

**NCAA Certification Athletics Certification Program  
University at Buffalo  
Subcommittee Responsibilities**

1. **Collecting and organizing pertinent data.** As a member of a subcommittee you have been selected to represent your constituents on campus and therefore will be responsible to collect and organize data as well as solicit feedback from your colleagues during the self-study process.
2. **Coordinating activities of the subcommittees and monitoring progress of the self-study.** As a member of a subcommittee, you are expected to help ensure that each subcommittee report is developed with opportunities for input from appropriate campus constituent groups and the appropriate involvement of all members of your subcommittee in the preparation of particular reports.
3. **Reviewing reports of the institution, the peer-review team and the Committee on Athletics Certification in relation to the institution's previous self-study.** As a member of a subcommittee it is important for you to review these reports so as to judge the institution's progress in addressing past problems. Additionally, it will also assist the institution in preparing its response to specific requests of the second cycle self-study that reference first-cycle issues.
4. **Reviewing the reports of the steering committee and the various subcommittees.** The self-study will begin on October 1 and finish on September 1, 2002, during this time you will be responsible to read, evaluate and make suggestions for improvement to all of your subcommittee reports needed for the self-study report. You may also need to read, evaluate and make suggestions for improvement to the other subcommittee reports.
5. **It is important that as a member of subcommittee you assist in maintaining a written record of the following items.** The peer review team will consider these records as part of its evaluation of the institution's self-study process and the extent to which that process reflected campus-wide participation.
  - Dates on which task groups, subcommittee and steering committee meetings were conducted, and the individuals in attendance at those meetings.
  - Individual(s) responsible for writing each section of the self-study report.
  - Invitations extended to members of the subcommittee and steering committee to comment on subcommittee and steering committee draft reports, including approximate dates on which those invitations were extended.

6. **Producing and distributing the final self-study report.** The Committee on Athletics Certification has established a specific format for organizing each institution's self-study report. As a member of a subcommittee you are responsible to make the institution's preparation of the report as straightforward as possible, to avoid verbiage that is the result of doubts about what information actually is of interest to the committee, and to make the reports easy to read and understand for the peer-review team and members of the committee.