their assigned student-athlete through e-mail, telephone, or text messaging to initiate the exit-interview process.

Every student-athlete that has exhausted their athletic eligibility is asked to complete the online survey and set up an appointment with the assigned athletic administrator. Interviews are

scheduled in one-hour increments.

During the in-person exit-interview, the assigned administrator completes the question and answer form as they converse with the student athlete. Ideally, the student athlete has completed the online survey prior to the in-person exit-interview; however, if they have not another request is made by the administrator at the beginning and end of the exit interview. Any concern that may arise through this process is forwarded to the SWA.

Student-athletes who are transferring to another institution, voluntarily quits the team, or has otherwise been removed from the team, will also be contacted to participate in the exit interview process with the Athletic Compliance staff following completion of the appropriate compliance paperwork. The online survey is not completed by this group of student athletes.

Exit Interview Evaluation

The Office of Academic Assessment and Institutional Research compiles and disseminate the results of the online survey.

The statistical report of the online survey is distributed by the Office of Academic Assessment and Institutional Research to the Athletic Department senior staff, Faculty Athletic Representative and the President of the University.

Information from both the exit interviews and the online survey are reviewed by the SWA and other athletic department staff to determine if an issue has been brought forward and needs to be addressed through a change in policy or procedure.

Item #6

Describe opportunities other than the student-athlete exit-interview process that are available to student-athletes to provide input regarding student-athlete well-being issues (e.g., SAAC, open-door policy of athletics administrators, including the director of athletics, senior woman administrator, and/or faculty athletics representative).

BSU RESPONSE:

Student-athletes have access to the following groups who help address student well-being concerns:

- Student Athlete Advisory Committee (SAAC)
- Athletic administrators including the Faculty Athletic Representative
- Academic Advisors
- Student Affairs Offices including Multicultural Center, Student Life, Housing
- University Compliance Office

Item #7

Describe the department of athletics written grievance and/or appeals procedures available to student-athletes in areas mandated by NCAA legislation (i.e., financial aid and transfers). Also, provide the name(s) and title(s) of the individual(s) responsible for overseeing the administration of these grievance and/or appeals procedures. Describe the means by which these grievance and/ or appeals procedures are directly communicated in writing to department of athletics staff

members, coaches and student-athletes.

BSU RESPONSE:

The department of athletics defers to the Student Financial Assistance Committee of the University Senate in all matters pertaining to financial aid grievances and appeals. The Student Financial Assistance Committee is responsible for hearing student grievances relating to the award or continuation of financial assistance. The Committee membership includes two members appointed by the Campus Council, two faculty appointed by the Faculty Council, two members appointed by the University Council, and two students appointed by the Student Government Association. The Director of Scholarships and Financial Aid or designee serves as ex officio. The specific procedures are outlined in the Student Athlete Handbook, pages 46-48.

Ball State Athletics relies on NCAA Bylaw 14.5, Mid-American Conference intra-conference transfer rule and National Letter of Intent rules regarding transfers. In addition, Ball State Athletics does the following:

1. Permit the head coach of the sport involved to determine if we will release the individual to (1) speak with other institutions regarding a possible transfer, and (2) place any restrictions on what schools he/she may transfer to.
2. If the student-athlete, in question, disputes the head coach placing restrictions on their transfer then they would have the right to submit their appeal to a panel consisting of the following: Faculty Athletics Representative, Athletics Director, Sports Supervisor and Associate Athletic Director/Compliance and Operations.

These procedures are discussed with head coaches annually. The Associate Athletic Director/ Compliance and Operations is responsible for overseeing the processes described above.

Item #8

Describe the institution's written grievance and/or appeals procedures available to student-athletes in other areas (e.g., harassment, hazing, abusive behavior, discrimination). Also, provide the name(s) and title(s) of the individual(s) responsible for overseeing the administration of these grievance and/or appeals procedures. Describe the means by which these grievance and/ or appeals procedures are directly communicated in writing to department of athletics staff members, coaches and student-athletes.

BSU RESPONSE:

Ball State Athletics relies on the Code of Student Rights and Responsibilities for procedures and appeals regarding harassment, hazing, abusive behavior and discrimination. The Office of Student Rights and Community Standards is responsible for these processes. According to the Division of Student Affairs, an email is sent to all students notifying them of the Code of Student Rights and Responsibilities. In addition, the Code is accessible online at <http://cms.bsu.edu/About/AdministrativeOffices/StudentRights/PoliciesandProcedures/StudentCode.aspx>.

Any student-athlete who needs guidance on these policies or who wants to initiate one of the processes can contact Dr. Michael Gillilan, Director of Student Rights and Community Standards. A student can contact the Office of University Compliance directly if the issues involve an employee; however, if a student athlete brings an issue to Dr. Gillilan first, he will refer the student athlete to the Office of University Compliance if warranted. The Executive Director of University Compliance is Ms. Sali Falling, and the initial point of contact for initiating the

complaint process is Ms. Gloria Courtright, Associate Director of University Compliance.

