

Henderson State University 2011

NCAA Division II Institutional Self-Study Report

Report Submitted May 27, 2011

HSU Athletic Director: T. Kale Gober

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SIGNATURE PAGE

2011 Institutional Self-Study Signature Page: (May 27, 2011)

- CEO/Interim President Bobby Jones: _____
- FAR David Gardner: _____
- Legal Counsel Elaine Kneebone: _____
- Athletic Director Kale Gober: _____
- Associate Athletic Director David H. Thigpen: _____
- SWA Rhonda Thigpen: _____
- Registrar Tom Gattin: _____
- Financial Aid Pam Shuffield: _____
- Academic Success Lenette Jones: _____
- Head Athletic Trainer Rob Redding: _____
- 2010-2011 SAAC President Brittney Benedict: _____



Purpose of the Institutional Self-Study (ISS) at Henderson State University

Henderson State University took the Institutional Self-Study (ISS) task as an opportunity to review and justify athletics at our institution. We used this opportunity to listen to our student-athletes, the student body, faculty and staff, alumni, friends and the general community about the state of HSU athletics in 2011.

The HSU Athletic Purpose Statement declares that our basic obligations to these groups are twofold:

1. To develop and maintain a competitive athletic program that can be a source of pride for all.
2. To allow members of these groups the opportunity to become involved in the program as participants, contributors or spectators.

This ISS task allowed our committee the opportunity to review that our sports programs function in conjunction with all principles of fair play and amateur athletic competition as defined by the NCAA.

As stated in our philosophy, our primary purpose is to direct each student-athlete toward growing and becoming a total person, earning a meaningful degree, and developing as an athlete. We should provide each student-athlete with the chance to become involved in all areas of student life while in school and with the tools to be successful in his or her career after graduation. We should also strive to allow every member of the student body the opportunity to be a part of the athletic program. For the majority of students who participate as spectators, we have an obligation to field competitive teams that represent the quality and purpose of Henderson State University. Our program can and should be the single most important generation of positive school spirit on campus. We must be receptive to students' suggestions and inquiries and must always treat students with courtesy.

The faculty and staff are the heart of the University and can be a valuable resource for the athletic program. As we perform our duties in an open, competent, and professional manner, we will be viewed with respect by the academic community on campus and will be seen as an integral part of the school. A sound, honest, competitive athletic program will be a source of pride for faculty and staff. We must always be certain the faculty understands our commitment to academics as well as being aware of our activities and plans.

Alumni and friends are an essential part of the athletic programs. We must always be sensitive to their needs. We must have a services attitude, which means that every alumni, friend, or visitor should always be treated with complete courtesy and respect.

We can and should be a source of pride for our community. A quality, competitive program can be a positive rallying point for our community. Every employee is encouraged to become involved in community activities. Whenever we help our community, we also help the athletic programs and ourselves. (Taken from www.hsu.edu HSU Athletics home page link.)

What is the NCAA Institutional Self-Study (ISS) review?

BYLAW 6.3.1 Self-Study Report (P. 46) requires each NCAA institution to conduct a comprehensive self-study and evaluation of their intercollegiate athletics programs at least once every five years, using the Institutional Self-Study Guide. The report of the self-study and supporting documents shall be available for examination on request by an authorized representative of the association. The ISS report for HSU is due by June 1, 2011 to the national office of the NCAA.

How did HSU organize the task of completing this ISS review?

One of the first responsibilities undertaken by new Athletic Director Kale Gober in 2010 was to start the ISS review process. An organizational meeting was held and it was determined that David H. Thigpen would serve as the ISS Committee Coordinator. David's responsibility would be to organize the gathering of sectional information from each Chairperson who handled those task areas. David Thigpen would report directly to the Athletic Director. HSU Faculty Athletic Representative (FAR) David Gardner agreed to serve as a special advisor during this process.

