

MEMORANDUM

TO: The Faculty

FROM: Jane Grant, Chair
Senate Executive Committee

DATE: 29 March 2004

SUBJ: End-of-the-Year Committee Reports

Attached are brief reports from Senate committees and subcommittees of their activities and actions for the past year. Also attached is the annual report from the NCAA Faculty Representative.

Chairs:

Academic Computing and Information Technology Advisory Subcommittee (T. Adkins)

Subcommittee on Athletics (D. Young)

Budgetary Affairs Subcommittee (G. Bullion)

Calendar Subcommittee (G. Blumenshine)

Continuing Education Advisory Subcommittee (G. Hickey)

Curriculum Review Subcommittee (C. Lawton)

Developmental Studies Subcommittee (T. Swim)

Distance Education Subcommittee (R. Weiner)

Educational Policy Committee (B. Abbott)

Faculty Affairs Committee (D. Oberstar)

General Education Subcommittee (B. Parke)

Grade Appeals Subcommittee (L. DeFonso)

Graduate Subcommittee (D. Turnipseed)

Honors Program Council (D. Mueller)

Indiana University Committee on Institutional Affairs (M. Nusbaumer)

International Services Advisory Subcommittee (P. Dragnev)

Library Subcommittee (D. Oberstar)

Nominations and Elections Committee (R. Friedman)

Professional Development Subcommittee (L. Hite)

Purdue University Committee on Institutional Affairs (E. Blakemore)

Student Affairs Committee (S. Isiorho)

University Resources Policy Committee (G. Bullion)

NCAA Faculty Representative (E. Blumenthal)

TO: The Senate

FROM: Tiff Adkins, Chair
Academic Computing and Information Technology Advisory Subcommittee
(ACITAS)

DATE: March 22, 2004

SUBJ: End-of-the-Year Report, 2003-04

A brief summary of ACITAS activities:

- The Committee discussed and supports the premise for the establishment of a faculty computer laboratory.
- At the request of the Executive Committee, ACITAS investigated the rationale of Information Technology Services mandating a screen saver for all faculty computers on the IPFW campus. A report was provided to the Senate for information only for the January 2004 meeting.
- ACITAS provided recommendations for content and arrangement of information for a new IPFW faculty and staff Web page to the Web Advisory Committee (March 2004).

Committee members:

Tiffin Adkins, 2002-04, Chair

Kenneth Modesitt, 2003-06

Samantha Birk (ex officio, voting)

Ed Moritz, 2002-05

George Bullion, 2003-06

Donald Mueller, 2003-06

John Fitzgerald (ex officio, nonvoting)

Robert Murray, 2003-06

Brad Gilbreath, 2003-06

Mark Myers, 2002-05

Margaret Kimble, 2001-04

Koichiro Otani, 2002-05

Robert Kostrubanic (ex officio, nonvoting)

Richard Sutter, 2001-04

Linda Meyer, 2003-06

Judith Violette (ex officio, voting)

To: The Senate
From: Subcommittee on Athletics
Date: March 29, 2004
Subj: Annual Report, 2003-04

As charged, SCOA has met to review and approve the athletic schedules of all teams. In addition, we have met to review the budget. The committee is also meeting to construct a policy statement regarding guidelines to be used when planning athletic schedules, with special focus on travel concerns. The committee is also considering requesting the appointment of an assistant Faculty Athletic Representative (FAR) to be of the opposite sex of the Faculty Athletic Representative, in order to stay in line with gender equity concerns. A subcommittee of SCOA has also met to hear two student-athlete eligibility appeals.

Respectfully submitted,

David Young, Chair

SCOA

Subcommittee on Athletics

Lowell Beineke, 2003-06

Matt Newman (Compliance Coordinator)

Elliott Blumenthal, 2003-08

Mark Pope (ex officio, nonvoting)

Patricia Farrell (Alumna)

Gary Steffen, 2003-06

Arthur Friedel, 2003-06

William Utesch, 2003-06

Kelley Hartley (ex officio)

David Young, 2001-04, Chair

Bernie Lohmuller, 2003-04

Kimberly McDonald, 2003-06

Budgetary Affairs Subcommittee:

To: IPFW Faculty Senate

From: 2003-04 Budgetary Affairs Subcommittee

George W. M. Bullion, Chairperson

Subject: BAS 2003-04 Report of Activities

Date: March 26, 2004

BAS has met with members of the IPFW administration to receive their reports on budgetary matters and to discuss BAS budgetary concerns during the course of this academic year. Specifically, BAS held the following meetings with administrators during the course of this academic year:

1. Vice Chancellor for Financial Affairs, Walt Branson-discussion of current year's budget.
2. Vice Chancellor for Academic Affairs, Dr. Susan Hannah-discussion of matters pertaining to the academic budget and also provided input on faculty budget priorities. .
3. Director of Athletics, Mark Pope-received his report relative to budgetary concerns pertaining to the operation of the DI athletic program in 2002-03.

