

UNIVERSITY OF WYOMING ATHLETIC DEPARTMENT ATHLETIC PLANNING COMMITTEE (APC)

Overview as Outlined in the University Regulations:

A. Rationale. As a result of Board of Trustees action authorizing the University of Wyoming to subscribe to the Knight Foundation Commission "one-plus-three" model for Intercollegiate Athletics – presidential control directed toward academic integrity, financial integrity, and independent evaluation – the Athletic Planning Committee shall be advisory to the Board of Trustees and the President of the University in matters pertaining to intercollegiate athletics.

B. Functions. The Athletic Planning Committee shall review and assess matters and make recommendations to the President of the University and the Board of Trustees pertaining, but not limited to, the following:

1. Academic integrity;
2. Compliance with National Collegiate Athletic Association (NCAA), conference and University rules and regulations;
3. Fiscal integrity;
4. Equity (competitive, gender, etc.); and
5. Student-athlete well-being.

Additionally, the Athletic Planning Committee shall serve as a liaison between the Department of Intercollegiate Athletics/student athletes and the institution.

C. Composition. The Committee shall consist of the Faculty Athletic Representative to the Mountain West Conference and NCAA, twelve full-time University personnel (who do not work in the Athletic Department), two full-time students (undergraduate or graduate) and the Deputy Director of Intercollegiate Athletics or a Senior Associate Athletic Director. All Committee members will be appointed by the President of the University. The Faculty Athletic Representative will serve as the Committee Chair.

D. Terms. University personnel terms shall be three (3) years in length, shall be staggered, and shall coincide with the University's fiscal year (July 1 to June 30). Student terms shall be one (1) year in length. With the exception of the Faculty Athletic Representative and the Deputy Director of Intercollegiate Athletics or Senior Associate Athletic Director, Athletic Planning Committee members shall be limited to serving two (2) consecutive terms.

Operational Guidelines/Parameters:

Meetings:

The APC will conduct its meetings in accordance with the following criteria:

- The Committee will meet at least quarterly. Additional meetings may be held at the discretion of the Chair or President of the University.
- Meetings will be conducted under Roberts Rules of Order.
- The Chair/Designee will conduct the meeting. This includes taking of minutes, which shall be forwarded to the President of the University.

- The Chair shall also report to the University of Wyoming Faculty Senate in general Senate meetings at least once annually and, upon request, to Staff Senate and ASUW.

Subcommittees:

The APC will consist of 3 Subcommittees (see below). Each APC member will serve on 1 Subcommittee. The composition and Chair for each Subcommittee will be selected by the FAR in consultation with the President of the University prior to each academic year. The Subcommittees will conduct their meetings in a similar manner to Committee meetings. More specifically:

- Each Subcommittee will meet at least quarterly. Additional meetings may be held at the discretion of the Subcommittee Chair, FAR or President of the University.
- Meetings will be conducted under Roberts Rules of Order.
- Each Subcommittee Chair/Designee will conduct the meeting. This includes the taking of minutes which shall be forwarded to the FAR.

APC Subcommittees (3)

Academic Integrity Subcommittee

Fiscal Integrity Subcommittee

Student-Athlete Well-Being Subcommittee

**The duties and missions of these subcommittees are enclosed.*

**ACADEMIC
INTEGRITY
SUBCOMMITTEE**

Revised August 1, 2016

**UNIVERSITY OF WYOMING
ATHLETIC PLANNING COMMITTEE
ACADEMIC INTEGRITY SUBCOMMITTEE MISSION STATEMENT**

The Academic Integrity Subcommittee of the Athletic Planning Committee (APC) has been established to review and assess academic matters within the Department of Intercollegiate Athletics (DIA).

The Academic Integrity Subcommittee will attend to these duties by monitoring all aspects of the DIA's academic enterprise, including, but not limited to, the quality and availability of academic support services, graduation rates (federal and graduation success rates), Academic Progress Rates (APR), academic incentives in coaches' contracts and links to the extensive support programs available on the university campus. The Subcommittee will assess progress in these areas and other relevant areas on an annual basis and make recommendations to the APC.