Item #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.

BSU RESPONSE:

The Associate Athletic Director/Senior Woman Administrator meets with all the athletic teams and student athletes once a year to inform them that any student-athlete who experiences harassment or a problem of any kind related to sexual orientation to contact her. The Ball State Student Athlete Handbook is in the process of being updated to include resources available on campus for students who are experiencing bias.

Ball State policy explicitly states that it provides equal opportunity to all students without regard to sexual orientation. As described above, students may contact the Offices of Student Rights and Community Standards or University Compliance for assistance in filing a complaint. The Student Affairs website also contains information about how students can report incidents of bias. Kay Bales is the Vice President for Student Affairs.

Ball State also offers "SAFE ZONE" training for staff, faculty and administrators to offer help with sexual orientation concerns. People that have received this training have yellow "SAFE on Campus" signs on their office doors. Students with concerns can contact the SAFELINE hotline at 765-285-7233. Staff in the Counseling Center organize the SAFEZONE training and offer outreach sessions that faculty can schedule as part of a course.

The Ball State University Counseling Center offers group counseling sessions for sexual orientation issues. The Counseling Center also provides a list of links such as the American Psychological Association's answers to questions about sexual orientation. All of the counselors and psychologists at the BSU Counseling Center have participated or are currently participating in training in working with gay, lesbian and bisexual people.

Jay Zimmerman also organizes general lesbian/gay/bisexual/transgendered/questioning (LGBTZQ) workshops throughout the semester to raise awareness of issues. Faculty and staff are encouraged to attend these workshops.

Spectrum, a student organization advised through the Office of Student Life, provides education, social activities, and support for students who identify as gay, lesbian, bisexual or transgender.

Item #10

Describe the policies, organization and structure of the department of athletics and how it enhances student-athlete well-being. Further, describe the commitment of the institution to enhance the overall student-athlete educational experience including how issues are monitored, evaluated and addressed on a continuing basis.

BSU RESPONSE:

The Associate Director/Senior Woman Administrator reports to the athletic director and provides coordination and oversight for student-athlete services. The SWA coordinates student-athlete services including in-service training, community service and advises the Student-Athlete Advisory Committee (SAAC). The *Student-Athlete Handbook* provides information on support services and programs available at the university.

The development and oversight of educational enhancement programs is part of the Ball State Performance Team. The team includes athletic medical personnel (i.e. a physician, a nutritionist, and trainers), faculty from the Human Performance Laboratory, assistant director of athletics communications, a sports psychologist and counselor, two head coaches, and the coordinator of Academic Support Services for Student Athletes. The team meets monthly during the year to address student-athletes performance-related issues (e.g., disordered eating, nutrition, supplement use, academic development). Recommendations for programming, resources, and policies are provided to the athletics department administration and/or SAAC for consideration and implementation where appropriate.

Athletic training staff provides all student-athletes with introductory information on basic nutrition (e.g., caloric intake and dietary issues) as well as disordered eating. A nutritionist provides additional information at individual team meetings. Teams specifically targeted at-risk (e.g. swimming, gymnastics, track and field) must participate in sessions conducted by the nutritionist. If a coaching staff member or athletic trainer suspects some type of clinical problem or if a student-athlete requests nutritional assistance, the student-athlete is referred to the nutritionist for information and/or evaluation. Upon referral by the nutritionist, counseling is available for disordered eating through Counseling and Health Services or an off-campus provider.

Alcohol/drug education is funded by the NCAA and provides interested student-athletes with resource materials and an alcohol education workshop sponsored by the Health Education Division's Alcohol Education Program. The NCAA Division I Drug Testing Consent Form is administered prior to the first intercollegiate practice and/or competition for each team. The Ball State University Student-Athletes Substance Abuse Policy is also read to all first time student-athletes by the director of athletic compliance and eligibility.

Members of the Substance Abuse Committee are appointed by the university president. The committee enforces the university's substance abuse policy for student-athletes and reviews each case (both suspended and actual). If probable cause is established, the committee provides information to the athletic director and university president and the athlete can be drug tested. Ball State University encourages a drug-free environment for all student-athletes.

University College houses the Learning Center, freshman advising, and academic support services for student athletes. The Learning Center provides free tutoring, study-group sessions, workshops, and supplemental instruction in writing, mathematics, reading, study skills, and general studies

The Academic Support Services for Student Athletes staff members are available to all student-athletes to discuss any concerns about academics or other aspects of student life. The staff help athletes address needs which affect academic performance. These issues may include transition to college, goal development, creating an academic plan, and building study skills. Through individual appointments, student-athletes receive support and referral to assistance as necessary.

