Appendix A

RECREATIONAL SPORTS
COMPREHENSIVE PROGRAM REVIEW
SITE REVIEW TEAM

Agenda

Monday, April 21, 1997

12:00 p.m.  Arrival, Doug Kuykendall. Lunch with John Campbell and tour of the University Camp.

3:00 p.m.  Check into the Hill House and free time.

5:00 p.m.  Aquarena Springs -
Pre-dinner social with the Site Review Team (SRT), Recreational Sports staff, and members of various Advisory Councils (Recreational Sports Advisory Council, Sport Club Advisory Council and Intramural Advisory Council).

6:00 p.m.  Dinner-
Aqua Springs Private Room
Site Review Team
Dr. James Studer, Vice President Student Affairs (VPSA)
Dr. Leellan Brigman, Associate VPSA
Dr. John Garrison, Assistant VPSA
John Campbell, Director

Tuesday, April 22, 1997

8:00 a.m. - 9:00 a.m.  Breakfast -
Student Recreation Center Conference Room
with Assistant Vice President and Dean of Students, Dr. John Garrison

9:00 a.m. - 10:00 a.m.  Van tour of campus recreation facilities
Host: John Johnson
10:00 a.m. - 11:00 a.m. Director's office; Student Recreation Center Meet with John Campbell, Director Recreational Sports

11:00 a.m. - 12:00 p.m. Student Recreation Center Conference Room SRT meets with Administrative Classified Staff, Administrative Assistant III, II, I, and Accounting Clerk II

12:15 - 1:30 p.m. Multi-purpose Room - Student Recreation Center Lunch with Classified staff and Graduate Assistants

1:30 p.m. - 3:45 p.m. Student Recreation Center Conference Room Meet with individual Recreational Sports professionals (in 45 minute intervals)

1:30 p.m. - Ms. Jen Beck, Assistant Director - Sport Clubs
2:15 p.m. - Mr. Terrance Wright, Assistant Director - Intramurals
3:00 p.m. - Ms. Laura Hulse, Assistant Director, Fitness

3:45 p.m. - 4:00 p.m. Break - Refreshments SRT Process Check

4:00 p.m. - 5:00 p.m. Student Recreation Center Multi-Purpose Room SRT meets with Target Offices Mr. Allen Goldapp, Physical Plant Mr. Brad Smith, Physical Plant - Grounds Ms. Valerie Morrison, Accounting Office Mr. Jerry Wahl, Accounting Office Mr. Rob Moerke, Purchasing Office Mr. Bill Fly, University Attorney Leslie Saucedo, Student Payroll Lisa Vallejo, Student Employment

5:00 p.m. - 5:30 p.m. Student Recreation Center Multi-Purpose Room SRT Reviews Process - Review information/interview schedules for Wednesday
6:00 p.m. - 7:30 p.m.  
Dinner  
University Club  
SRT and selected students (non-employees)  
Hosts: John Campbell and Sandi Carlisle

**Wednesday, April 23, 1997**

8:30 a.m.  
Breakfast  
Student Recreation Center Multi-Purpose Room  
SRT and Student Affairs Council  
Ms. Kate Robbins, Executive Assistant VPSA  
Dr. Sonny Barrera, Assistant VPSA and Director Multicultural Student Affairs  
Ms. Mariko Gomoez, Director of Financial Aid  
Dr. Greg Snodgrass, Director Counseling Center  
Mr. Mike Alden, Director Athletics  
Mr. Fernando Yarrito, Director Admissions  
Dr. Emilio Carranco, Director Residence Life  
Curt Schafer, Director Career Services

9:45 a.m. - 11:00 a.m.  
Student Recreation Center Conference Room  
SRT meets with representatives from Academic areas  
Dr. B.J. Friedman, Consumer Sciences  
Dr. Judy Dietert, Business  
Dr. Michael Ann Lord, Health, Physical Education and Recreation  
Dr. Tinker Murray, Health, Physical Education and Recreation

11:00 a.m. - 11:30 a.m.  
SRT Break and process check

11:30 a.m. - 1:00 p.m.  
Lunch  
Student Recreation Center Multi-Purpose Room  
SRT and selected student employees

1:00 p.m. - 3:15 p.m.  
Student Recreation Center Conference Room  
SRT meets with individual Recreational Sports professionals (45 minute intervals)
1:00 - Mr. John Johnson, Assistant Director Outdoor Recreation
1:45 - Mr. Tony Daniels, Assistant Director Informal Recreation
2:30 - Ms. Sandi Carlisle, Associate Director Golf Course and Office Operations