The HSU Institutional Self-Study Chairperson list:

- **President Charles Welch**- (CEO): *Institutional Oversight; Institutional Control and Responsibility.*
- **Kale Gober**- (AD): *Budgetary Control; Ethical Control; Philosophy Statement; Athletic Operations.*
- **Dr. David H. Thigpen**- (Associate AD/Compliance): *Recruiting; Rules Compliance; S-A Well-being; Life in the Balance/Educational Experience.*
- **Tom Gattin**- (Registrar): *Eligibility.*
- **Pam Shuffield**- (Financial Aid): *Financial Aid.*
- **Rob Redding**- (Athletic Trainer): *Health and Safety.*
- **Rhonda Thigpen**- (SWA): *Cultural Diversity and Gender Equity.*
- **David Gardner**- (FAR): *Special Advisor/Consultant to the ISS Committee.*

How did HSU gather data for this ISS task review?

An organizational meeting was held in late September of 2010 with the Chairperson of each task area. The purpose of the meeting was to define roles and gather a clear understanding of

what the ISS task included. At that meeting it was determined that each Chairperson would gather information for each question and supply documentation to be included in the ISS report. It was agreed that monthly meetings would be set to assist with the timely gathering of information from each Chairperson.

The 2011 HSU Institutional Self-Study TEAM:

Members of the HSU Institutional Self-Study Team that took part in gathering data and meeting with other key individuals throughout the University to complete this ISS document include:

CEO/President.....	Dr. Charles Welch
Interim President (April 22, 2011)	Bobby Jones
FAR.....	David Gardner
AD.....	Kale Gober
SWA.....	Rhonda K. Thigpen
Assistant AD, Compliance Coordinator.....	Dr. David H. Thigpen
Academic Success, Champs Coordinator.....	Lynette Jones
HSU, VP for Finance.....	Bobby Jones
HSU, Registrar.....	Tom Gattin
HSU, Financial Aid Director.....	Pam Shuffield (FA Liaison)
HSU, Legal Counsel.....	Elaine Kneebone
HSU, Head Athletic Trainer.....	Rob Redding
HSU, Research Coordinator.....	Ginger Otwell
HSU, Compliance Office Student Intern	Aaron Jackson
HSU, 2010-2011 SAAC President.....	Brittney Benedict

Mission accomplished!

As a committee, the ISS task TEAM feels we have accomplished our mission. We feel the information gathered verifies that HSU is on track to meet or exceed expectations in all areas outlined in the Institutional Self-Study Guide. We used this process as an opportunity for reflection on our daily responsibilities to serve each student-athlete at Henderson State University. We hope this report shows our united efforts to make HSU Reddie Athletics the best in NCAA Division II.

Thank-You!

The ISS Committee wishes to personally thank every individual who assisted with this report. Our committee wants to single out AD Kale Gober for an outstanding job of leading this process. Each task Chair did an excellent job in gathering information in a timely manner and in executing this responsibility. Thanks for a job very well done!

The 2011 Henderson State University ISS Responsibility list:

The suggested content areas were divided among the ISS Team members that had the greatest amount of responsibility in that area of concern. We called that person a Chairperson in that area. All Team members gathered data from key resources throughout the university and reported the information back to the Committee Coordinator (David H. Thigpen) for this report. Following is a list of divisions and the person responsible as the Chairperson for this ISS report:

Section I: Compliance

- Section I: Compliance Part I: Institutional Oversight - (Interim President Bobby Jones)**
Section I: Compliance Part II: Budgetary Control - (Kale Gober)
Section I: Compliance Part III: Ethical Conduct - (Kale Gober)
Section I: Compliance Part IV: Recruiting - (David Thigpen)
Section I: Compliance Part V: Eligibility - (Tom Gattin)
Section I: Compliance Part VI: Financial Aid - (Pam Shuffield)
Section I: Compliance Part VII: Rules Compliance - (David Thigpen)
Section I: Compliance Part VIII: Health and Safety - (Rob Redding)

Section II: Strategic Initiatives

- Section II: Strategic Initiatives Part I: Philosophy Statement - (Kale Gober)**
Section II: Strategic Initiatives Part II: Institutional Control and Responsibility (CEO)
Section II: Strategic Initiatives Part III: Athletic Operations - (Kale Gober)
Section II: Strategic Initiatives Part IV: Student-Athlete Well Being - (David Thigpen)
Section II: Strategic Initiatives Part V: Health and Safety - (Rob Redding)
Section II: Strategic Initiatives Part VI: Life in the Balance/ Educational Experience - (David Thigpen)
Section II: Strategic Initiatives Part VII: Cultural Diversity and Gender Equity - (Rhonda Thigpen)

APPENDICES BRIEF SKETCH

What is the purpose of the Appendices Brief Sketch Descriptions?

