

FORT WAYNE SENATE AGENDA
MONDAY
September 8, 2025
12:00 P.M., KT G46

1. Call to order
2. Approval of the minutes of April 14, April 21, and April 28
3. Acceptance of the agenda – E. Ohlander
4. Reports of the Faculty Chairs
 - a. Past Chair (Co-IFC Representative) – C. Gurgur
 - a. Chair (Presiding Officer, Co-IFC Representative) Report on Senate Documents, SR 25-1 – J. Nowak
 - b. Chair-Elect – Vacant
5. Special business of the day
 - a. Presentation of Robert’s Rules – C. Ortsey
 - b. Digital Accessibility Compliance Regulations – E. Mann
 - c. Presentation on Summer Changes to the Organization – R. Elsenbaumer
6. Unfinished business
7. Committee reports requiring action
 - a. Approval of Replacement Members of the Honors Program Subcommittee, Programs Subcommittee, and Grade Appeals Board, SD 25-1 – EC, E. Ohlander
8. New business
9. Question time
10. Committee reports “for information only”
 - a. 2024-2025 Annual Report of Faculty Athletics Representative Activities, SR 25-2 – MAAS, M. Parker
11. The general good and welfare of the University
12. Adjournment*

*The meeting will adjourn or recess by 1:15 p.m.

Approved	Opposed	Abstention	Absent	Non-Voting
C. Gurgur				C. Ortsey
J. McHann				
J. Nowak				
E. Ohlander				

- Attachments:
- “Report on Senate Documents” (SR No. 25-1)

“Approval of Replacement Members of the Honors Program Subcommittee, Programs Subcommittee, and Grade Appeals Board” (SD 25-1)

“2024-2025 Annual Report of Faculty Athletics Representative Activities” (SR No. 25-2)

MEMORANDUM

TO: The Senate

FROM: Jeffrey Nowak, Presiding Officer
Fort Wayne Senate

DATE: August 22, 2025

SUBJ: Report on Senate Documents

Listed below are the documents considered by the Senate this past academic year. I am distributing this for information only.

- SD 24-1 “Report to Fort Wayne Senate Regarding Summer Changes to the Organization” – Amended and approved, 10/28/24
- SD 24-2 “Reinstatement of the French Program” – Amended and approved, 10/28/24
- SD 24-3 “Elimination of Language Programs” – Approved, 10/14/2024
- SD 24-4 “Filling Educational Policy Committee Vacancies to Enable the Committee to Convene and Conduct Business” – Approved and implemented, 9/16/24
- SD 24-5 “Approval of Replacement Members of the Grade Appeals Board, Programs Subcommittee, Academic Personnel Grievance Board, and Faculty Affairs Committee” – Approved and implemented, 10/14/24
- SD 24-6 “SEA 202 Intellectual Diversity Complaint Advisory Review Board” – Amended, approved, and implemented, 10/28/24
- SD 24-7 “Filling Nominations and Elections Vacancy” – Approved, and implemented, 10/28/24
- SD 24-8 “Approval of Replacement Members of the Educational Policy Committee, Nominations and Elections Committee, and Honors Program Subcommittee” – Approved and implemented, 11/11/24
- SD 24-9 “Approval of Doermer School of Business P&T Document” – Approved and implemented, 12/9/24

