I. Call to order

Subcommittee chair Lauren Turner called to order the regular meeting of the Subcommittee. The following persons were present: Michael Carter, Frank Talty, Nancy Ritchie, Joe Hartman, Dana Skinner, Sandra Niedergall, Lauren Dufresne, Alex Gonzalez, Michael Rutherford, Michelle Bazin, Maria Sheehy, Athanasia Petsis, Christine Gillette

II. Open issues

a) Lauren Turner informed the committee that Mira Zimmerman has retired from her position at the NCAA and that Jennifer Samble is our new NCAA liaison.

b) Lauren Turner reviewed the following list of subcommittee responsibilities with the members:

1) Research and organize relevant data to respond to self-study questions
2) Ensure effective communications across campus
3) Collect input from appropriate campus constituents
4) Ensure written records are maintained of all meetings
5) Ensure the Steering Committee members for university IPP, as well as the broader university community, are provided opportunities to review self-study findings
6) Formulate conclusions and recommendations based on our committee’s work and feedback received during the review process
7) Write the draft report for Governance and Commitment to Rules Compliance section of the self-study.

c) Lauren Turner reviewed the timeline for the IPP process as described below:

1) IPP Governance & Commitment to Rule Compliance Committee:
2) September 2015 – January 2016: assign/delegate committee assignments, complete data gathering, appropriate campus community consultation, subcommittee meetings, periodic reports/updates to University Steering Committee
3) February – March 2016: complete final written committee report;
4) University IPP Steering Committee
5) March 2016 - Reviews all subcommittee self-study reports
6) Early to mid-April 2016 – Self-study report shared with campus community, feedback gathered
7) Late April to Early May – Report revised as appropriate; presented to Chancellor’s Cabinet; Chancellor and University IPP Steering Committee confirm final report
8) May 15, 2016: Final self-study report submitted to NCAA
9) June 2016: University IPP Steering Committee
10) Addresses any amendments or revisions needed
11) Fall 2016: NCAA Committee reviews self-study and provides list of areas of focus in preparation for peer-review team campus visit.
12) February 2017: NCAA Committee reviews IPP self-study and campus visit information
13) March 2017: NCAA Committee renders final decision on “successful completion”

III. Action Items
   a) The subcommittee elected to divide into two groups, one to work on Principle 1.1 of the compliance portion of the IPP self-study and another to work on Principle 1.2. Michael Rutherford will lead the 1.1 working group and Lauren Turner will lead the 1.2 working group.

   b) Members of the subcommittee were asked to identify which group they would like to work with and the groups were set as follows:

      a. 1.1 group: Joe Hartman, Michael Carter, Nancy Ritchie, Christine Gillette. Peter Casey (not present) was assigned to work with this group

      b. 1.2 group: Frank Talty, Michelle Bazin, Athanasia Petsis, Christine Gillette, Alex Gonzalez, Lauren Dufresne.

   c) The working groups determined they will hold separate meetings to work on their sections. Lauren Turner assigned the recorder (Christine Gillette) to provide electronic copies of each principle to their respective working groups so that they may make edits.

IV. New business
   a) Working groups divided to begin their work, which focused on discussion of the focus of each principle and next steps on each, such as making edits to the electronic version of the two principles and providing to the recorder (Christine Gillette) to make edits to each to share with the group as information is supplied and decisions made about what will be included in drafts of each principle.

   b) The subcommittee set their next meeting for Oct. 15 at 10 a.m.

V. Adjournment
   Lauren Turner adjourned the meeting at 11 a.m.

   Minutes submitted by: Christine Gillette, recorder