**UNIVERSITY OF WYOMING
ATHLETIC PLANNING COMMITTEE
ACADEMIC INTEGRITY SUBCOMMITTEE DUTIES**

1. Subcommittee Directives:
 - a. During the first Subcommittee meeting of each academic year, the Subcommittee will establish a work plan that will assign reporting dates for each item to be reviewed.
 - b. The Subcommittee will identify, discuss, and follow up on any special initiatives within the purview of the Subcommittee. Issues identified by the President shall be given particular priority.
 - c. The Subcommittee will memorialize the substance of each Subcommittee meeting in a draft of minutes, which will be circulated to the entire Subcommittee and archived by the Subcommittee Chair and the Chair of the Athletic Planning Committee (APC).
 - d. The Subcommittee will report on a continuing basis to the APC and make recommendations to the APC as is deemed necessary/beneficial.
2. Areas of Responsibility (to be reviewed annually):
 - a. Monitor graduation rate of student-athletes. This may include analysis of Graduation Success Rates (GSR), Academic Progress Rates (APR) and other measurement tools defined by the NCAA.
 - b. Monitor additional academic data related to the DIA such as cumulative GPA, team GPA, missed class time (by sport), and status of academically ineligible student-athletes.
 - c. Monitor quality and access of tutoring programs within the DIA and across campus.
 - d. Monitor academic qualifications of incoming student-athletes (overall and by sport).
 - e. Monitor quality of services (including size and availability of staff) within the Office of Academic Services (OAS). The quality of facilities, including accessibility of computers and other educational equipment, should also be monitored.
 - f. Meet with the Student-Athlete Advisory Committee (SAAC) to discuss academic issues and programs.
 - g. Communicate with institution's Faculty and other interested parties about academic programs and issues related to the DIA.
 - h. Review/monitor other academic issues as identified by the Subcommittee.

**UNIVERSITY OF WYOMING
ATHLETIC PLANNING COMMITTEE
ACADEMIC INTEGRITY SUBCOMMITTEE CALENDAR**

First (1st) Fall Subcommittee Meeting

1. “Establish a work plan that will assign reporting dates for each item to be reviewed.”
2. Select Office of Academic Support (OAS) topic areas for annual OAS Evaluation.
3. Review student-athlete/team GPA information from previous academic year (including summer school).
4. Review student-athlete missed class time (by sport) from previous academic year.
5. Review current list of ineligible student-athletes and those on Academic Probation and/or Suspension.
6. Review NCAA Academic Progress Rate (APR) info (released in late spring of previous academic year).
7. Review *projected* NCAA Academic Progress Rate (APR) info (to be released in spring of current academic year).
8. Review plan to communicate with UW’s faculty and other interested parties about academic programs and issues related to the Department of Intercollegiate Athletics (DIA).

Second (2nd) Fall Subcommittee Meeting

1. Review OAS data/information for annual OAS Evaluation (Athletic Department staff to provide written reports and present data related to the selected topic areas).
2. Review academic qualifications of “newcomers” (student-athletes that enrolled at UW in the fall semester).
3. Review pending NCAA legislation (voted on in spring semester).
4. Review upcoming Winter Session (e.g., classes offered, timeframe, etc.).

First (1st) Spring Subcommittee Meeting

1. Report findings of annual OAS Evaluation (OAS Evaluation Document shall be completed no later than the conclusion of this Subcommittee meeting).
2. Review NCAA Graduation Success Rates (GSR) – generally released in late fall (Nov/Dec).
3. Review mid-year graduates (from the previous semester).
4. Review current list of ineligible student-athletes and those on Academic Probation and/or Suspension.
5. Have Student-Athlete Advisory Committee (SAAC) rep/ reps attend meeting to discuss academic issues/programs and/or coordinate date/time for Subcommittee to meet with all SAAC members.

Second (2nd) Spring Subcommittee Meeting

1. Review academic qualifications of “newcomers” (student-athletes that enrolled at UW in the spring semester).
2. Review organizational structure, budget, services (e.g., mentoring, tutoring, etc.) offered and facility info related to the OAS.
3. Review summary of NCAA violations submitted during current academic year.
4. Review APR projection sheets (for current academic year).

**OFFICE OF
ACADEMIC
SUPPORT (OAS)
ANNUAL
EVALUATION**

Office of Academic Support (OAS) Evaluation Document

In accordance with institutional policy, the Academic Integrity Subcommittee of the Athletic Planning Committee shall evaluate selected areas within the Office of Academic Support (OAS) on an annual basis.

During the first Academic Integrity Subcommittee meeting of the fall semester, Subcommittee members shall designate three areas within the OAS to be reviewed (see checklist below). Athletic Department staff will then provide the data/information necessary for review at the second Academic Integrity Subcommittee meeting of the fall semester.

A final written report and suggested corrective actions (if applicable) will be documented at the end of this form and provided to the Athletic Department at the first Academic Integrity Subcommittee meeting of the spring semester.