The following information provides a brief sketch of information provided for the content area identified in each component. This section is designed to allow the reader a chance to scan each content area quickly and efficiently.

Section I: Compliance Part I: Institutional Oversight - (Interim President Bobby Jones)

Section II: Strategic Initiatives Part II: Institutional Control and Responsibility (CEO)

1. Written statements of authority, organizational charts or standard operating procedures of the institution and athletic program. (Provided by the HSU Compliance Manual)
2. HSU Athletic Program Philosophy. (Provided by the HSU Athletic Policy Manual)
3. HSU Mission Statement. (Provided by the HSU Catalog)
4. HSU Athletic Program Mission Statement. (Provided by the HSU Athletic Policy Manual)
5. HSU Athletic Department Structure (Provided by the HSU Compliance Manual)
6. Composition of the HSU Athletics Board or Committee (including title and position). (Provided by FAR David Gardner)
7. Responsibility of the Faculty Athletics Representative. (Provided by FAR David Gardner)
8. Responsibility of the Senior Woman Administrator. (Provided by SWA Rhonda Thigpen)
9. HSU Athletic policy for education, disciplinary and grievance procedures. (Provided by the HSU Catalog and HSU Athletic Policy Manual)
10. NCAA Division II Philosophy statement. (Provided by FAR David Gardner)

Section I: Compliance Part II: Budgetary Control - (Kale Gober)

Section I: Compliance Part III: Ethical Conduct - (Kale Gober)

Section II: Strategic Initiatives Part I: Philosophy Statement - (Kale Gober)

Section II: Strategic Initiatives Part III: Athletic Operations - (Kale Gober)

11. A copy of the standard contract or letter of appointment for coaching staff members. (Provided by AD Kale Gober)
12. A copy of the performance evaluation form(s) used for coaching staff members. (provided by AD Kale Gober)
13. Copies of the management letters or executive summaries of the institution's three most recent external audits per Constitution 6.2.3.1 and internal (if any) financial audits for intercollegiate athletics. (Provided by VP Bobby Jones)
14. A list of full-time and part-time coaching positions by sport. (Provided by the HSU Compliance Manual)

Section I: Compliance Part IV: Recruiting - (David Thigpen)

Section I: Compliance Part VII: Rules Compliance - (David Thigpen)

Section II: Strategic Initiatives Part IV: Student-Athlete Well Being - (David Thigpen)

Section II: Strategic Initiatives Part VI: Life in the Balance/ Educational Experience - (David Thigpen)

15. NCAA Squad List. (Taken from 2010-2011 Compliance Internet Assistant program.)
16. Policies and procedures related to the awarding of athletics grant-in-aids. (Provided by Financial Aid Liaison Pam Shuffield)
17. SAAC Roster (Provided by HSU 2010-2011 SAAC President, Brittney Benedict)
18. Written policies for scheduling of intercollegiate athletics competition. (Provided by the HSU Athletic Policy Manual)
19. Athletic department policies and procedures for monitoring the daily or weekly time limitations for countable athletically related activities (including methods/timetable of reporting) and playing and practice seasons, per Bylaw 17. (Provided by the HSU Compliance Manual)
20. A brief description of the process used by the institution for monitoring student-athlete time commitments, including who is involved, how often the monitoring takes place and the methodology employed. (Provided by the HSU Compliance Manual)
21. A summary of the last review of student-athlete time commitments conducted by the institution. (Provided by the HSU Compliance Manual)
22. A copy of the written policies and procedures governing the recruitment of student-athletes. (Provided by a Gulf South Conference Grant-In-Aid and National Letter of Intent example from the HSU Compliance office.)
23. Recruitment-monitoring documents, including telephone contact sheets and other logs for two men's and women's sports. (Provided by the Compliance office)

Section I: Compliance Part V: Eligibility - (Tom Gattin)