BAS has not generated any reports or recommendations that either required or will require action by the University Council in this academic year.

Budgetary Affairs Membership:

Elaine Blakemore, 2002-05

David Erbach, 2003-04

Harold Broberg, 2003-06

Brian Fife, 2002-05

George Bullion, 2002-05, Chair

Kimberly McDonald, 2001-04

Margit Codispoti, 2003-06

David Oberstar, 2003-06

TO: The Senate

FROM: Calendar Subcommittee

Gary Blumenshine, Chair

DATE: March 18, 2004

SUBJ: End-of-Year Report

The Calendar Subcommittee discussed, and drew up revisions for, the Summer Sessions, henceforth to be called Summer Semester. We drew up the new Calendar for Academic Year 2006-2007 using the standard formula for Fall and Spring Academic Semesters, and using the revised summer formula for the Summer Semester; also, the Subcommittee proposed similar revisions in the Summer Sessions for the current and subsequent Academic Calendars, previously enacted. The proposal for Summer Semester had the unanimous support of the Subcommittee.

Members:

Prasad Bingi, 2003-05

Gary Blumenshine, 2003-05, Chair

Charles Champion, 2003-05

Brad Gilbreath, 2003-05

Penny Leverman, 2003-05

Patrick McLaughlin (ex officio, nonvoting)

James Moore, 2003-05

Julie Nothnagel, 2002-04

Susan Skekloff, 2002-04

To: Fort Wayne Senate
From: Gail Hickey, Chair
Continuing Education Advisory Subcommittee
Subject: Annual Report, 2003-2004
Date: March 29, 2004

The Continuing Education Advisory Subcommittee received no items for consideration during the 2003-2004 academic year.

Dr. M. Gail Hickey, Chair

Continuing Education Advisory Subcommittee (6 Faculty & 1 Administrator)

Margit Codispoti, 2002-05

Zhongming Liang, 2003-06

Marcia Dixson, 2001-04

Dennis Marshall, 2001-04

Gail Hickey, 2003-06, Chair

Deborah Conklin (ex officio)

Solomon Isiorho, 2002-05

TO: The Senate

FROM: Carol Lawton, Chair
Curriculum Review Subcommittee

DATE: March 25, 2004

SUBJ: End of Year Report

The Curriculum Review Subcommittee reviewed three proposals this year: name change of the Modern Foreign Languages Department to "Department of International Language and Culture Studies" (11/06/03), Business Option for Mathematics Majors (2/5/04), and name change of the Department of Manufacturing Technology to "Department of Mechanical and Industrial Engineering Technology" (2/18/04). The committee found that all three proposals required no Senate review.

Members

C. Lawton, Chair

M. Codispoti

R. Duchovic

G. Hickey

W. Ludwin

D. Mansour-Cole

J. Moore

R. Narang

D. Oberstar

J. Purse-Wiedenhoeft

B. Salmon

S. Sarratore

To: Fort Wayne Senate
From: Terri Jo Swim, Chair
Developmental Studies Subcommittee
Date: March 29, 2004
Subject: Annual Report, 2003-04

Nothing to report.

Membership:

Rachelle Darabi (ex officio)	Terri Jo Swim, 2003-06, Chair
Karol Dehr, 2003-06	Douglas Townsend, 2001-04
James Haw, 2002-05	Dianna Zook, 2002-05
Rebecca Konkin, 2003-06	

To: Fort Wayne Senate
From: Richard Weiner, Chair
Distance Education Subcommittee
Subject: Annual Report, 2003-04
Date: March 26, 2004

Brief Report on Distance Education Subcommittee's Activities and Actions

The subcommittee submitted no documents to the Senate this year, but did discuss a number of concerns, some of which will be addressed in a Subcommittee meeting scheduled for April 2004. At meetings during the Fall Semester members raised a wide range of issues that they wanted the committee to discuss and address. Susan Hannah took part in this discussion, for at one meeting she presented information about the "Distance Education Planning Task Force" and answered questions. Four sets of issues were addressed:

One set of queries addressed plans for the future of Distance Education: How much did distance learning intend to grow? What new courses were being considered? Were there plans for degree or certificate programs awarded entirely through Distance Education? How did distance learning fit into IPFW's strategic plan?

