

# PROGRAM REVIEW PROCEDURES

## SELF STUDY

- A. The purpose of Self-Study is to present an opportunity for member colleges to objectively evaluate their own program in relationship to the COA Constitution/Bylaws/Sports Guides, California Educational Code, Conference Constitution/Bylaws and state and federal laws and to identify opportunities for improvement in areas of concern by the overall conference.
- B. The Athletic Director and Administrative Athletic Representative will be jointly responsible for the timely submission of the Self-Study. Athletic faculty and staff should be included in the preparation of the Self-Study.
- C. The Self-Study must address all topics as listed in the review standards.
- D. The completed Self -Study must be signed by the College President, the Academic Athletic Representative and the Athletic Director.
- E. The Self-Study must be submitted to all Program Review Committee members at least 2 weeks before their scheduled on-site visit.

## PROGRAM REVIEW COMMITTEE

- A. The committee shall consist of five to seven members. At least one of the members shall be a representative of one of the COA affiliate organizations.
- B. The Conference Commissioner (or designee) shall chair the committee.
- C. Each conference shall develop procedures for selecting committee members.

## CAMPUS VISITATION

- A. The purpose of the visitation by the Program Review Committee is to validate the college's Self-Study and, if appropriate, to provide recommendations for improving the athletic program.
- B. The Conference Commissioner will provide the host college a proposed agenda and a list of persons to be interviewed four weeks prior to the scheduled visit.
- C. The college will provide:
  - 1. A host to guide the committee to the President's office, a tour of the athletic facilities and/or other areas as deemed appropriate.
  - 2. Meeting room and conference tables appropriate for the size of the committee and interviewees.

3. A copy(s) of documents to serve as support information for items, programs, policies, etc., mentioned in the self-study. These documents are to be located in the room provided for Program Review Committee.

## **PROGRAM REVIEW COMMITTEE REPORT**

The purpose of the Program Review Committee Report is to communicate commendations, suggestions and recommendations to the college.

1. The draft report will be prepared by the Conference Commissioner and forwarded to the respective college president for the purpose of correcting any factual errors.
2. The college president will forward the corrected draft report to the Conference Commissioner.
3. The Commissioner will send the copies of the final Report to the College President, the College Athletic Director, and the State Commissioner.
4. The State Commissioner will develop an annual summary report, which will be forwarded to the COA Board. The report should include recommendations and trends.
5. Colleges will be expected to address any recommendations in their Mid-Term Progress Report (due two years after the visit) and in their next self-study.

## **PROGRAM REVIEW STANDARDS**

There are nine standards to be reviewed in the self-study and campus visitation.

- Constitution Compliance
- Eligibility Processing
- Philosophy
- Staff Professionalism
- Academic Achievement and Support
- Citizenship
- Gender Equity
- Fundraising
- Program Demographics

# PROGRAM REVIEW

**This is a model document. Each conference will determine the model they wish to use and the only requirement is that the nine standards submitted by the Board is included in each Program Review**

## STANDARD ONE - CONSTITUTION COMPLIANCE

- A. In what manner is Form R-2 "Statement of In-Service Training" accomplished on your campus?
- Outline the process step by step. Include the latest R-1 and R-2 forms in the self-study.
- B. If it appears that a team at your institution has violated the State Athletic Constitution, what type of college process is followed?
- Outline the process step by step.
- Have administrators and athletic staff been made aware of this process in writing?
- C. State your method of institutional control over out-of-season competition.
- D. Demonstrate the steps to verify institutional control over student athletes in the following areas:
1. Payment of enrollment fees, tuition and books
  2. Room and board
  3. Transportation costs.