Academic Support Services for Student Athletes provides three staff members to monitor the academic progress of student-athletes, and a comprehensive study table program for student-athletes in all sports is in place. All new students participate in a series of workshops addressing planning and time management, study strategies, and NCAA academic rules.

During summer orientation before the beginning of the freshman year and similar to their freshmen peers, student-athletes are assigned a freshman advisor. The freshman advisor assists in planning an appropriate program of study for each student-athlete and provides information about career and major selection, departmental programs, and the Core Curriculum. Upon completion of 30 credit hours, each student-athlete is assigned to a faculty advisor in the area of his or her major. Student-athletes also receive advising from the Coordinator of the Athlete Advising Resource Center. While decisions regarding programs, courses, and class times are ultimately the responsibility of the student-athlete, the coordinator, in conjunction with the faculty advisor, are involved in all aspects of the advising process. The Coordinator of the Athlete Advising Resource Center ensures that student-athletes are in compliance with all NCAA and MAC rules and regulations.

Item #11

Describe how student-athletes are involved in the governance and decision-making processes of the department of athletics, including the role of the student-athlete advisory committee (SAAC).

BSU RESPONSE:

The University Senate's Athletics Committee annually reviews the practices and procedures of the athletics department, including issues of student-athlete welfare. The athletic director and SWA monitor the activities of the athletics department on an ongoing basis through the Student Athlete Advisory Committee (SAAC), coaches meetings and evaluation processes. The athlete exit interview process provides students the opportunity to evaluate the athletic department, their sport administration/coaching and overall experience at the university.

Organization and Structure

The SAAC is a standing committee within the institution's Athletics Department and operates in accordance with its Constitution, which is provided as **Appendix 3**. The SAAC is comprised of approximately 40 members, with at least two individuals from each sport team. The current membership roster is provided as **Appendix 4**. The Associate Director/SWA annually reviews SAAC membership to ensure all sports are represented and that there is diversity within the group (new members entering in the spring semester). As needed, the SWA talks with sport coaches about potential SAAC members or with exiting SAAC members about their successors to ensure diversity among the members.

Several actions are taken to ensure that student-athletes are aware of the structure and organization of the athletics department and have opportunities to meet members of athletics administration. The four committees of the SAAC (Cardinal Cup, Events, Communications, and Community Outreach) assume various responsibilities in addressing student-athletes. The Communications committee has begun a social network page and is working on developing a monthly newsletter to inform student-athletes on the athletics department. Other SAAC sponsored events bring student-athletes together to help the community (e.g. food drive and donations) and support athletic teams.

Participation in Governance and Decision Making

The athletics department requires SAAC to meet monthly during the academic year. An athletic administrator is present at all SAAC meetings. The SAAC annually reviews their bylaws and operating principles, as well as the athletics department's mission statement. These annual reviews are pertinent to the review of the *SAAC Constitution*. The SAAC also participates in the biannual review of the *Student-Athlete Handbook*, contributing to decisions about revisions to the information included in the handbook.

Monthly SAAC meetings provide a means to participate in decision-making and governance (e.g. selection and structure of annual athletic awards, community service programs). Discussions during meetings include NCAA Bylaws (e.g. 20 hour rule), study table requirements, sportsmanship and academic integrity. Meetings provide athletic department administrators an opportunity to inform SAAC members of the latest news, rule changes, and NCAA legislation.

Two SAAC representatives participate in the Mid-American Conference SAAC teleconference, to discuss current activities, campus issues, and problem solve. This information is shared back on campus with SAAC and athletic administration. Ideas of interest are implemented when appropriate and feasible (e.g. SAAC fund raisers).

Item #12

List the department of athletics and/or other institutional programs in place that address the needs and issues affecting student-athletes (e.g., CHAMPS/Life Skills program and/or programming involving career counseling, personal counseling, nutrition, diversity, gambling, alcohol and drug guidelines, sexual orientation, personal development, leadership). Further, describe the policies and procedures in place to encourage and ensure student-athletes' access to these programs.

BSU RESPONSE:

Champs/Life Skills

In the 1994-95 academic year, a program was established for student-athletes to take a one credit hour course entitled "Life Skills for Student-Athletes" based on the NCAA Division I-A CHAMPS program and the NCAA Life Skills program. This course was expanded to two credit hours in 1999. The course features both large and small group discussions covering topics such as effective decision making, time and stress management, study skills, alcohol and other addictions, sexuality and rape prevention, and sports nutrition and eating disorders. The athletics department strongly encourages all student-athletes to enroll in this course during the freshman year.

During this course athletes made aware of support resources and programs on campus and strongly encouraged to access these programs.

Career Counseling

The Ball State Athletic Department's CHAMPS/Life Skills Program contains a component on career development. This program is designed to help student-athletes identify career paths congruent with their skills and interests. This component also provides information about internships, interviewing, and networking for career advancement. The Ball State University Career Center offers career advising through individual appointments or drop-in hours.