- SD 24-10 “Charge of the MAAS Committee” – Approved and implemented, 12/9/24
- SD 24-11 “Revision to the Senate Bylaws to Include Faculty Membership on the Campus Conduct Review Board” – Approved and implemented, 12/9/24
- SD 24-12 “Academic Regulations to Extend the Course Withdrawal Deadline” – Approved and implemented, 1/13/25
- SD 24-13 “Process for Determining Faculty Qualifications” – Approved and implemented, 2/10/25
- SD 24-14 “The Future of Diversity, Equity, and Inclusion Initiatives at Purdue University Fort Wayne” – Amended and approved, 3/24/25
- SD 24-15 “Clarifying Amendments to the Constitution of the Fort Wayne Faculty” – Withdrawn, 2/17/25
- SD 24-16 “Resolution on URAC Childcare Report” – Approved, 3/24/25
- SD 24-17 “Community Engagement as an Area of Faculty Work” – Amended and approved, 4/28/25
- SD 24-18 “Amendments to the Constitution of the Fort Wayne Senate” – Failed in committee
- SD 24-19 “Amendments to the Grade Appeals Policy SD 82-2” – Expired
- SD 24-20 “Amendments to the Bylaws of the Senate” – Failed in committee
- SD 24-21 “Amendments to the Sabbatical Policy SD 22-7” – Expired
- SD 24-22 “Credit for Prior Learning Procedures Ad-Hoc Subcommittee of Educational Policy Committee” – Approved, 4/14/25
- SD 24-23 “Proposal to Align the Requirements for Courses Participating in General Education Ways of Knowing Categories with Requirements for Courses Participating in General Education Foundational Skills Categories” – Expired
- SD 24-24 “Library Collection Development Policy” – Expired
- SD 24-25 “Ad-Hoc Academic Regulations Task Force Final Report” – Expired

MEMORANDUM OF RESOLUTION

TO: Fort Wayne Senate

FROM: J. Nowak, Chair
Executive Committee

DATE: August 22, 2025

SUBJ: Approval of Replacement Members of the Honors Program Subcommittee, Programs Subcommittee, and Grade Appeals Board

WHEREAS, The Bylaws of the Senate provide (3.2.2.) that “Committees shall have the power to fill vacancies for the remainder of an academic year, subject to Senate approval at its next regular meeting and to the guidelines established in this document (see subsections 3.1.1 and 4.1)”; and

WHEREAS, There is one vacancy on the Honors Program Subcommittee; and

WHEREAS, The Honors Program Subcommittee has appointed Heather Tierney as a replacement member for the remainder of the 2025-26 academic year; and

WHEREAS, There are four vacancies on the Programs Subcommittee; and

WHEREAS, The Programs Subcommittee has appointed Jeff Casazza as a replacement member for the remainder of the 2025-26 academic year; and

WHEREAS, There are three vacancies on the Grade Appeals Board; and

WHEREAS, The Grade Appeals Board has appointed Laura Lydy as a replacement member for the remainder of the 2025-26 academic year:

BE IT RESOLVED, That the Senate approve these appointments.

Approved	Opposed	Abstention	Absent	Non-Voting
C. Gurgur				C. Ortsey
J. McHann				
J. Nowak				
E. Ohlander				

MEMORANDUM

TO: The Fort Wayne Senate

FROM: Michelle Parker, Faculty Athletics Representative
Chair, Mastodon Athletics Advisory Subcommittee

DATE: August 22, 2025

SUBJ: 2024-2025 Annual Report of Faculty Athletics Representative Activities

Annual Report of FAR Activities

2024-2025

As set forth in the Purdue University Fort Wayne Faculty Athletics Representative Position Description, this is the annual report of the activities of the Faculty Athletic Representative (FAR) for the Academic year 2024-2025. The report is traditionally requested in April but since the FAR has duties through the summer and it is to encompass the academic year, I am submitting it at the end of July to accurately reflect all of the activities that I have completed during the academic year.

One of duties of the FAR is to ensure that student athletes are being treated the same as other students on campus. This means that they are not being given any extra benefits/advantages not available to other students or not permitted by NCAA policies. Whenever there is a grade change submitted for a student-athlete that could affect their eligibility, I am asked to reach out to the faculty member to make sure that the change in grade was due to the efforts of the student and not their status as a student-athlete. I am asked to follow-up on grade changes several times per year during this year. There were 25 grade changes submitted for student athletes and all changes were due to either a miscalculation or an incomplete that was resolved with a grade.