## STANDARD TWO – ELIGIBILITY PROCESSING

- A. List step by step, the procedures used to fill out the following forms, and who is involved in each step.
- Form 1 – Student Eligibility Report
  - Form 2 – Tracer Report
  - Form 3 – Census/Participation Team Eligibility Report
  - Form C - Out of Recruiting area Student Contact Report
- B. Where are Forms 1 and 3 kept? How long are they kept? Are they secure?
- C. How do you keep abreast of eligibility changes made by the Commission on Athletics?
- D. Compliance of Student Education Plan (SEP) requirement.
1. Describe the process for developing Student Education Plans.
  2. Where are the SEP's stored?
- E. Explain the college procedures for verifying Bylaw 1.3.1 and 1.4.2 of the Constitution. (Weekly verification that athletes are enrolled in 12 units.)

### **STANDARD THREE - PHILOSOPHY**

- A. Provide your college's Statement of Athletics Philosophy, which would affirm and support your Conference's Statement of Philosophy.
- B. What is your college's philosophy on athletic gender equity?
- C. What is your college athletic recruiting philosophy?
- D. Do you have a written statement on athletic recruiting philosophy? If so, enclose it.

## STANDARD FOUR - STAFF PROFESSIONALISM

- A. Using the chart on the next page, list participation by members of your institution in professional activities other than athletic participation within the last twelve months.
- B. Using the Chart:
1. List COA attendance dates and any committee assignments.
  2. Include local campus committee and special service accomplishments (i.e. membership on Academic Senate, Budget Committees, etc.)
  3. List any community service/volunteer participation or achievements by any member of your athletic staff.



## STANDARD FIVE - ACADEMIC ACHIEVEMENT AND SUPPORT

- A. Describe activities directed toward supporting the concept of student athletic matriculation. (From high school to community college and from community college to four-year institution. Attach any documents to substantiate the activities.
- B. Prepare for the visiting committee a list of all of the college's second year athletes by sport. The visiting committee will randomly select students from the list – at least one per sport – and ask you to provide transcripts for the selected students for review by the committee.
- C. Describe services and/or interaction the athletic program has with the counseling area in terms of planning the student's academic schedule.
- D. Describe academic support services offered to athletes.
- E. Fill in "Retention Chart" on the following page.
- F. Does your college on a regular basis, nominate your athletes or teams for conference and state awards? If so, please list all nominations over the last three years.
- G. How many Commission on Athletics teams and individual awards for academic excellence have you nominated students for over the last three years?

**Retention Chart**  
**PROGRAM REVIEW – STANDARD FIVE**  
 Academic Achievement and Support

<b>Women's Sports</b>	# of athletes on F-3 or 2 yrs previous participating for 1 <sup>st</sup> year	# of athletes on last years F-3 participating for 1 <sup>st</sup> year	# of athletes on last years F-3 who were 2 <sup>nd</sup> year participants who participated 2 yrs previous as 1 <sup>st</sup> year	# of athletes on last years F-3 who were 2 <sup>nd</sup> year participants
Badminton				
Basketball				
Cross Country				
Golf				
Soccer				
Softball				
Swimming				
Tennis				
Track				
Volleyball				
Water Polo				
TOTALS				

<b>Men's Sports</b>	# of athletes on F-3 or 2 yrs previous participating for 1 <sup>st</sup> year	# of athletes on last years F-3 participating for first year	# of athletes on last years F-3 who were 2 <sup>nd</sup> year participants who participated 2 yrs previous as 1 <sup>st</sup> year	# of athletes on last years F-3 who were 2 <sup>nd</sup> year participants
Basketball				
Cross Country				
Football				
Golf				
Soccer				
Swimming				
Tennis				
Track				
Volleyball				
Water Polo				
Wrestling				
TOTALS				

## **STANDARD SIX - CITIZENSHIP**

- A. Describe the programs designed to foster good citizenship. Attach any documents to substantiate the programs listed.
- B. Describe the process by which you communicate the Commission on Athletics Decorum policy.
- C. List the number of decorum violations for last year, categorized by sport.
- D. Describe what has been done to sensitize your athletes and athletic staff to sexual harassment issues.