24. A listing of those individuals (by position) who make decisions regarding the admission, certification and evaluation of the academic performance of student-athletes. (Provided by the HSU Compliance Manual.)
25. A copy of your institution's standard or regular, published entrance requirements, including provisions under which students may be admitted by special exception to the institution's standard or normal entrance requirements. (Provided by the HSU Catalog)
26. Graduation rates for students generally and for all student-athletes (by sport) for the most recent academic years and a description of the methodology used to determine these rates. (Provided by the Compliance office and the HSU Research office)
27. A copy of your institution's most recently completed study comparing the admission profiles of student-athletes who received athletics grant-in-aids with the profiles of students generally. (Provided by the Compliance office and the HSU Research office)
28. A copy of any institutional plans to improve the graduation rates or overall academic performance of student-athletes. (Provided by the Compliance office)

Section I: Compliance Part VI: Financial Aid - (Pam Shuffield)

29. The most recently completed "Survey for Equity in Athletics Disclosure Act—Higher

Education Act and NCAA Gender Equity Study. (Provided by HSU Research Coordinator, Ginger Otwell)

Section I: Compliance Part VIII: Health and Safety - (Rob Redding)

Section II: Strategic Initiatives Part V: Health and Safety - (Rob Redding)

30. A listing of all support services available to student-athletes. (Provided by the HSU Athletic Handbook)
31. A copy of your educational program on drug and alcohol awareness. (Provided by the HSU Compliance Manual)
32. A description of any policies and procedures used to monitor and evaluate the welfare and fairness of treatment of student athletes. (Provided by the HSU Compliance Manual)
33. A copy of your athletics program's emergency medical plan. (Provided by the HSU Compliance Manual)
34. A copy of your institution's policy and procedure regarding student-athlete health insurance coverage. (Provided by the HSU Compliance Manual)

Section II: Strategic Initiatives Part VII: Cultural Diversity and Gender Equity - (Rhonda Thigpen)

35. Title IX and OCR guidelines. (Provided by SWA Rhonda Thigpen)
36. Institutional plans for addressing gender equity and minority opportunities. (Provided by SWA Rhonda Thigpen)
37. A copy of the HSU Diversity Statement; Diversity Committee; Diversity Policy; Scholarship Comparison Chart. (Provided by SWA Rhonda Thigpen)

CONTENT AREA APPROVAL DESCRIPTIONS

What is the purpose of the ISS Content Area Approval Descriptions?

The following information provides a Content Area Approval description of information provided for each section of the Institutional Self-Study Guide. This section is designed to provide final confirmation of approval by the leadership team at HSU.

Section I: Compliance Part I: Institutional Oversight - (President/CEO)

Section II: Strategic Initiatives Part II: Institutional Control and Responsibility (CEO)

It is the belief of the ISS Report Team that the questions presented in the sections addressed by the President/CEO are satisfactorily reported in this document. The ISS Report Team agrees that Henderson State University has met the requirements outlined in the Section(s) at a very high level of compliance.

Specifically this section showed the strength of the Henderson State University program:

- *Sound leadership at HSU has provided a vision and purpose to the athletic program as shared in the athletic philosophy, mission statement and program goals.*
- *The shared athletic direction of the university starts with the complete support and enthusiasm of the CEO and filters throughout the campus from the Board of Trustees to the first day freshman student-athlete.*
- *The university has shown a complete understanding of all expectations required by the NCAA, the Conference and HSU concerning recruiting, admissions and eligibility by all programs.*
- *The university has shown a very sensitive attention to equity issues on campus. Title IX, Diversity and Gender issues are seen as high concern.*
- *The administrative attention to student-athlete issues has best been demonstrated by the “open-door” policy the CEO, FAR, SWA and AD have with the SAAC leadership on campus.*
- *The CEO has a very open line of communication with all concerned with athletics. President Charles Welch had and Interim President Bobby Jones is demonstrating, and this report documents, their willingness to communicate and report all actions of the athletic program to the Board, the Faculty, the Boosters, the Alumni and to the Student-Athletes of HSU.*
- *Dr. Charles Dunn (Retired), Dr. Charles Welch (Resigned on April 22, 2011) and Interim President Bobby Jones are recognized as long-time and avid supporters of HSU Athletics. Each of these Presidents are proven champions to each student-athlete who calls HSU their academic/athletic home. This report shows that our past three CEO’s are all men of integrity who places the philosophies of Division II athletics as a primary goal for the university to follow daily.*