The main issue that continues to impact our student athletes on campus is the lack of an excused absence policy for university sponsored business. Each semester, student athletes need to have a missed class worksheet filled out to communicate class periods that will be missed only due to travel and competition (not practice). Most of the impacts come from a course only being offered once a year and only at one time where the athlete doesn't have a choice to take it at a time that would minimize missed classes for travel and competitions. Several questions were raised last year from faculty looking to verify that a student athlete was actually travelling or competing. I worked with Jason Baldwin, Assistant Athletic Director for Mastodon Academic Performance (MAP) Center, on a solution to this issue. We were able to create travel letters that are generated through Navigate. Each coach submits the travel roster to the MAP center which then generates the travel letter that goes to the faculty member outlining the exact dates and times that a student athlete will be away from campus. These letters were piloted in the Spring 2025 semester and we had positive feedback from professor that appreciated being reminded when the student athlete would be absent. I also met with several faculty to help mitigate ways that a student athlete could still participate in class even though they are travelling. This has been aided by our busses being equipped with mobile hot spots so student athletes can Zoom into the classroom while traveling. Due to the new medical excused absence

policy that was implemented, our student athletes didn't need any assistance from me to help them with missed classes and assignments due to injury, medical procedures or hospitalization as the Office of Student Conduct and Care in conjunction with the athletic training staff handled the communication with the faculty.

In previous semesters, there were a number of faculty who do not return the grade check forms sent to them by student athletes. Since these forms are critical in monitoring student athlete eligibility and to keep the university in compliance, it is imperative that grade checks are completed. Again, I worked with Jason Baldwin who suggested using Navigate to send the grade reports to faculty. The response rate of the grade reports using Navigate significantly increased through this improved process. Per Kent Johnson, return rate of grade reports for student athletes was at 55% which was higher than normal campus grade checks.

Conferences Attended:

Faculty Athletics Representative Association (FARA) Annual Conference. November 2024. This conference is an annual meeting of all Faculty Athletic Representatives. The meeting includes training, education, and information for FAR's on topics from the NCAA, legislation, mental and physical health of athletes.

Faculty Athletics Representative Institute. November 2024. I was nominated by the Horizon League to be the representative at this institute which was funded by the NCAA to attend. This was an immersive 2 days institute at how to be a fully engaged Faculty Athletics Representative.

NCAA National Convention. January, 2025. I attend the National convention with Athletic Director Kelley Hartley-Hutton. During the convention, I attended several breakout sessions on academics in athletics and attended the Division 1 Business Session where we cast Purdue Ft. Wayne's vote on the Women's Basketball Performance Fund which was passed unanimously.

Horizon League Meeting. May 2025. This meeting brings together FARs, Athletic Directors, Senior Women's Administrators (SWA) and student athletes representatives from all of the Horizon League institutions. During the FAR breakout session, we review all potential changes in the league to make sure that the student athlete's well-being is taken into consideration. During the larger group meetings, we discussed Horizon League initiatives and worked with student athletes on an outreach initiative for all Horizon League schools called 24 Hours Nothing But Net (<https://www.24hoursnbn.com/>) to benefit Special Olympics. I will be working with our Student Athlete Leadership Team (SALT) to bring this to our campus.

NCAA Regional Rules Seminar. May 2025. This meeting is a 3-day seminar on all of the NCAA rules/regulations and changes that impact academics, financial aid, eligibility and compliance. I was asked this year by the NCAA to sit on a panel discussion titled "Bridging the Gap Between Athletics and Academics: The Role of the Faculty Athletics Representative". This was a full session with over 200 attendees where the panel discussed how the Faculty Athletics Representative can be a valuable resource on campus to help connect both areas. Due to overlapping days with the Horizon League Meetings, I was only able to attend a few sessions on academic rules & updates on the last day of the seminar due to the overlap with the Horizon League meetings.

Athletic Travel:

As FAR, it is important that I travel with at least 1 team each year to experience the demands of our student athletes while away from campus on an extended road trip.

Women's Softball – February 2025 – Myrtle Beach, SC. While on the trip, I supervised study tables, drove the equipment vehicle to and from the softball field and the hotel and delivered food for the student athletes and coaching staff to the fields and hotel.