3:15 p.m. - 3:30 p.m.
Break and refreshments

3:30 p.m. - 4:30 p.m.
Vice President Student Affairs Conference Room
SRT Exit Interview
Dr. James Studer, VPSA
Dr. Leellen Brigman, Associate VPSA
Dr. John Garrison, Assistant VPSA
John Campbell, Director Recreational Sports
Appendix B

Significant Results of the NIRSA Standard Assessment
Conducted at Southwest Texas State University

Four committee members completed the NIRSA Standard Assessment tool as part of the evaluation of the Department of Recreational Sports at SWT. Scores from each committee member were averaged and could range from zero to three. Any score less than or equal to a one or greater than or equal to 2.75 was considered significant. Listed below are statements taken from the assessment tool which received a significant score.

Section A: Mission

A.6 The program’s goals provide for a variety of activity opportunities to satisfy the diverse needs of students, faculty and staff. Score 2.75

Section B: Human Resources

B.8 There is evidence of use of student employees in a variety of paraprofessional positions including, but not limited to, officials, lifeguards, supervisors, equipment attendants and office clerks. Score 2.75

B.17 The NIRSA Code of Ethics are available in written form and reviewed on a regular basis. Score 1

Section C: Program

C.3 There is an Aquatics program that provides opportunities and assistance for participants to be involved in an aquatic environment. Score 1.25

C.8 There is an Intramural sports program which provides opportunities for scheduled leagues, meets and tournaments in team, dual and individual sports. Score 2.75

C.11 There is a Sport Clubs program which provides opportunities for interested individuals to organize themselves around a specific sport and to self-determine the nature of the sport involvement (competitive, instructional, social). Score 2.75

Section E: Facilities and Equipment

E.4 There is sufficient access to outdoor facilities to provide a balanced program of activities. Score 2.75
Section H: Recognition

H.2 There is a systematic effort to recognize employees and volunteers for special contributions to the success of the program. Score 1.25

Section K: Relations

K.1 There is evidence of purposeful effort toward the development of positive, progressive relations with other institutional units and campus groups. Score 2.75.

Section L: Legality

L.5 The program seeks to identify, prevent and/or remedy other discriminatory practices. Score 1

L.8 There is evidence of a working relationship between the campus legal department and the recreational sports department. Score 1.25

L.9 There is evidence that the legal resources are available for the recreational sports department when a campus legal department is not in place at the institution. Score 1

Section M: Evaluation

M.1 There is a systematic assessment of program needs. Score 1.25

M.4 There is an ongoing process to evaluate the effectiveness of programs offered. Score 1.25

SPECIALTY STANDARDS

Aquatics:

All statements had a score ≤ 1.75. There were multiple “unknown” responses given.

Extramurals:

All statements had a score ≤ 1.00. There were multiple “unknown” responses given.
Appendix C

Administration

a. Reporting Sequence
   • Should director report directly to V.P.?
   • Department reporting sequence
   • Could Assistant Directors report to Associate Director to free up time of Director and allow the Associate Director to acquire experience?
   • Student Affairs Council?

b. Strategic Plan
   • Who monitors programs?
   • How often is the plan updated?
   • Who is/was involved?

c. Are staff members required/encouraged to attain appropriate certifications?
   • CRSS
   • CPR
   • etc.

d. Advisory Councils
   • R.S.A.C. - What power does this council really have in the development of budgets, program evaluations, etc.?
   • Sport Clubs A.C. - Does it recommend the budget allotment for each sport club?

e. Risk Management
   • Is there a Departmental manual?
   • Does each Assistant Director handle risk management specific to his/her area?

Student Development

• Is there a Departmental handbook?
• For student staff that require special certifications, are these checked for authenticity, where are they maintained, etc.?
• How many training sessions are conducted? Are these required meetings?
• Internship programs - Funding source, graduate or undergraduate?
• Fitness or Wellness - Aerobic training - Manuals, what organization? Collaborative efforts.

• Contracting out of custodial service - Who do they report to on Southwest Texas staff? Can Southwest Texas do it more efficiently and effectively?

• Enrollment patterns/projections.

• If replacement dollars not available, what are you prepared to do?

• Staff Development - Other than NIRSA what professional development opportunities should be available?

• Budget problems/concerns.