Academic Integrity Subcommittee Chair: _____

Academic Year: _____

Please select three (3) topic areas to be reviewed:

- ☐ Academic Evaluation of Incoming Student-Athletes
- ☐ Academic Progress and Monitoring
- ☐ APR Data Collection/Submission Process
- ☐ Graduation Rates
- ☐ Major Selection/Distribution
- ☐ Mentoring Policies
- ☐ Non-Traditional Coursework (Online/Correspondence Courses)
- ☐ Office of Academic Support (OAS) Budget
- ☐ Student-Athlete Course Distribution
- ☐ Study Hall Policies and Reports
- ☐ Tutoring Policies
- ☐ Other (please write in): _____

Office of Academic Support (OAS) Evaluation Document

Section I: Review Process (Overview)

As outlined above, the Academic Integrity Subcommittee of the Athletic Planning Committee (APC) will provide a written report on an annual basis focusing on selected areas within OAS. This particular evaluation is for the _____ academic year and reviews the following three areas:

1. _____
2. _____
3. _____

Section II: Report Completion/Dissemination Date (should be no later than the first Academic Integrity Subcommittee meeting of the spring semester)

Date of Completion: _____

Date/s of Dissemination (to, *at minimum*, President, FAR and AD): _____

Section III: Individuals Involved in Review Process

Name (please print): _____	Title/Position: _____
Name (please print): _____	Title/Position: _____
Name (please print): _____	Title/Position: _____
Name (please print): _____	Title/Position: _____
Name (please print): _____	Title/Position: _____
Name (please print): _____	Title/Position: _____
Name (please print): _____	Title/Position: _____
Name (please print): _____	Title/Position: _____

Section IV: Areas of Concern Including Corrective Actions Planned/Implemented as Result of Review

Section V: Additional Comments/Information

FISCAL INTEGRITY SUBCOMMITTEE

Revised October 20, 2008

**UNIVERSITY OF WYOMING
ATHLETIC PLANNING COMMITTEE
FISCAL INTEGRITY SUBCOMMITTEE MISSION STATEMENT**

The Fiscal Integrity Subcommittee of the Athletic Planning Committee (APC) has been established to promote and affirm the institution's continuing commitment to the principles of fiscal responsibility and transparency.

The Fiscal Integrity Subcommittee will attend to these duties by reviewing, analyzing, and discussing all aspects of the Department of Intercollegiate Athletics (DIA) budget, including, but not limited to, the annual budget, quarterly reports, ticket prices, ticket sales, fund-raising projects and goals, contributions from the Cowboy Joe Club, student fees, and ticketing operations. The DIA will make all relevant and necessary documents available to the Subcommittee upon request. The Subcommittee will make recommendations to the APC as appropriate.

**UNIVERSITY OF WYOMING
ATHLETIC PLANNING COMMITTEE
FISCAL INTEGRITY SUBCOMMITTEE DUTIES**

1. Subcommittee Directives:
 - a. During the first Subcommittee meeting of each academic year, the Subcommittee will establish a plan to review the DIA's annual budget and relevant quarterly reports and audits.
 - b. The Subcommittee will identify, discuss, and follow up on any special initiatives and issues that fall within the purview of the Subcommittee. Issues identified by the President shall be given particular priority.
 - c. The Subcommittee will memorialize the substance of each Subcommittee meeting in a draft of minutes, which will be circulated to the entire Subcommittee and archived by the Subcommittee Chair and the Chair of the Athletic Planning Committee (APC).
 - d. The Subcommittee will report to the APC on an on-going basis and make recommendations to the APC as is deemed necessary/beneficial.
2. Areas of Responsibility (to be reviewed annually)
 - a. Monitor the DIA's annual budget.
 - b. Monitor the DIA's quarterly reports and relevant audits.
 - c. Monitor the DIA's capital campaigns and fund-raising efforts.
 - d. Monitor allocation of scholarship funds.
 - e. Meet with the Student-Athlete Advisory Committee (SAAC) and the student government (ASUW) when fiscal policies that affect students and student-athletes are being changed or revised.
 - f. Review/monitor other fiscal issues as identified by the Subcommittee.