Another set of questions centered on teaching technology: What technologies were currently being used? Did instructors need more education in using technologies? What new technologies were being introduced and how would they enhance teaching and make it easier for students to access classes? How would the introduction of VISTA impact both students and instructors?

Another group of questions concentrated on Distance Education faculty policies. This seemed especially important given the huge increase in distance learning courses offered over the past two or three years. The main question had to do with pay: was there a consistent pay policy?

Another set of queries focused on students: How could the cost of courses be kept down? What were the differences in costs for courses offered via TV, DVD, Video, and internet? What explained the differences? What solutions could be offered to the problem of students' cheating?

To get a better grasp on these issues and to come up with solutions another Distance Education Subcommittee meeting has been planned for April 2004. Some individuals who play significant roles in Distance Education will give reports. David Wood will talk about enrollments. Deb Conklin will discuss faculty pay. And Samantha Burke will discuss Web CT/VISTA, which has posed challenges to both faculty and students.

Membership:

George Bullion, 2002-05	Mary Lehto (ex officio, non voting)
Tony Cardenas (ex officio, nonvoting)	Dennis Marshall, 2001-04
Deborah Conklin (ex officio, nonvoting)	Linda Meyer, 2002-05
Jack Dahl (ex officio)	Ramesh Narang, 2002-05
John Fitzgerald (ex officio, nonvoting)	Robert Sedlmeyer, 2003-06
Linda Hite, 2002-05	Richard Weiner, 2003-06, Chair

MEMORANDUM

TO: Jane Grant, Chair
Senate Executive Committee

FROM: Bruce Abbott, Chair
Educational Policy Committee

DATE: 26 March 2004

SUBJ: End-Of-Year Committee Report

Senate EPC has been quite active this academic year. The committee submitted the following reports requiring action to the IPFW Faculty Senate:

1. SD 03-04 Dissolution of Academic Advising as Senate Subcommittee
2. SD 03-07 Amendment to Academic Regulations
3. SD 03-16 Academic Calendar 2006-2007
4. SD 03-17 Amendments to the Academic Calendars 2004-2005

The following was submitted to the IPFW Faculty Senate for information only:

Senate Reference No. 03-07 IPFW Repeat Policy

Other business undertaken by EPC included:

1. "Best practice" reminder to faculty concerning student use of laptops in the classroom.
2. How the registrar should handle grades of PI and SI for Purdue students. (No change of academic regulations required.)
3. Information literacy goal statement from the Library Subcommittee returned with suggested rewording.
4. Honors Program Council document returned to the Council for inclusion of original wording, with changes indicated by strike-outs and boldfaced additions.
5. Problems in nonuniform application of academic renewal rules were discussed.
6. Executive Committee's request to investigate the nature of student advising on campus was undertaken. Faculty advisors were surveyed. We are currently awaiting a report from the new academic advising council.
7. A proposal to establish a diversity component in baccalaureate degree programs was developed. Faculty feedback was sought via email and an open faculty forum on the subject and used to improve the proposal. The document has been submitted for action during the April IPFW Faculty Senate meeting.

Committee Members:

Bruce Abbott, 2002-04, Chair

David Oberstar, 2001-04

Margit Codispoti, 2003-06

Jane Purse-Wiedenhoeft, 2003-04

Susan Hannah (ex officio)

George Schmelzle, 2003-05

Patrick McLaughlin (ex officio, nonvoting)

