

The University of North Carolina at Chapel Hill
Faculty Athletics Committee
Minutes of Meeting: March 19, 2014

Present: **Committee Members:** Lissa Broome, Carol Folt, Beverly Foster, Paul Friga, Layna Mosley, Barbara Osborne, Andy Perrin, Joy Renner, Deborah Stroman

Athletic Department Personnel: Bubba Cunningham

Other Advisers: Michelle Brown

Guests: Debbi Clarke (Consultant working with the Student-Athlete Academic Initiative Working Group), Jim Dean (Provost), Melissa Key (DTH), Karen Moon (University Communications), Bradley Saacks (DTH), Daniel Schere (DTH)

I. Chancellor's Remarks

Following introductions of those present, Chancellor Folt welcomed the committee to her home and thanked committee members for their hard work throughout the year. She noted that she had just returned from a spring break trip to London and a visit to our partner institution King's College. She remarked about the close connection that the King's College students felt to Carolina even after spending one term here.

II. Student-Athlete Exit Survey and Process

The committee discussed the draft survey instrument noting some areas that had been dropped from the prior survey. Committee members were asked to email their specific suggestions to Professor Joy Renner within the next few days. The Athletic Department prefers that the students taking the surveys be identifiable so that they can follow up if a student reports a potential NCAA violation or other troubling situation. Most committee members felt that this might inhibit full and candid feedback from the student-athletes. Professor Renner believed that it would be possible to maintain anonymity, with the possibility that the identity of the respondent could be decoded under certain circumstances. The committee was comfortable with this approach so long as the circumstances under which identification of the survey taker would be made were explained in a clear manner before the survey was administered.

III. Exam Proctoring

Dr. Michelle Brown, the Director of ASPSA, noted that there is a University policy regarding rescheduling final exams, but that there is no formal policy regarding proctoring other exams that must be made up because of a student-athlete's travel schedule. The committee was comfortable with the policy posted on the Sakai site and appreciated the information also posted about how other schools handle this situation.

IV. Work Planning and Communication

There was extensive discussion about communications issues related to issues around the literacy levels of student-athletes. Chancellor Folt noted that Joel Curran who is now heading the Communications effort is still building out his team which will focus on internal communication, external communication, alumni communication, and spreading the word about the excellence in teaching and research at the University. His staff is currently working to develop a website that collects all the work that has been done related to student-athlete academic issues in an effort to be as transparent as possible. It is important to craft the right response rather than respond to everything in a rapid-fire fashion.

Provost Dean said that the reports from the external experts on the data that lead to claims about the reading levels of student-athletes would be released soon along with an executive summary of the three reports.

Provost Jim Dean addressed how the Working Group would interface with FAC. He noted that there was a substantial overlap in membership between the two groups. The Working Group is documenting the processes related to student-athletes and academics in 22 different areas. There is discussion of the current processes and also how those processes could be improved. He hopes that the Working Group will have drafts of half of the processes by the end of the academic year and could deliver that draft to FAC for discussion and review at one of its two half-day retreats in May. The Working Group will continue with the remaining processes (which should go faster because they are less central to the academic core) over the summer. Provost Dean said it would be good to get a fresh look at the work to date not only from FAC but also from other groups such as the Faculty Executive Committee. Provost Dean said he is very proud of the work that is being done and that it is being done with integrity, scrutiny, thoughtfulness, intelligence, and judgment.

Bubba Cunningham invited members of the committee to the student-athlete award event, The Rammy's, to be held on April 14 at 7:00 p.m. at Memorial Hall.

The meeting adjourned at 8:00 p.m.

Minutes respectfully submitted by Lissa Broome

PROCTORING POLICY AND PROCEDURES FOR STUDENT-ATHLETES

DRAFT (revised 03/14/14)

Guiding Principles:

- Best option is to have the professor work out a solution directly with the student-athlete to make-up the exam before or after the travel conflict. The preference is that the professor, or his or her designee, proctors the exam and that the make-up is provided in his or her facility.
- It is the responsibility of the student-athlete to inform the professor that an exam will be missed and to work on the arrangements with the professor. The ASPSA counselor can provide assistance to the professor if he or she requests.
- ASPSA full-time staff members may proctor exams as long as the professor agrees to the arrangement and was presented with alternatives.
- Coaches and Athletics staff members are never allowed to proctor exams
- ASPSA full-time staff may proctor exams for student-athletes from other institutions.

ON-CAMPUS: Make-up protocol on-campus, before or after the date of the exam

- The best option is to have the professor work out a solution directly with the student-athlete to make-up the exam on-campus, before or after the travel conflict. The preference is that the professor, or his or her designee, proctors the exam and that the make-up is provided in his or her facility.
- If the professor requests a proctor for the exam, the following are approved options:
 - a. ASPSA full-time staff member
 - b. Accessibility Resources and Services:
 - i. call main line (919) 962-8300
 - ii. Not an option during the final exam period
 - c. Arts and Sciences advisors: email advisingforstudentathletesAAP@unc.edu
 - d. Friday Center
 - i. Final exam period is fine. No weekend hours.
 - ii. Proctor hours available 8:30-4:30 (1:30 is the latest start time to allow for 3 hour for exams. Work with the office if the exam time is shorter to make arrangements.)
 - iii. UNC students must pay a \$15.00. Student pays at the University Cashier's and get reimbursed.
 - iv. Carol McDonnell, Student Services Manager, confirmed this is an option.
- The ASPSA counselor may assist with making the arrangements in the event the professor requests assistance.