**UNIVERSITY OF WYOMING
ATHLETIC PLANNING COMMITTEE
FISCAL INTEGRITY SUBCOMMITTEE CALENDAR**

First (1st) Fall Subcommittee Meeting (October)

1. Review previous financial reporting formats, make modifications (if necessary) and obtain consensus agreement regarding the type of financial information which will be reviewed during each quarterly subcommittee session and full APC meetings.
2. Review final “audited” budgetary results for previous fiscal year and discuss key items that impacted the intercollegiate athletic budget...either positively or negatively.
3. Review first quarter budgetary results, discuss positive and negative impacts (after three months) and present projections of final budget results based on available information at that time.
4. Review and discuss any pertinent changes made by the Mountain West Conference or NCAA that could potentially have a financial impact on the Department of Intercollegiate Athletics.
5. Review and discuss any strategic changes such as organizational structure, policy/procedure, personnel, ticket pricing, scheduling, etc. that could have significant effect on financial results of intercollegiate athletics.
6. Review and update all ongoing and upcoming capital facility projects related to intercollegiate athletics

Second (2nd) Fall or First Winter Subcommittee Meeting (January)

1. Review 2nd quarter budgetary results, discuss positive and negative impacts (after six months) and present projections of final budget results based on available information at that time.
2. Review and discuss any pertinent changes made by the Mountain West Conference or NCAA that have or potentially could have a financial impact on the Department of Intercollegiate Athletics.
3. Review and discuss any strategic changes such as organizational structure, policy/procedure, personnel, ticket pricing, scheduling, etc., that have or potentially could have significant effect on financial results of intercollegiate athletics.
4. Provide and review football ticket revenue reports and discuss final results including any situations that positively or negatively impacted football revenues compared to budget expectations.
5. Present and review results and any findings from the annual external NCAA audit...that is conducted during the August to October timeframe.
6. Review and update all ongoing and upcoming capital facility projects related to intercollegiate athletics

First (1st) Spring Subcommittee Meeting (April)

1. Review 3rd quarter budgetary results, discuss positive and negative impacts (after nine months) and present projections of final budget results based on available information at that time.
2. Review and discuss any pertinent changes that have been previously made by the Mountain West Conference or NCAA that have or potentially could have a financial impact on the Department of Intercollegiate Athletics.
3. Review and discuss any strategic changes such as organizational structure, policy/procedure, personnel, ticket pricing, scheduling, etc., that have or potentially could have significant effect on financial results of intercollegiate athletics.

4. Provide and review basketball ticket revenue reports and discuss final results including any situations that positively or negatively impacted basketball revenues compared to budget expectations.
5. Review and discuss major areas that could potentially impact the upcoming fiscal year budget...since the budgeting process begins in January.
6. Review and update all ongoing and upcoming capital facility projects related to intercollegiate athletics

Second (2nd) Spring or First Summer Subcommittee Meeting (July)

1. Review “preliminary” fiscal budgetary results, discuss positive and negative impacts and present projections of final budget results based on information available at that point and time. This is prior to final university “year-end” deadlines. The financial information at this stage has also not gone through the external audit process...which typically occurs during the August – October timeframe.
2. Review and discuss any pertinent changes that were made during the fiscal year by the Mountain West Conference or NCAA that had a financial impact on the Department of Intercollegiate Athletics.
3. Review and discuss any strategic changes such as organizational structure, policy/procedure, personnel, ticket pricing, scheduling, etc. that had significant effect on financial results of intercollegiate athletics.
4. Provide and review football and basketball ticket revenue reports and discuss final results including any situations that positively or negatively impacted football and basketball revenues compared to budget expectations.
5. Review and update all ongoing and upcoming capital facility projects related to intercollegiate athletics

**STUDENT-ATHLETE
WELL-BEING
SUBCOMMITTEE**

**UNIVERSITY OF WYOMING
ATHLETIC PLANNING COMMITTEE
THE STUDENT-ATHLETE WELL-BEING SUBCOMMITTEE MISSION STATEMENT**

The Student-Athlete Well-Being Subcommittee of the Athletic Planning Committee (APC) has been established to promote and affirm the institution's continuing commitment to student-athlete well-being as defined in NCAA and Mountain West Conference legislation and best practice guidelines. The specific elements of these principles include, but are not limited, mental health, physical health, nutrition, concussions, Title IX compliance (three-prong test), Excellence at 7220' and associated life skills, and the student-athlete experience.

The Student-Athlete Well-Being Subcommittee of the APC will monitor and evaluate the student-athlete's experience as it relates to both their "on" and "off-court" experience. The Subcommittee will affirm the University of Wyoming's commitment to the health and well-being of the student-athlete. Recommendations will be made to the APC as appropriate.