Section I: Compliance Part II: Budgetary Control - (Kale Gober)

Section I: Compliance Part III: Ethical Conduct - (Kale Gober)

Section II: Strategic Initiatives Part I: Philosophy Statement - (Kale Gober)

Section II: Strategic Initiatives Part III: Athletic Operations - (Kale Gober)

It is the belief of the ISS Report Team that the questions presented in the sections addressed by the Athletic Director- Kale Gober are satisfactorily reported in this document. The ISS Report Team agrees that Henderson State University has met the requirements outlined in the Section(s) at a very high level of compliance.

Specifically this section showed the strength of the Henderson State University program:

- *Leadership in Athletics at HSU has provided an easily followed organizational chain-of-command and written standard operating procedures which outlines the authority of roles within the athletic department. This task is the responsibility of the Athletic Director who reports directly to the CEO.*
- *The AD has a very open line of communication with all concerned with athletics. Athletic Director Kale Gober has demonstrated, and this report documents his*

willingness, to communicate and report all actions of the athletic program to the Board, the CEO, the FAR, the Boosters and to the Student-Athletes of HSU.

- *The athletic department has shown a complete understanding of all expectations required by the NCAA, the Conference and HSU concerning recruiting, admissions and eligibility by all programs.*
- *Each individual sport program sponsored at HSU has a Head Coach that reports directly to the AD concerning the direction and expectation of their program.*
- *AD Kale Gober is an unquestioned supporter of Reddie athletics. Kale was a former student- athlete at HSU (2008) and a decorated member of the Reddie Football program. This report shows a man who strives daily to lead our Athletic Department to follow the guidelines and direction outlined by the NCAA and our Conference.*
- *AD Kale Gober has a strong support resource in the Faculty Athletic Representative David Gardner. FAR David Garner is a man of unquestionable integrity and holds our university to a high standard of compliance. David is the man within the program who HSU turns to in times of uncertainty. David Gardner is all about doing the right thing!*
- *AD Kale Gober has a strong support resource in the Senior Woman Administrator Rhonda Thigpen. SWA Rhonda Thigpen provides the wisdom and strength needed to insure diversity and equity issues are handled on campus with the serious intent the NCAA expects. Her willingness to work with upper administration concerning individual student issues is invaluable to the organization of athletic administration.*
- *AD Kale Gober has a strong support resource in the Registrar Tom Gattin. Registrar Tom Gattin is a man who handles academic issues in terms of firm but fair. Tom Gattin reads the policy outlined by the institution and follows those guidelines equally and fairly for every individual without exception. Tom Gattin is experienced and knowledgeable concerning matters of academic requirements to all the students of HSU.*
- *AD Kale Gober has a strong support resource in the HSU Financial Aid department. Pam Shuffield serves as the liaison and handles all financial aid issues by the laws outlined by State and Federal guidelines. The entire Financial Aid office is experienced, knowledgeable and always willing to serve the students of HSU.*
- *AD Kale Gober has a strong support resource in the Head Athletic Trainer Rob Redding. Rob Redding is a man who handles athletic training issues as a medical professional. Rob Redding has direct contact with all medical and insurance providers associated with HSU. Rob communicates with the AD daily concerning matters of this area.*
- *AD Kale Gober has a direct hand in all personnel decisions made within the athletic department. The AD follows the procedures outlined by the Human Resources department on campus who supervises all employment to insure federal, state, university and NCAA expectations are observed.*
- *AD Kale Gober has a direct hand in the line of authority and expectations required of all athletic department personnel concerning hiring procedures, performance evaluations and performance expectations.*

Section I: Compliance Part IV: Recruiting - (David Thigpen)

Section I: Compliance Part VII: Rules Compliance - (David Thigpen)

Section II: Strategic Initiatives Part IV: Student-Athlete Well Being - (David Thigpen)

Section II: Strategic Initiatives Part VI: Life in the Balance/ Educational Experience - (David Thigpen)

It is the belief of the ISS Report Team that the questions presented in the sections addressed by the Associate Athletic Director/Compliance Director-Dr. David H. Thigpen are satisfactorily reported in this document. The ISS Report Team agrees that Henderson State University has met the requirements outlined in the Section(s) at a very high level of compliance.