FINAL EXAM: Make-up protocol during Final Exam Period

- The ASPSA counselor will assist the student-athletes by informing the respective College or Professional School of the conflict. The student-athlete must complete the UNC paperwork to request an "examination excuse".
- Once the "examination excuse" has been approved, the identified options are to be followed as any other exam.

OFF-CAMPUS: Make-up protocol on the road

- The ASPSA full-time staff member may proctor an exam off campus.
- ASPSA counselors can assist the student-athlete and professor in establishing a time and place to take the exam based upon travel schedule requirements. If the professor insists that the exam is given at the same exact time as the class exam, then arrangements must be made to coincide.
- If the professor would prefer to have someone other than the full-time ASPSA staff member proctor the exam, ASPSA counselors can assist the professor in contacting an academic professional at the host institution who agrees to proctor an exam. A list of academic professionals includes but is not limited to the FAR, athletic academic counselors through the student-athlete academic center, testing center, and disabilities services office. If there is no host institution, the ASPSA counselor can contact an academic professional from one of the other institutions at the competition or look at the nearest academic institution. Other option to consider: within the state of North Carolina search for a proctor on <http://online.northcarolina.edu/>
 - a. The on-site proctor should receive the test materials and instructions directly from professor (email, scan, fax, mail). However, if the professor requests assistance, the ASPSA counselor can assist the professor with this part of the process.
 - b. The on-site proctor administers the exam and returns the exam per professor instructions (email, scan, fax, mail). In some cases, the professor may not want his or her exam to be given to another institution. The professor can email the exam (password protected) to the proctor and the student-athlete can be given the password. Suggest the professor consider using SAKAI as an option if the professor can post the exam with limited access for the student-athlete.
 - c. If the professor has a hard copy exam that needs to be delivered or returned, the exam will be sealed by the professor or on-site proctor in an envelope and the individual will sign across the seal. The sealed exam will be handled by the ASPSA full-time staff member, coach, or support member for the rest of the journey. The student-athlete is not permitted to deliver the exam.
 - d. SAF funds may be used to cover the cost of FedEx to deliver the exam, cost to use the Testing facility at the institution, or cost of taxi that the student-athlete must take to get to the facility if no other means of transportation can be provided by the coaching staff. Receipts will be submitted to Compliance. [approved by Compliance, per NCAA ByLaw 16.3.1.1. and 16.11.1.9. (SAF funds)]

Proctoring Exams for Student-Athletes during Travel

ACC Institutions (9)

Duke University: Student-Athlete Academic Support Services has no policy for proctoring exams. It is the professor's decision on whether to allow the student to make up the exam before or after travel.

Wake Forest University: Student-Athletes Services does not proctor any exams. The students must work with their professor to reschedule the exam. If the professor is unable to administer the rescheduled exam, then the Learning Assistance Center on campus will proctor the exam.

Clemson University: Athletic Academic Services does not proctor any exams. The students must reschedule with their professor.

Florida State University: Student-Athlete Services' academic counselors will proctor the exams. It is at the discretion of the professor on how the exam is proctored. When away for travel, they can have the exams proctored by the host university.

Maryland University: Academic Support & Career Development does not proctor any exams. The students must work with their professor to reschedule the exam.

Notre Dame University: Academic Services for Student-Athletes normally will proctor the exams before or after travel in their facilities. The academic counselors will also proctor the exams during travel. It is at the discretion of the professor on how the exam is proctored and returned.

Virginia Tech University: Student-Athlete Academic Support Services initially requires the student to reschedule the exam. If that is not an option, they will contact the athletic academic department at the host university to proctor the exam. If all previous options are exhausted, the last resort is for the academic counselor to travel with the team and proctor the exam.

Boston College: In the event a student-athlete must miss examinations due to athletics-related travel, Learning Resources for Student-Athletes (LRSA) will work with the affected faculty and student(s) to arrange reasonable accommodations. Professors, teaching assistants, or staff from LRSA may proctor the examination before or after the missed class. In some instances, a member of the Boston College Athletic Dept. accompanying a team during travel may proctor an examination for a student-athlete. LRSA and the Boston College Athletic Department (BCAD) Compliance Office coordinate and authorize this accommodation. (See attached policy)

Virginia University: Academic Affairs' Academic Coordinators will proctor exams during travel. See attached policy for complete details.

Non-ACC Institutions (3)

Vanderbilt University: Academic Support for Student-Athletes Proctoring Exams policy states: "On the rare occasion when it is mandated by the professor that a student-athlete take a test during travel, the Division of Academic Support will arrange for an Academic Counselor or the Associate Director for Student-Athletics accompanying the team to proctor the test; if that is not possible, the Division will arrange for the test to be proctored by a member of the Academic Support staff of the host school our team is visiting. Coaches and any personnel other than the Academic Counselor, Associate Director, or Academic Staff member from the host institution may not proctor exams."

University of Kansas: The Student-Athlete Support Services' Proctoring Exam policy states: "With the professor's approval, Student-Athlete Support Services staff members are available to serves as exam proctors while a team is traveling. Requests for the scheduling and coordination of "on the road" exams must be submitted as early in the semester as possible."

UCLA: Student Services Proctoring Exam Policy states: “Having exams proctored on the road should be seen as a LAST resort and used only when all others options have exhausted; however, the decision is based solely on the professor’s discretion and not the student-athlete. See attached policy for step-by-step procedures.

Statistics

Of the 9 ACC institutions contacted:

- 44% of the institutions do not proctor exams (4 of 9)
- 55% of the institutions do proctor exams or have a policy (5 of 9)

All 3 of the non-ACC institutions do proctor exams