Jonathan Tankel, 2003-06

Senate Reference No. 03-32

To: Fort Wayne Senate

From: David Oberstar, Chair
Faculty Affairs Committee

Subject: Annual Report, 2003-04

Date: March 25, 2004

- The committee reviewed the promotion and tenure procedures documents of the departments of Chemistry, Geosciences, Visual Communication and Design, Fine Arts, Manufacturing Technology, and Electrical and Computer Engineering Technology. Comments and suggestions were sent back to each of those departments.
- A resolution amending SD 88-13 so as to permit only tenured faculty to serve on promotion and tenure committees at all levels was forwarded to the Senate, where it was subsequently adopted.
- Promotion and tenure documents from the departments of Chemistry, Modern Foreign Languages, Engineering Music, and Theater, as well as the School of Health Sciences and the Library were reviewed and approved for compliance with the "tenured only" provision of SD 03-10.
- The committee reviewed the recommendations of the 2003-04 campus Promotion and Tenure Subcommittee regarding the construction and presentation of promotion and tenure cases.
- Draft revisions of the upward feedback survey forms for the Chancellor, Vice Chancellor and Deans were reviewed by the committee. Further changes were suggested and agreed upon by the body.

- A resolution amending SD 88-25, as amended by SD 01-13, to change the word "rank" to "title" in reference to the designation "Senior Instructor" was forwarded to the Senate, where it was subsequently adopted.

Faculty Affairs Committee

Lowell Beineke, 2002-05

David Oberstar, 2001-04, Chair

Elaine Blakemore, 2003-05

Hedayeh Samavati, 2003-04

Margit Codispoti, 2003-06

Nashwan Younis, 2003-05

Susan Hannah (ex officio)

General Education Subcommittee

Year-End Report to Senate

March 30, 2004

The General Education Subcommittee (GES) has completed the following during the 2003-2004 Academic Year.

Five course proposals have been considered and passed. These are:

THTR 117 (Area 5) *Tap I*

THTR 121 (Area 5) *Jazz Dance*

PSY 334 (Area 6) *Cross Cultural Psychology*

POL Y350 (Area 6) *Politics of European Union*

EDUC E346 (Area 6) *Discipline/Parenting for Young Children*

In addition, the GES has passed and sent the proposal for a Diversity Requirement to the EPC. The GES continues to work on the assessment initiative.

Submitted by:

Beverly N. Parke, Past Chair

General Education Subcommittee

Membership:

Gary Blumenshine, 2003-06

Ali Rassuli, 2003-06

Sue Mau, 2002-05

Steven Sarratore (ex officio)

Kimberly McDonald, 2002-05

Thomas Stucky, 2002-05

Beverly Parke, 2001-04, Chair

Jonathan Tnakel, 2003-06

MEMORANDUM

TO: The Senate

FROM: Grade Appeals Subcommittee

DATE: March 25, 2004

RE: End of year report for 2003-2004

1. One grade appeal was submitted to the committee in Fall semester, and one in Spring semester. The first appeal did not meet the criteria for a hearing by this committee. The second appeal is currently under consideration.
2. Some minor changes to the grade appeals document are under consideration.

Membership:

Charles Champion, 2002-05

Mitchell Sherr, 2001-04

Nancy Cothorn, 2001-04

Susan Skekloff, 2003-06

Lenore DeFonso, 2002-05, Chair

David Turnipseed, 2003-06

Sally Hartman, 2003-06

Audrey Ushenko, 2001-04

David Oberstar, 2002-05

TO: The Senate
FROM: Graduate Subcommittee
David Turnipseed, Chair
DATE: March 29, 2004
SUBJ: Annual Report, 2003-04

During the 2003-04 academic year, the Graduate Subcommittee discussed the appropriate use of graduate students as teachers and the need for resources to support graduate education.

Graduate Subcommittee:

Marla Baden, 2001-04	Glenda Moss, 2003-06
Harold Broberg, 2003-06	Steven Sarratore (ex officio)
Jane Grant, 2001-04	Anson Shupe, 2003-06
Richard Hess, 2002-05	Carol Sternberger, 2002-05
Solomon Isiorho, 2003-06	Thomas Stucky, 2002-05
AnnMarie LeBlanc, 2002-05	Joy Turnheim, 2001-04
Linda Meyer, 2003-06	David Turnipseed, 2003-06, Chair

MEMORANDUM

TO: The Senate

FROM: Donald Mueller, Chair
Honors Program Council

DATE: 29 March 2004

SUBJ: End-of-the Year Honors Program Council Report

No report received.