Specifically this section showed the strength of the Henderson State University program:

- *Leadership at HSU has provided an easily followed organizational chain-of-command and written standard operating procedure which outlines the authority of roles within the athletic department concerning the role and responsibilities of the Associate Athletic Director who reports directly to the AD.*
- *The athletic department has shown a complete understanding of all expectations required by the NCAA, the Conference and HSU concerning recruiting, admissions and eligibility by all programs.*
- *This area of responsibility has been seen as a strength since such a broad “checks and balance” system is in place to assure integrity of all recruiting, admissions and eligibility issues on campus. The Vice President for Academics, Registrar’s Office, FAR and Admissions work directly with the Office of Compliance to insure integrity with each document reported concerning academics submitted from HSU.*
- *This area of responsibility tracks in detail the line of authority and expectations required of all athletic department personnel concerning recruiting, admissions and eligibility.*
- *HSU has addressed Academic, Social and Current issues as needed by student-athletes through a very active SAAC program on the HSU campus. The development of a Champs Life-Skills program will also assist with university attention to S-A needs and issues.*
- *HSU has shown a very serious attention to student-athlete graduation/retention rates on campus.*
- *This ISS report documents the administrative attention to student-athlete issues has best been demonstrated by the “open-door” policy the CEO, FAR, SWA and AD have with the SAAC leadership on campus.*
- *This ISS report documents the commitment to the individual student-athlete on campus in academics, budget, sports medicine, training facilities and personnel issues.*
- *This ISS report documents the commitment to the academic success of the individual student-athlete on campus in academics.*
- *This ISS report recognizes the positive achievement of the HSU athletic program concerning recruitment/ retention/graduation rates over the past three academic years.*

- *This ISS report documents the administrative attention to student-athlete academic achievement issues has best been demonstrated by the flow of data provided by the Office of Institutional Research on campus.*

Section I: Compliance Part V: Eligibility - (Tom Gattin)

It is the belief of the ISS Report Team that the questions presented in the sections addressed by the Registrar-Tom Gattin are satisfactorily reported in this document. The ISS Report Team agrees that Henderson State University has met the requirements outlined in the Section(s) at a very high level of compliance.

Specifically this section showed the strength of the Henderson State University program:

- *This area of responsibility has been seen as a strength since such a broad “checks and balance” system is in place to assure integrity of all recruiting, admissions and eligibility issues on campus. The Vice President for Academics, Registrar’s Office, FAR and Admissions work directly with the Office of Compliance to insure integrity with each document reported concerning academics submitted from HSU.*

Section I: Compliance Part VI: Financial Aid - (Pam Shuffield)

It is the belief of the ISS Report Team that the questions presented in the sections addressed by the Financial Aid Liaison-Pam Shuffield are satisfactorily reported in this document. The ISS Report Team agrees that Henderson State University has met the requirements outlined in the Section(s) at a very high level of compliance.

Specifically this section showed the strength of the Henderson State University program:

- *Athletic Financial issues at Henderson State University are handled outside of the athletic department under the direction of the Vice President for Financial Affairs Mr. Bobby Jones. His report tracks in detail the line of authority and complete checks and balance required of all funding.*
- *Athletic Scholarship issues at Henderson State University are handled outside of the athletic department under the direction of the Financial Aid Liaison Mrs. Pam Shuffield. Her report tracks in detail the line of authority and complete checks and balance required of all athletic scholarship aid awarded.*

Section I: Compliance Part VIII: Health and Safety - (Rob Redding)

Section II: Strategic Initiatives Part V: Health and Safety - (Rob Redding)

It is the belief of the ISS Report Team that the questions presented in the sections addressed by the Head Athletic Trainer-Rob Redding are satisfactorily reported in this document. The ISS Report Team agrees that Henderson State University has met the requirements outlined in the Section(s) at a very high level of compliance.