The Ball State Counseling Center offers group sessions on a number of career topics including a 4-week career exploration group. The Counseling Center also offers sessions on career exploration including “How Does Your Personality Fit with Career Choice?” The Counseling Center also uses several assessment measures to help students choose majors and careers, some of these assessments are available online through the Counseling Center website. The Counseling Center resource room also includes information about career choices, career concerns, and career paths.

Personal Counseling

The Counseling Center located in Lucina Hall is available to all of the athletes as well as the entire student body. Head athletics coaches are regularly reminded that the Counseling Center is willing to meet with teams or student-athletes on an individual basis. Each year a representative from the Counseling Center meets with head coaches and presents on the services available to student athletes. The Student Athlete Handbook also contains information about how to access personal counseling on campus.

The Ball State Counseling Center provides individual, group and psychiatric counseling for students on a variety of issues. Students can have up to twelve counseling sessions during a calendar year.

Diversity

One of the principles to uphold the student-athlete welfare is to establish and maintain an environment that values cultural diversity and gender equity among its student-athletes and intercollegiate athletics department staff (page 9). The Student Athlete Handbook also contains information about the Ball State University Multicultural Center. Ball State University has a Multicultural Center that offers programs and events throughout the year related to diversity.

The Office of Student Life advises several multicultural organizations such as the Asian American Student Association, Black Student Association, Latino Student Union, and Spectrum (an organization for lesbian, gay, bisexual, transgendered students and their heterosexual allies.)

The Rinker Center for International Programs provides support for international students and organizes events that engage students in diverse cultures.

The Office of Institutional Diversity provides diversity programs for students and training for faculty who wish to explore diversity in their courses. Ball State University also offers a range of courses that focus on various types of diversity issues such as age, gender, race/ethnicity, religion and sexual orientation.

Ball State has several interdisciplinary academic programs that focus on an aspect of diversity such as Women’s and Gender Studies, Gerontology, African-American Studies, Native American Studies, American Studies, Peace Studies and Conflict Resolution, Asian Studies, European Studies, International Business, and the International Manufacturing Technology Program.

The Ball State Counseling Center includes a Diversity Outreach Team. Team leaders are available to consult with students and student groups about the impact of international students on campus, information about lesbian, gay, bisexual, transgender, and questioning (LBSTQ) issues and heterosexism, and general diversity on race/ethnicity, social class, gender, and

prejudice. Jay Zimmerman in the Counseling Center is the contact person for this program.

Gambling

The NCAA policy on gambling is articulated in The Student Athlete Handbook. The handbook also clearly specifies that it is federal crime to influence game outcome by bribes, and to use interstate facilities for the placing of illegal bets. The handbook also specifies that athletics staff and student-athletes should be warned about the problems resulting from gambling and the legal issues surrounding gambling.

Residence Life policies do not permit gambling in university housing. Individual counseling is available at the Counseling Center for students who have gambling issues. The Counseling Center resource room also offers a gambling additions survey and information on gambling addictions.

Alcohol and Drug Awareness and Guidelines

Statements regarding the use of alcohol and drugs are provided in the Student Athlete Handbook (p. 13). "The use of alcohol in conjunction with athletics is discouraged. Student-athletes are not permitted to consume alcoholic beverages while representing the University, regardless of their age. Coaches may have more restrictive rules than the general departmental rules. Those restrictions should be discussed through each sport's code of conduct with the student-athlete. Any athlete arrested for any type of alcohol use will be immediately suspended from the program. Each case will be judged on an individual basis from that point on and is to be discussed with the Director of Intercollegiate Athletics."

Ball State does not tolerate drug abuse by student-athletes. The substance abuse policy is presented and explained to each student-athlete. After the presentation, the student-athlete can ask questions for clarification and sign a statement to document that he/she is aware of the Ball State University policy regarding substance abuse. The Ball State Substance Abuse Policy has a one-time availability clause which allows the student-athlete to voluntarily seek treatment for a drug problem. If the student-athlete refuses to submit to testing for any reason as required by the policy, he/she shall permanently lose all athletic eligibility. In addition, the student-athlete shall lose all aid at the end of the period for which the award has been granted and shall not be reinstated. In addition to being outlined in the Student Athlete Handbook, the drug testing policy is located at ballstatesports.com under the compliance section.

The Ball State Counseling Center, the Health Education office at the Amelia T. Wood Health Center, and Housing and Residence Life offer programs and help with alcohol related problems. The Counseling Center offers group and individual therapy for students dealing with alcohol or drug problems. The Counseling Center also has an Abuse Prevention Outreach team that conducts information sessions. Screening for alcohol related problems are available online through the Counseling Center's assessment tool. Additional screening is available during National Collegiate Alcohol Awareness week and National Alcohol Screening Day. The Counseling Center also offers group therapy for students who are dealing with substance abuse problems.