Membership:

Shelley Arvin, 2003-05

David Maloney, 2003-05

Melanie Bookout, 2002-04

Donald Mueller, 2003-05

Shree Dhawale (ex officio)

Steven Sarratore (ex officio)

Gail Hickey, 2002-04

Audrey Ushenko, 2003-05

Brenda Lundy, 2002-04

Ryan Brown, 2003-04

Jennifer Huntley, 2003-04

To: Fort Wayne Senate
From: Michael Nusbaumer, Chair
IU Committee on Institutional Affairs
Subject: Annual Report, 2003-2004
Date: March 29, 2004

The IU Committee on Institutional Affairs solicited nominations and conducted the elections of the Faculty Board of Review and the representatives to the Indiana University University Faculty Council.

Indiana University Committee on Institutional Affairs (4 Senators & Speaker)

Robert Bean, 2003-06

Margit Codispoti, 2003-06

Solomon Isiorho, 2002-05

Michael Nusbaumer, 2002-04, Chair

James Toole, 2003-06

Senate Reference No. 03-32

To: **The Faculty Senate**

From: International Services Advisory Subcommittee
Peter Dragnev, Chair

Subject: End-of-the-Year Report

Date: March 17, 2004

This year our subcommittee has accepted a motion to add another voting faculty member in order to comply with Senate regulations. The paperwork has been forwarded to the Educational Policy Committee.

Members:

Peter Dragnev, Chair

Jane Ehle (ex officio)

Linda Fox, 2003-06

Zhongming Liang, 2003-06

James Toole, 2003-06

Wen-hui Tsai, 2001-04

Connell Nelson (ex officio)

TO: The Senate

FROM: Library Subcommittee

DATE: March 25, 2004

SUBJ: End-of-year report

- The Information Literacy resolution sent to the University Resources Policy Committee in spring 2003 was forwarded to the Educational Policy Committee. EPC returned it to the Library Subcommittee with the request that it be given some "teeth." The librarians, when asked to review and consider changes to the resolution, expressed reluctance to change the resolution in any way that would appear to add a burden on faculty. The status of the resolution remains undecided.
- The committee reviewed and approved the Special Needs Funds requests.
- Throughout the year the director of the library briefed the committee on all of the changes that have been and are occurring in the library in terms of physical renovations and technology changes.

Library Subcommittee:

Avon Crismore, 2002-05

Donald Mueller, 2003-06

Sally Hartman, 2001-04

Kathleen Murphey, 2001-04

Linda Hite, 2001-04

David Oberstar, 2002-05, Chair

Jay Jackson, 2003-06

Judith Violette (ex officio)

Connie Kracher, 2001-04

To: The Senate

From: Nominations and Elections Committee

Margit Codispoti

Ron Friedman, Chair

Dennis Marshall

Lesia Vartanian

Date: March 11, 2004

Re: Committee Report

1. The committee conducted elections for the Presiding Officer of the Faculty and Speaker of the Indiana University Faculty.
2. The committee will conduct elections for Senate committees and subcommittees before the semester ends.

Nominations and Elections:

Margit Codispoti

Ron Friedman

Dennis Marshall

Lesa Vartanian

To: Fort Wayne Senate
From: Linda Hite, Chair
Professional Development Subcommittee
Subject: Annual Report, 2003-04
Date: March 25, 2004

The 2003-04 Professional Development Subcommittee Membership:

K. Bordens, M. Codispoti, S. Dhawale, J. Garrett, L. Hite (chair), J. Moore, D. Oberstar
C. Drummond (ex officio, nonvoting)

Most of the work for PDS is in the fall, so this report is similar to the mid-year report.

During 2003-04 to date, PDS has:

Reviewed 32 IPFW and PRF summer grant proposals. The proposals were ranked and recommendations were sent to the VCAA.

Reviewed and approved 30 sabbatical applications

Reviewed and approved 5 IPFW Overseas Conference Fund applications

Thanks to all members and to Pat Farrell and Deb Alvey. Each served with professionalism and commitment to the work of the committee.

To: Fort Wayne Senate
From: Elaine Blakemore, Chair
PU Committee on Institutional Affairs
Subject: Annual Report, 2003-04
Date: March 11, 2004

The Purdue CIA surveyed the faculty regarding a need to fill the IPFW seat on the Purdue University Senate, and sent a resolution to the Fort Wayne Senate recommending that the seat be filled starting next year.