Specifically this section showed the strength of the Henderson State University program:

- *Athletic Training issues at Henderson State University are handled under the direction of the Head Athletic Trainer Mr. Rob Redding. Rob has direct contact with all medical and insurance providers associated with HSU.*
- *The Head Trainer reports directly to the Athletic Director. His report tracks in detail the line of authority and complete checks and balance required of all athletic training and applicable student-athlete health issues.*

Section II: Strategic Initiatives Part VII: Cultural Diversity and Gender Equity - (Rhonda Thigpen)

It is the belief of the ISS Report Team that the questions presented in the sections addressed by the SWA-Rhonda Thigpen are satisfactorily reported in this document. The ISS Report Team agrees that Henderson State University has met the requirements outlined in the Section(s) at a very high level of compliance.

Specifically this section showed the strength of the Henderson State University program:

- *Leadership in Athletics at HSU has provided an easily followed organizational chain-of-command and written standard operating procedures which outlines the authority of roles within the athletic department. This task is the responsibility of the Athletic Director who reports directly to the CEO.*
- *The Senior Woman Administrator provides valuable resource information and support concerning this topic for the Athletic Director.*
- *The Institutional Legal Counsel provides valuable resource information and support concerning this topic for the Athletic Director.*
- *HSU has shown a very sensitive attention to equity issues on campus. Diversity and Equity concerns are seen through the examples shared concerning Title IX, Gender and Diversity issues.*

2011 Institutional Self-Study Sign-off for Henderson State University

It is the belief of the ISS Report Team that the questions presented in all sections addressed by each Chairperson are satisfactorily reported in this document. The ISS Report Team agrees that Henderson State University has met the requirements outlined in the Section(s) at a very high level of compliance.

Specifically the ISS Report showed the strength of the Henderson State University program:

- *Integrity, Commitment, Vision and Consistency are seen in the findings of this report from all those responsible for the operation of the Henderson State University Reddie Athletic program.*
- *A commitment for the values of the NCAA Division II philosophy of “student” first when establishing expectations for the student-athlete at Henderson State University.*
- *An understanding of the roles and tasks expected from all those responsible for the operation of the Henderson State University Reddie Athletic program.*
- *This report recognizes a commitment to each student-athlete who will call themselves*

a Reddie. “Once a Reddie, Always a Reddie”.

Following the consultation visit with CEO/Interim President Bobby Jones, FAR David Gardner, Legal Counsel Elaine Kneebone, Athletic Director Kale Gober, Associate Athletic Director David H. Thigpen and SWA Rhonda Thigpen we will make any necessary modifications to the ISS Report. At that time we will request the ISS Report certification form be signed and sent to the NCAA representative by the June 1, 2011 deadline.

We appreciate the fine dedicated work performed by each member of the ISS Report Team and look forward to sharing the information with all concerned about the good works of Henderson State University Reddie Athletics. Go Reddies!

APPENDICES

HARD COPY EVIDENCE *(Available in this ISS document)*

1. HSU Athletic Camp Procedural Guide
2. HSU Athletic Compliance Manual
3. HSU Athletic Organization Flow Chart
4. HSU Athletic Policy Manual
5. HSU Diversity Action Plan
6. HSU Diversity Committee
7. HSU Diversity Policy
8. HSU Diversity Statement
9. HSU Mission Statement
10. HSU Sports Scholarships Given
11. HSU Student-Athlete Handbook 2010-2011
12. NCAA Division II Philosophy statement.
13. Report: 2010 Henderson State University Athletic Assessment Report.
14. Report: 2011HSU Compliance Education report.
15. Report: 2011HSU Game Day Management Organization report.
16. Report: 2011HSU ISS report. (Submitted 5-27-11.)
17. Report: 2011HSU Denial of Transfer Process.
18. Report: NCAA Squad List. (Example from 2010-2011 CAi program.)
19. Report: Recruitment-monitoring documents, including telephone contact sheets and other logs for two men’s and women’s sports. (Provided by the Compliance office)
20. Report: The most recently completed “Survey for Equity in Athletics Disclosure Act”—Higher Education Act and NCAA Gender Equity Study. (Provided by HSU Research Coordinator, Ginger Otwell and the Compliance office)
21. Report: The most recently completed “Graduation Rates Survey”—Higher Education Act and NCAA Gender Equity Study. (Provided by HSU Research Coordinator, Ginger Otwell and the Compliance office)
22. Report: The NCAA information posted by Institution “Graduation Rates Data”—