**UNIVERSITY OF WYOMING
ATHLETIC PLANNING COMMITTEE
DUTIES OF THE STUDENT-ATHLETE WELL-BEING SUBCOMMITTEE**

1. Subcommittee Directives:
 - a. During the first Subcommittee meeting of each academic year, the Subcommittee will establish a work plan that will assign reporting dates for each item to be reviewed.
 - b. The Subcommittee will identify, discuss, and follow up on any special initiatives and issues that fall within the purview of the Subcommittee. Issues identified by the President shall be given particular priority.
 - c. The Subcommittee will memorialize the substance of each Subcommittee meeting in a draft of minutes, which will be circulated to the entire Subcommittee and archived by the Subcommittee Chair and the Chair of the Athletic Planning Committee (APC).
 - d. The Subcommittee will report on a continuing basis to the APC and make recommendations to the APC as is deemed necessary/beneficial.
2. Areas of Responsibility (to be reviewed annually):
 - a. Monitor Department of Intercollegiate Athletics (DIA) progress and programming directly related to student-athletes' mental health.
 - b. Monitor the DIA's progress and programming related to direct medical care including, but not limited to, physical health, concussions, rehabilitation and preventative care.
 - c. Monitor the DIA's progress and programming related to sports nutrition and performance fueling for student-athletes.
 - d. Monitor the DIA's progress toward maintaining Title IX compliance (three-prong test).
 - e. Monitor the access to and quality of facilities (e.g., locker rooms, team rooms, competition/practice facilities, sports medicine facilities, sports performance facilities, etc.) and equipment/uniforms available to all sports, with particular emphasis on the non-revenue/Olympic sports.
 - f. Monitor budgets (e.g., equipment, game guarantees, recruiting, team travel, etc.) for all sports, with particular emphasis on the non-revenue/Olympic sports.
 - g. Monitor access to and utilization of athletic financial aid (scholarships), cost of attendance (COA) and Alston monies for all sports, with particular emphasis on the non-revenue/Olympic sports.
 - h. Monitor the DIA's progress and programming related to the life skills program, Excellence at 7220' (E7220) and associated programming.

- i. Monitor the DIA's progress towards developing policies and best practice guidelines in accordance with the NCAA and Mountain West Conference as related to student-athlete well-being.
- j. Meet with the Student-Athlete Advisory Committee (SAAC) to discuss relevant issues at least once a year including, but not limited to, reviewing the results of the annual All Student-Athlete Survey and the Senior Student-Athlete Exit Survey.
- k. Review/monitor other student-athlete well-being issues as identified by the Subcommittee.

**UNIVERSITY OF WYOMING
ATHLETIC PLANNING COMMITTEE
STUDENT-ATHLETE WELL-BEING SUBCOMMITTEE CALENDAR**

First (1st) Fall Subcommittee Meeting

1. Establish a work plan that will assign reporting dates for each item to be reviewed (1.a).
2. Review the directives and establish priority for areas of responsibility and objectives (1.b)
3. Review DIA's Excellence at 7220' (E7220) planning calendar and priorities for the academic year (2.h).
4. Review the DIA's progress and programming related to sports nutrition and performance fueling for student-athletes (2.c.).

Second (2nd) Fall Subcommittee Meeting

1. Review the DIA's NCAA required health and safety policies and best practice guidelines (e.g., concussions, mental health, etc.) (2.i).
2. Meet with SAAC representatives to discuss relevant issues for the student-athletes as well as review the results of the Annual Student-Athlete Survey and Senior Student-Athlete Exit Survey (2.j)
3. Review access to and quality of facilities (e.g. locker rooms, team rooms, practice/competition facilities, etc.), with particular emphasis on the non-revenue/Olympic sports (2.e).
4. Review budgets (e.g. equipment, game guarantees, recruiting team travel, etc.) for all sports, with particular emphasis on the non-revenue/Olympic sports (2.f.).

First (1st) Spring Subcommittee Meeting

1. Review DIA's programming as it relates to student-athlete's mental health. This includes, but is not limited to, reviewing the results and information from the annual Student-Athlete Mental Health Screening conducted in the fall (2.a).
2. Review DIA progress toward maintaining Title IX compliance (three-prong test) (2.d).
3. Review DIA's programming as it relates to direct medical care (2.b).
4. Review other student-athlete well-being issues (2.j).

Second (2nd) Spring Subcommittee Meeting

1. Recap the E7220, Well-Being, and Sports Nutrition programming and discuss priorities for the next academic year (2.a.c.h.).
2. Establish priorities of the Student-Athlete Well-Being Subcommittee for the next academic year.
3. Review other student-athlete well-being issues (2.k).