## **STANDARD SEVEN – GENDER EQUITY**

- A. If you are in a multi-college district what is the philosophy of your district in terms of a full complement of athletic teams?
- B. What is your college doing to achieve and comply with gender equity?
- C. Attach your most recent Commission on Athletics Gender Equity Report and Equity in Athletics Disclosure Act Form.

(Enclose current EADA report with your program review.)

## PARTICIPATION PROPORTIONALITY

NOTE: THE NUMBER OF ATHLETES ARE BASED UPON THE BENCHMARK OF THOSE SUBMITTED FOR ELIGIBILITY ON FORM 3.

	2 YRS AGO		LAST YR.		CURRENT YR.	
	W	M	W	M	W	M
BADMINTON						
BASEBALL						
BASKETBALL						
CROSS COUNTRY						
FOOTBALL						
GOLF						
SOCCER						
SOFTBALL						
SWIMMING						
TENNIS						
TRACK						
VOLLEYBALL						
WATER POLO						
WRESTLING						
TOTAL ATHLETES						
% OF ATHLETES						
* %FT STUDENT						
# OF TEAMS						

\*% OF TOTAL COLLEGE STUDENTS ATTEMPTING 12 UNITS OR MORE.

## STANDARD EIGHT – FUNDRAISING

- A. What institutional controls are in place to insure proper accounting and distribution of funds raised from foundations, trust accounts, booster clubs and donations?
- B. Does the athletic director have institutional control of all revenues and expenses generated from the foundations, trust accounts, booster club and donations? If not, who does?
- C. Are these accounting procedures in writing and if so in what document do they appear? Attach to self-study.
- D. Describe how revenue from foundations, trust accounts, booster clubs and donations, i.e. are distributed to men and women's athletics.

## STANDARD NINE – PROGRAM DEMOGRAPHICS

- A. Fill in chart on the following page and attach to self study:
1. Beginning number of participants (total number – Based on Form 3)
  2. Of (A), amount of out-of-recruiting area athletes in both numbers and percentages
  3. Of (A), amount of out-of-state athletes in both number and percentages
  4. Of those out-of-recruiting area athletes, state how the student made first contact
  5. Of those out-of-state athletes, state how the student made first contact
- B. Of all the college athletic teams, indicate which teams had more than 10% of the athletes from out-of-recruiting area, out-of-state, and out-of-country:
1. Compare the percentage of out-of-recruiting area, out-of-state and out-of-country with the general student body population.

\*Definition of out-of-recruiting area students: Students who have not graduated from the district's high schools or high schools from within the contiguous districts or have not lived in the district/contiguous district for one year after graduation from your district's/contiguous district's high school before entering your college. (Amended 5/19/92 and 6/95)

**STANDARD NINE**

**Men's Sports**

	<b>Total Number of Participants</b>	<b>Number and Percentage of out-of-recruiting area</b>	<b>Number and Percentage of out-of-state</b>	<b>Out-of-Recruiting area State How First Contract was</b>	<b>Out-of-State State How First Contract was Made</b>
Baseball					
Basketball					
Cross Country					
Football					
Golf					
Soccer					
Swimming					
Tennis					
Track & Field					
Volleyball					
Water Polo					
Wrestling					

## Women's Sports

	Total Number of Participants	Number and Percentage of out-of- recruiting area	Number and Percentage of out-of-state	Out-of- Recruiting area State How First Contract was	Out-of-State State How First Contract was Made
Badminton					
Basketball					
Cross Country					
Golf					
Soccer					
Swimming					
Tennis					
Track & Field					
Volleyball					
Water Polo					
Wrestling					

### **Program Review Institutional Profile**

Describe your institution as follows:

1. Geographic Setting (rural, urban, etc.)
2. Four-year institutions in proximity, if any.
3. Other community colleges in proximity if they are in multi-campus district.
4. Any other distinguishing characteristics of the institution.