- NCAA Web base Study. (Provided by the NCAA from data gathered from HSU Research Coordinator, Ginger Otwell and the Compliance office)
23. Report: The HSU information posted by Academic Success Coordinator, Lenette Jones “Grade Point Rank-Fall 2010”— Reddie Sports Team Study. (Provided by the HSU Registrar and the Compliance office)
 24. Responsibility of the Athletics Board or Committee. (Provided by FAR David Gardner)
 25. Responsibility of the Faculty Athletics Representative. (Provided by FAR David Gardner)
 26. Responsibility of the Senior Woman Administrator. (Provided by SWA Rhonda Thigpen)
 27. SAAC Meeting Minutes (Provided by HSU 2010-2011 SAAC President, Brittney Benedict)
 28. SAAC Roster (Provided by HSU 2010-2011 SAAC President, Brittney Benedict)

ELECTRONIC EVIDENCE *(Available on-line or in the ISS documentation)*

29. Copies of the management letters or executive summaries of the institution’s three most recent external audits per Constitution 6.2.3.1 and internal (if any) financial audits for intercollegiate athletics. (Provided by VP Bobby Jones)
30. Policies and procedures related to the awarding of athletics grant-in-aids. (Provided by Financial Aid-Pam Shuffield and the HSU Athletic Compliance Manual)
31. A copy of the standard contract or letter of appointment for coaching staff members. (Provided by AD Kale Gober)
32. A copy of the performance evaluation form used for coaching staff members. (Provided by AD Kale Gober)
33. A list of full-time and part-time coaching positions by sport. (Provided by the HSU Athletic Compliance Manual)
34. Institutional plans for addressing gender equity and minority opportunities. (Provided by SWA Rhonda Thigpen)
35. Written policies for scheduling of intercollegiate athletics competition. (Provided by the HSU Athletic Compliance Manual)
36. Athletic department policies and procedures for monitoring the daily or weekly time limitations for countable athletically related activities (including methods/timetable of reporting) and playing and practice seasons, per Bylaw 17. (Provided by the HSU Athletic Compliance Manual)
37. A brief description of the process used by the institution for monitoring student-athlete time commitments, including who is involved, how often the monitoring takes place and the methodology employed. (HSU Athletic Compliance Manual)
38. A summary of the last review of student-athlete time commitments conducted by the institution. (HSU Athletic Compliance Manual)
39. A copy of the written policies and procedures governing the recruitment of student-athletes. (Provided by a Gulf South Conference Grant-In-Aid; National Letter of Intent and the HSU Athletic Compliance Manual)
40. A listing of those individuals (by position) who make decisions regarding the

admission, certification and evaluation of the academic performance of student-athletes. (Provided by the HSU Athletic Compliance Manual)

41. A listing of all support services available to student-athletes. (Provided by the HSU Athletic Compliance Manual)
42. A listing of any support services that is not subject to review by institutional officials outside of athletics. (Provided by the HSU Athletic Compliance Manual)
43. A copy of your educational program on drug and alcohol awareness. (Provided by the HSU Athletic Compliance Manual)
44. A description of any policies and procedures used to monitor and evaluate the welfare and fairness of treatment of student athletes. (Provided by the HSU Athletic Compliance Manual)
45. A copy of your institution's standard or regular, published entrance requirements, including provisions under which students may be admitted by special exception to the institution's standard or normal entrance requirements. (HSU Catalog)
46. A copy of your athletics program's emergency medical plan. (Provided by the HSU Athletic Compliance Manual)
47. Graduation rates for students generally and for all student-athletes (by sport) for the most recent academic years and a description of the methodology used to determine these rates. (Provided by the Compliance office and the HSU Research office)
48. A copy of your institution's most recently completed study comparing the admission profiles of student-athletes who received athletics grant-in-aids with the profiles of students generally. (Provided by the Compliance office and the HSU Research office)
49. A copy of any institutional plans to improve the graduation rates or overall academic performance of student-athletes. (Provided by the Compliance office)
50. A copy of your institution's policy and procedure regarding student-athlete health insurance coverage. (Provided by the HSU Athletic Compliance Manual)