Purdue University Committee on Institutional Affairs (4 Senators & Speaker)

Bruce Abbott, 2003-04

Cathy Carlson, 2002-04

Lowell Beineke, 2002-05

John Knight, 2002-04

Elaine Blakemore, 2003-05, Chair

TO: Executive Committee
Jane Grant, Chair

FROM: Student Affairs Committee
Solomon Isiorho, Chair

DATE: March 29, 2004

SUBJ: End-of-Year Report, 2003-04

We will have a presentation on “disciplinary processes and procedures” by the Dean of Students on Monday, April 5, 2004.

Committee membership:

Phyllis Agness, 2003-04	Max Montesino, 2003-06
Peter Goodmann, 2003-06	Edna Neal (ex officio)
Timothy Grove, 2003-06	James Toole, 2003-06
Solomon Isiorho, 2002-05, Chair	John Berry, 2003-04

To: IPFW Faculty Senate

From: 2003-04 University Resources Policy Committee
George W. M. Bullion, Chairperson

Subject: URPC 2003-04 Report of Activities

Date: March 26, 2004

URPC spent a major portion of the current academic year bringing itself into compliance with the University Senate's rule that requires that 2/3's of a committee's voting membership must be full-time members of the faculty. During the course of the year URPC:

1. Generated a resolution to the University Senate (acted on in January) for changing the composition of the URPC to bring it into compliance with Senate rules.
2. Received reports from the IPFW administration on parking capacity for the current academic year.
3. Generated a resolution on DI metrics that will appear on the University Senate's April agenda.
4. Considered and voted down a proposal to make free "A" parking available to faculty and staff with more than ten years of service at IPFW.
5. Discussed the possibility of making the IPFW campus nonsmoking. No action was taken since it appears that the Chancellor's Wellness Task Force will deal with this matter.

URPC Membership:

Walter Branson (ex officio)	Peter Iadicola, 2003-04
John Brennan, 2003-04	John Knight, 2003-04
George Bullion, 2002-04, Chair	Penny Leverman, 2003-05
Chand Chauhan, 2001-04	Linda Meyer, 2003-04
Margit Codispoti, 2003-04	David Oberstar, 2001-04
Jack Dahl (ex officio, nonvoting)	Albino Perez, 2003-04
David Danielson (ex officio, nonvoting)	David Wood, 2003-04
Peter Goodman, 2003-06	Christopher Lung, 2003-04
Susan Hanna (ex officio)	

To: Faculty Senate

From: Elliott J. Blumenthal
Faculty Athletic Representative (FAR)

Subject: Senate Report
2003-2004 Year-End-Report

Date: March 26, 2004

During the Academic Year 2003-2004 there were a number of activities. A new Director of Compliance was hired, and a full-time Academic Counselor for Athletics was hired. The Compliance Officer and Academic Advisor had dotted line oversight by the FAR. The other major charge was responsibilities towards the Certification process as required by the NCAA in our move to Division I Athletics at IPFW.

Specific activities over the academic year included the start of the Student-Athlete Services Team (S-AS Team), which involved weekly meetings with the FAR, the Compliance Officer, and the two Academic Advisors assigned to the Athletic program (Elliott Blumenthal, Matt Newman, Leslie Clark, and Chris Kuznar). In addition to the S-AS team, a Student Athlete Leadership Team (SALT) was re-initiated this year, and was comprised of at least two student athletes from each athletic team. The S-AS team met weekly with each other to discuss matters as related to academic advising, student athlete welfare, PASS and HPER 163 Freshman success courses, athlete progress toward degree requirements, and meetings with the following departments to help educate faculty and faculty advisors towards the needs of student athletes: Dean and Chairs meeting Arts & Sciences, Education, English, Communications.

The FAR went to the annual Compliance meeting in Chicago in May 2003 and attended the annual FARA meeting in November 2003, which was held in New Orleans. These meetings are an important aspect of the FAR position and are necessary for keeping abreast of new NCAA rules and regulations.

The Compliance Officer and FAR worked to implement the new internet NCAA Compliance program with our student athletes. The FAR is working on the CAPP program to help with progress towards degree completion with the Arts & Sciences Advisors (Bill Bruening).

The FAR and Compliance Officer were involved in the investigation of a number of minor NCAA violations that occurred during the year and made written reports to the NCAA office with advice on how to handle and correct these minor violations.

The FAR attended monthly SCOA meeting and monthly Athletic Staff meetings, met with all teams during the first month of school (August 2003) to introduce the role of the FAR to all athletes, and the FAR helped a number of Student Athletes with class scheduling, missed classes and test conflicts with scheduled games.