

Improvement Plans: Governance and Commitment to Rules Compliance

The subcommittee makes the following recommendations based on its review of the Governance and Rules Compliance policies and practices at Montana State University-Bozeman. Implementation of these recommendations will result in the structural relationships as diagrammed in **Figure I-4** found at the end of this section.

Issues in the Self-Study	Measurable Goals	Steps to Achieve Goals	Individuals/Officers Responsible for Implementation	Specific Timetable for Completing the Work
<p>1. Until recently, there were no documented procedures or policies that guided the Athletics Academic Coordinator (the Registrar's representative) and the Assistant Director of Compliance in communicating violations or potential violations.</p>	<p>Implementation of procedures for reporting violations or potential violations.</p>	<p>A. Review, and if necessary, revise existing policies and procedures that define specific reporting procedures of violations or potential violations. B. To implement policies & procedures.</p>	<p>Vice President for Student Affairs, the Director of Intercollegiate Athletics</p>	<p>October 2002</p>
<p>2. While the FAR currently meets periodically with the President and AD, there is no evidence of periodic or other communication between the FAR and Vice President for Student Affairs as related to student eligibility or compliance questions or reviews. In addition, the FAR has not reported on the academic status of student-athletes during the past five years to the Faculty Council.</p>	<p>A. Calendar for regular meetings between the VP for Student Affairs and the FAR is created. B. The FAR is scheduled to report to the Faculty Council periodically.</p>	<p>A. Periodic reports concerning the academic status of student-athletes are reported periodically to all executive management associated with the Dept of Intercollegiate Athletics. B. In addition, the Chair of the Faculty Council should schedule the FAR to report to the Council annually</p>	<p>The FAR and the Vice President for Student Affairs and the Chair of the Faculty Council.</p>	<p>2002-2003</p>

<p>3. Periodic evaluation of the FAR has not occurred. This was a shortcoming identified in the 1995 Self-Study Report. The FAR does not have a formal job description on file at MSU nor are the procedures used to evaluate student-athlete eligibility documented. The FAR provided the Committee with a list of activities, but this does not constitute a formal job description or document the policies and procedures that govern his work at MSU.¹</p>	<p>A. A complete job description for the FAR is created. B. The job description is on file in the Dept of Intercollegiate Athletics and the President's Office. C. An evaluation process is implemented.</p>	<p>Define the processes and procedures that govern the activities of the Faculty Athletics Representative. The processes and procedures should include guidelines for the periodic review and evaluation of the FAR's activities.</p>	<p>The President.</p>	<p>2002-2003</p>
<p>4. While the Athletics Committee has existed for a number of years as a body of faculty, students, and members of the Department of Intercollegiate Athletics with a published constitution, for the past two-to-three years, it has functioned without real purpose or direction. As such, during this time, there has been no substantive interaction between the Committee and the Department of Intercollegiate Athletics, the President, the Vice President for Student Affairs, or the Faculty Council.</p>	<p>A. Specific responsibilities are identified and documented. B. Reporting relationships are documented and periodic reports identified. C. Periodic reports to the Faculty Council are scheduled.</p>	<p>Review the role of the Athletics Committee and specific responsibilities identified and documented. Include the Committee's reporting relationships and the periodic reports that should be developed for the Department of Intercollegiate Athletics, the President, and the Vice President for Student Affairs. The Faculty Council should schedule annually the Chair of the Athletics Comm. to report on their activities and findings.</p>	<p>The President.</p>	<p>2002-2003</p>

¹This situation puts the University at risk, as a single individual is responsible for specific tasks associated with student-athlete certification. The FAR's role at Montana State University-Bozeman has evolved over time with a single individual. Should this individual suddenly leave the University, the replacement would literally be starting from scratch with no documentation to guide him or her.

<p>5. There is no evidence of periodic or other evaluation of coaches and staff.</p>	<p>A. A process for evaluation is developed. B. Goals and objectives for each coach are defined. C. The evaluation process is implemented for all coaches and staff.</p>	<p>A. Goals and objectives for each coach should be developed. B. These goals and objectives should then be the basis for annual review of performance and the continuing relevance of the goals and objectives.</p>	<p>The Director of Intercollegiate Athletics</p>	<p>2002-2003</p>
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