Students who violate the university policies or state laws regarding alcohol are required to take a self-paced computer-based alcohol education program offered through the Health Education office. The Health Education office offers Brief Alcohol Screenings and Intervention for College Students (BASICS) with an individual health educator. The Health center also offers a program of six weekly group sessions of alcohol education for those who are ordered by the court to enroll in an alcohol education program.

The Counseling Center also provides outreach sessions on alcohol and drug use including sessions entitled “Alcohol/Marijuana and the Law”, and “Harm Reduction” which focuses on reducing the harm associated with alcohol consumption.

Housing and Residence Life staff members have participated in special training in alcohol intervention strategies. Students in university housing can also participate in alcohol-free events and programs.

Information on alcohol safety, consequences of excessive use and alcohol-education programs is also available on the Ball State Student Affairs website.

Sexual Orientation

As outlined in item 9, Karin Lee, Associate Athletic Director/SWA meets with all athletic teams and student athletes once a year to inform them that any student-athlete who experiences harassment or a problem of any kind related to sexual orientation to contact her. The University’s Student-Athlete Handbook is in the process of being updated to include resources available on campus for students who are experiencing bias.

The University’s Equal Opportunity and Affirmative Action policy explicitly states that it provides equal opportunity to all students without regard to sexual orientation. The Office of University Compliance is charged with this policy. Sali Falling is the Executive Director of this office. The Student Affairs website also contains information about how students can report incidents of bias regarding sexual orientation.

Students with concerns about sexual orientation can contact the SAFELINE hotline at 765-285-7233. Ball State also offers “SAFE ZONE” training for staff, faculty and administrators to offer help with sexual orientation concerns. People that have received this training have yellow “SAFE on Campus” signs on their office doors. Jay Zimmerman in the Counseling Center organizes the SAFEZONE training and offers outreach sessions that faculty can schedule as part of a course.

The Ball State Counseling Center offers group counseling sessions for sexual orientation issues. The Counseling Center also offers a list of links on sexual orientation issues such as the American Psychological Association’s answers to questions about sexual orientation. All of the counselors and psychologists at the BSU Counseling Center have participated or are currently participating in training in working with gay, lesbian and bisexual people.

Jay Zimmerman also organizes general lesbian/gay/bisexual/transgendered/questioning (LGBTZQ) workshops throughout the semester to raise awareness of issues. Faculty and staff also encouraged to attend these workshops.

Spectrum, a student organization advised through the Office of Student Life, provides education, social activities, and support for students who identify as gay, lesbian, bisexual or transgender.

Nutrition

Each coach is allowed to refer any student athlete to get Nutrition counseling. Coaches are told that they are required to pay for each session out of the sport budgets for any athletes that need help. Coaches are instructed to contact Ms. Kimberli Pike, nutrition instructor in the Department of Family and Consumer Sciences. If coaches want to have more education given to student athletes they are told that they need to make their own arrangements. Coaches are allowed to contact the dietetics program and ask graduate students to volunteer their time in helping

student-athletes with nutrition. The athletic training staff is also available to help in recommending athletes to receive nutrition counseling.

Julie Sturek in the Ball State Counseling Center offers an outreach session entitled “Nutrition 101 for College Students” to teach participants about good nutrition. Ellen Lucas in the Counseling Center also provides outreach sessions on eating disorders, diet fads, and healthy eating for weight management.

Information about nutrition is also available in the Amelia T. Wood Health Center Health Education Office resource room. The Ball State dining hall website also offers a complete dining menu with all nutrition facts and tables. There is a link on that website for all students to be able to log all of the foods that they consume on campus. This link will calculate daily nutritional totals for if the student enters in the information.

Leadership

The Ball State Athletic Department’s CHAMPS/Life Skills Program contains a component on service commitment. This component is also designed to foster leadership skills. The contact person for the CHAMPS/Life Skills Program is Karin Lee, Associate Athletic Director. Ball State University offers a three-day seminar on leadership entitled Cardinal Leadership and Service Seminar (CLASS) organized through Student Life. That office also offers the Excellence in Leadership program, a two year program that includes workshops, keynote speakers, and activities to develop leadership skills. Ball State also offers a spring leadership conference to students that include a variety of topics such as emotional intelligence, leadership styles, and leadership challenges. This conference is open to all Ball State Students and is organized by Mitch Isaacs, Associate Director of Student Life.

Students can also get a Leadership Studies Minor sponsored by the Department of Educational Studies and the Office of Student Life. This interdisciplinary minor includes courses in communication, political science, sociology and higher education.

Item #13

Describe how the department of athletics monitors student-athlete time demands, including travel commitments, missed class time, final exam schedules, summer vacation periods and intercession periods. Further, describe methods used to educate coaches and student-athletes about time demands and opportunities to integrate into campus life.

BSU RESPONSE:

Monitoring of time demands

Ball State Athletics adheres to all bylaws enacted by the NCAA regarding athletically related activities. All coaches are required to maintain and submit logs on a weekly basis to the Athletic Compliance Office in which they record practice time, meetings, conditioning, weight lifting, competition and any other athletically related activities. Student-athletes also review and sign the logs on a weekly basis. Logs are checked by the Athletic Compliance Office and kept on file.

Coaches are required to submit the Athletic Compliance Countable Athletically Related Activities Form to the Athletic Compliance Office on a weekly basis. Compliance staff review the forms to ensure compliance with NCAA regulations.

In addition, the coach of each team is required to have five student-athletes enter their hours and verify that these hours are correct by signing the weekly log. Members of the Athletic Compliance staff also randomly select and attend practices throughout the semester to confirm accuracy of the hours submitted by the coaches and student-athletes. Practice logs are maintained for a minimum of three years and are available for review.

Only NCAA and scheduled conference competition is permitted during the week of final examinations. Non-conference competition cannot be conducted until final examinations have been completed for those student-athletes involved in the competition.

NCAA bylaws do not permit practice or competition for athletic teams during the week prior to, and the week of final examinations for teams outside their traditional seasons. Each year the Athletic Compliance Office compiles missed class time for the completed academic year for each athletic team. Any concerns are addressed with the sport supervisor.

The Athletic Compliance Team also conducts periodic reviews of missed class time. Additionally, exit interviews are conducted with all student-athletes who have completed eligibility or are leaving the program. Compliance issues are addressed and individuals are questioned regarding any concerns about excessive athletic related activities for which they may have been involved during their time as a member of a sports team. Similarly, interviews are conducted with selected members of each athletic team during, or following, their sophomore season of competition. Members of the athletic administrative staff as well as the Athletics Faculty Representative conduct the interviews. Copies of exit interviews are available for review by the Peer Review Team.

Coaches are also required to declare and submit their eight-hour and 20-hour seasons on a Playing and Practice Season Form. This form must be submitted to the Athletic Compliance office prior to August 1st of the academic year. The Athletic Compliance Office will certify that the dates listed by each coach are within the guidelines and bylaws as established by the NCAA.

Methods used to educate coaches and student-athletes about time demands

Athletic Compliance meets with all student-athletes before they are permitted to practice or compete each year. Review of NCAA bylaws and rules pertaining to playing and practice seasons are reviewed as well as required off days. NCAA rules regarding practice and competition during examination periods are also addressed. Student-athletes also receive monthly newsletters from the Athletic Compliance office with reminders of NCAA regulations.

Student-athletes generally take the Life Skills class during their first academic year of attendance. This class provides assistance in areas such as note taking and time management.

The Athletic Compliance staff meets with all coaches and student-athletes at the conclusion of each semester to remind them of the NCAA Bylaws which impact them over vacation and intersession periods. Support staff members (strength coaches, athletic trainers, equipment personnel) are also educated on a yearly basis on the NCAA bylaws that will restrict athletically related activities the week prior to and the week of examinations. Prior to the week before the examination period, the Athletic Compliance staff sends out reminders to all coaching staff to inform them that teams that are within their eight-hour segments are not permitted to engage in athletic related activities.

Email newsletters are sent monthly to all coaching staff members, support personnel, and

student-athletes. These newsletters include reminders regarding playing and practice seasons, and policies regarding vacation, intersession, and examination periods.

The weekly practice logs are also required to be provided to the Athletic Compliance Office during academic year, vacation, and intersession periods. These logs are checked by the Athletic Compliance Office to ensure that athletically related activities are not being conducted during periods when they are not permitted.

Additionally, head coaches are required to attend monthly meetings in which compliance items are addressed. The Athletic Compliance Office provides reminders at these monthly meetings to ensure head coaches are aware of rules and regulations that are pertinent in these areas. Coaches also receive email reminders throughout the year that include handouts of NCAA rules and regulations pertaining to the playing and practice season, exam week, and vacation and intersession activities. The Athletic Compliance Office maintains files with copies of all newsletters, emails and handouts which have been distributed to coaches and student-athletes concerning NCAA rules and education about these rules. These documents are available for review by the Peer Review Team.

Item #14

Please submit a copy of the department of athletics and/or institution's written travel policies to ensure the safety and well-being of student-athletes with the submission of your self-study report (e.g., road travel; air travel, including charter policies; driver selection; training; privately owned vehicles). [Please use the file upload link contained within this question on the ACS to submit a copy of the athletics department and/or institution's written travel policies].

BSU RESPONSE:

The athletics department's travel policy is provided as **Appendix 5**. The athletic department requires coaches and students to adhere to the travel policies through their process of approval and accountability.

One week prior to travel, coaches must submit the following documentation to their Sport Supervisor, Associate Athletic Director / Compliance and Operations and to the Director of Athletic Business Services:

- Student travel notice
- Detailed rooming list
- Itinerary

The Student Travel Notice includes the following:

- Purpose of trip
- Destination
- Date/time of departure
- Date/time of return
- Date/time of first competition
- Mode of transportation
- Accompanying sponsors

The Athletic Compliance Office certifies NCAA and institutional eligibility for competition and reviews to ensure that the date and time of departure and return are within the NCAA

guidelines. The Athletic Compliance Office provides Student Travel Notices for each student-athlete to present to their instructors for any classes that will be missed due to the authorized travel.

The sport supervisor is responsible for approving the mode of travel for each trip based on distance to be traveled. All travel outside of Delaware County must be in vehicles owned or secured through the Athletic Business Office and driven by university approved licensed drivers. These are usually coaches or bus drivers through the university's transportation office. If there are times it may be necessary for a student to assist with driving a university vehicle on a team trip, it must be anticipated and approved by the sport supervisor and the Athletic Business Office before the start of the trip. Coaches are asked to select experience drivers.

The approval process for licensed drivers to use university vehicles includes a thorough check of the individual's driving record to ensure the employee or student is a safe driver. All coaches and athletic staff are required to go through this process. According to the Facilities and Planning Management Transportation personnel, all drivers must present a valid driver's license and must have fewer than six (6) "active" points within last three (3) years. Individuals with any reckless driving incidents or DUI's within the last three (3) years are not permitted to drive university vehicles or transport others for university business.

If athletic teams require the use of a university bus and driver; the sport supervisor is responsible for securing the bus and driver through the Transportation Office. The Transportation office hires bus drivers who meet the strict minimum qualifications that will ensure they are hiring safe and capable drivers. The minimum qualifications for a bus driver include:

- At least six months of verified professional driving experience.
- Must demonstrate ability to drive bus (on-site driving test).
- Must possess and maintain a valid Indiana CDL (Commercial Driver's License) with an endorsement for public passengers and be insurable under the university's auto fleet policy.
- Must possess a good driving record; verification through Bureau of Motor Vehicles.
- Must pass a post offer/pre-employment mandatory drug and alcohol test. This includes all drivers hired whether a Sub or full time bus drivers.

The athletic travel policy dictates specific expectations and recommendations that would ensure student athletes are transported safely, meals are provided, and sleeping accommodations are appropriate.

Item #15

Describe the annual evaluation of the department of athletics and/or institution's travel policies to ensure these policies are effective. Further, describe how the travel policies are directly communicated in writing to department of athletics staff members and student-athletes and list the name and title of the administrator(s) responsible for oversight in this area.

BSU RESPONSE:

Annual Evaluation of Travel Policies

Athletics Department policies in all areas are discussed on a regular basis at monthly head

coaches meetings. Handouts are presented at these meetings as well as email follow-up to all department staff members if policy changes are needed or have been made.

The senior athletic staff meet on a regular basis to review and discuss all facets of the operation of the athletics department. Travel policies and best practices are frequently discussed and reviewed.

The Ball State University travel policy, which governs travel for faculty and staff, is evaluated from a transportation perspective on an annual basis. The travel policies of the institution do not govern student travel. However, team travel policies are spelled out in the athletics travel policy that is reviewed in the regular senior athletics meetings.

Communication of Travel Policies

The athletics travel policy is shared with the appropriate athletic staff including coaches, sport supervisors, and support staff as part of their job orientation and training. The travel policy is contained in Section 7 of the staff manual that is kept by the Associate Athletic Director/Compliance and Operations. The Ball State University Travel Regulations and Procedures Manual is also available on the university website for all university faculty and staff. The Athletic Compliance Office conducts meetings with each team (players and coaches) prior to the start of each team's first practice. All student-athletes are required to attend and cannot practice nor compete until they complete the required NCAA paperwork. The agenda at these team meetings include a review of a number of policies and regulations including travel and missed class with coaches and student-athletes.

The Associate Athletic Director/Compliance and Operations reviews the following items with all athletic teams prior to any practice and travel:

- NCAA rules which govern when student athletes can leave campus prior to an athletic contest and the NCAA rules on departure from the competition site following the completion of the competition.
- Ball State University policy for missed classes while representing the University. This policy is for student-athletes and the general student population as well.
- The student-athletes are made aware of the Travel Authorization form which is generated and provided by the Athletic Compliance Office and must be presented to the instructor five days prior to the missed class. The athletic office reinforces that it is the responsibility of the student-athlete to secure the form from their coach and deliver it to their instructor.
- Student-athletes are also informed of the availability of lap top computers for checkout on road trips from the Athletic Compliance Office.

The Athletic Academic Advisors also meet with all new student-athletes to review the missed class policy. The missed class policy can be found in the Student Athlete Handbook available on the Athletics website.

Administrators Responsible for Policy Oversight

The responsible administrators for oversight of the travel policy are:

- Tom Collins, Athletic Director
- Pat Quinn, Associate Athletic Director / Compliance and Operations
- Karin Lee, Associate Athletic Director / Senior Woman Administrator

Item #16

Please submit a copy of the department of athletics written emergency medical plan for practices, contests, strength training and skills sessions with the submission of your self-study report.

BSU RESPONSE:

The emergency medical plan is available for review. Appropriate measures are taken to ensure the proper safety and medical care is provided to the athlete during any type of emergency situation. The Emergency Action Plan (EAP) includes the following components: (1) emergency personnel, (2) roles of the emergency team, (3) emergency communications, (4) emergency equipment, and (5) directions to the scene/venue. Each facility has a detailed EAP.

Item #17

Describe the annual evaluation of the department of athletics written emergency medical plan for practices, contests, strength training and skills sessions to ensure its effectiveness. Further, describe how the department of athletics written emergency medical plan for practices, contests, strength training and skills sessions is directly communicated in writing to department of athletics staff members and student-athletes and list the name and title of the administrator(s) responsible for oversight in this area.

BSU RESPONSE:

Head Athletic Trainer Neal Hazen is responsible for the institutional awareness of health, safety, and sports medicine. The policies and guidelines are included in the Staff Handbook that is distributed and explained to the coaches at the annual coaches meeting held at the beginning of the school year. The Student-Athlete Handbook contains all of the policies and procedures related to all aspects of medical care and is available online. These policies and guidelines are explained to coaches and student-athletes by the athletic training staff at each team meeting prior to the start of the season. All student-athletes also receive an electronic copy via email. In addition, Student-athletes receive this information in the physical exam insurance packet they receive during the summer. These policies and procedures are continually reviewed throughout the year by the medical staff.

Item #18

Please submit a copy of the department of athletics written emergency medical plan for out-of-season workouts with the submission of your self-study report.

BSU RESPONSE:

Whether the athlete is performing in season or out-of-season, the safety of the athlete is paramount. Similarly, appropriate measures are taken to ensure the proper safety and medical care is provided to the athlete during any type of emergency situation. The Emergency Action Plan (EAP) includes the following components: (1) emergency personnel, (2) roles of the emergency team, (3) emergency communications, (4) emergency equipment, and (5) directions to the scene/venue. Each facility has a detailed EAP. The emergency medical plans are provided as **Appendices 6–9**.

Item #19

Describe the annual evaluation of the department of athletics written emergency medical plan for out-of-season workouts to ensure its effectiveness. Further, describe how the department of athletics written emergency medical plan for out-of-season workouts is directly communicated in writing to department of athletics staff members and student-athletes and list the name and title of the administrator(s) responsible for oversight in this area.

BSU RESPONSE:

Similar to the response provided in Item #17, the policies and guidelines are included in the Staff Handbook that is distributed and explained to the coaches at the annual coaches meeting held at the beginning of the school year. The Student-Athlete Handbook contains all of the policies and procedures related to all aspects of medical care and is available online. These policies and guidelines are explained to coaches and student-athletes by the athletic training staff at each team meeting prior to the start of the season. All student-athletes also receive an electronic copy via email. In addition, Student-athletes receive this information in the physical exam insurance packet they receive during the summer. These policies and procedures are continually reviewed throughout the year by the medical staff.

Item #20

Please submit a copy of the athletics department's athletic training and sports medicine policies and procedures with the submission of your self-study report.

BSU RESPONSE:

These files will be available for review.

Item #21

Describe the annual evaluation of the department of athletics written athletic training and sports medicine policies and procedures. Further, describe how the department of athletics athletic training and sports medicine policies and procedures is directly communicated in writing to department of athletics staff members and student-athletes and list the name and title of the administrator(s) responsible for oversight in these areas.

BSU RESPONSE:

The athletic training and sports medicine policies and guidelines are reviewed by the athletic training staff prior to being distributed to the coaches. All Student-athletes are provided with the Student-Athlete Handbook, which contains all policies and procedures. The policies and procedures are continually reviewed throughout the year by the medical staff. Student-athletes also receive this information in the insurance packet they receive during the summer, during their physical, when they complete a medical history questionnaire, and verbally at the team meeting prior to the season. The department of athletics written athletic training and sports medicine policy and procedures are reviewed at the annual athletic training retreat in May. Head Athletic Trainer Neal Hazen is responsible for the institutional awareness of health, safety, and sports medicine.

Item #22

If the institution has developed a plan(s) for improvement during the current self-study process for Operating Principle 3.3, describe the institution's efforts to ensure the plan(s) for improvement was developed through a process involving broad-based campus participation and has received formal institutional approval.

BSU RESPONSE:

No improvement plans have been identified for Operating Principle 3.3.