Committee Work:

The following are committees that I am a part of representing the role of FAR:

Student-Athlete Leadership Team (SALT). This meeting is held monthly. SALT has at least 2 student-athlete representatives from each of our athletics teams. In the meeting they coordinate athletic and service events as well as matters of importance to student-athletes. One event they sponsored was a Cornhole tournament in which I participated. Another of their initiatives was You Can Crush Hunger food drive which I participated in as well.

Student Athlete Services (S-AS). This committee holds monthly meetings to coordinate student-athlete issues and includes representatives from the Mastodon Academic Performance Center, The Registrar's Office, Financial Aid, and the Compliance office.

Compliance Committee. This committee meets three times per year. The committee is composed of representatives from different areas of campus that affect student athletes (Chancellor, Registrar, Bursar, Compliance, Athletics, Student Affairs, Financial Aid, Institutional Equity, Office of Student Conduct and Care, etc.). The group coordinates to make sure there are no compliance issues with student athletes or the Athletics department.

Faculty Senate Mastodon Athletics Advisory Sub-Committee (MAAS). The committee is a sub-committee of the Faculty Senate Student Affairs Committee of which I am chair. This committee met once each semester and provided advice and guidance to the Athletics department on several topics. Its purpose can be found in the Senate Bylaws section 5.3.4.3.2. Due to Purdue WL's update on Faculty responsibilities, the committee is no longer charged with setting policies for athletics as these policies are governed by NCAA and Horizon League. Based on this update, this Faculty Senate committee will continue but will be moved out from under the Student Affairs committee to a standalone advisory committee and renamed Mastodon Athletics Advisory Committee (MAAC). The committee this year updated the roles and responsibilities to more accurately reflect the advisory capacity of the committee.

Mastodon Athletics Advisory Board (MAAB). I serve as a member of the MAAB. This committee meets twice per semester and is primarily composed of community members that are supportive of athletics. They discuss and advise the Athletics department from a community perspective.

Mastodon Athletics DEI Committee. This committee met every month to review policies to make sure that we are in compliance with all DEI requirements and plan events to promote DEI awareness within Mastodon Athletics. In addition, we coordinated multiple events to bring awareness to DEI. The committee was on hiatus during the Spring semester due to mandates to remove DEI references on campus.

Mastodon Coaches Committee. This committee meets once each month to communicate information to all coaches about academics, budgets, academics, financial aid, compliance and equipment/facilities. This is a good opportunity for me to keep in the loop on what is going on in Athletics and be available for coaches to be able to ask me any questions they may have.

Faculty Involvement in Mastodon Athletics (FIMA). This is a committee that I created and chaired as part of my role as FAR. While I am tasked with maintaining the well-being of the student athlete, I also want to continue to increase the awareness and involvement of faculty with our athletes and athletic department. This year, the committee was able to partner with New Faculty Institute and invite all new faculty to PFW to join us for a women's soccer game at the annual Party at the Pitch. We had our second college night where 75 ETCS and CoS Faculty, Staff and students attended a men's basketball game. We created Don Zone training which was offered once each Fall and Spring semester. This training provided information and rules pertaining to athletics and was presented by the athletic director, senior women's administrator, FAR, Mastodon Academic Performance Center and Compliance. This year we increased the Very Important Professor Nights initiative and recognized a total of 8 professors who received on court recognition and a gift on behalf of 11 JR/SR athletes.

Athletic Attendance:

I attend athletic events to support our student-athletes and ensure their experience is a positive one. I tried to attend at least 1 competition for each sport this year, the only teams that I was unable to attend was Men's and Women's Golf in the spring. I did attend:

Sport	Attendance
Men's Volleyball	5 home matches
Women's Volleyball	3 home matches
Women's Basketball	9 home games and Horizon League semi final and championship games
Men's Basketball	5 home games
Women's Soccer	3 home matches
Men's Soccer	2 home matches
Men's & Women's Cross Country	1 home race
Men's & Women's Track & Field	1 home indoor invitationals & Horizon League Championship meet
Men's Baseball	4 home games
Women's Softball	5 home games, 1 away invitational and Horizon League Championship game
Men's Golf	Did not attend

Women’s Golf	Did not attend
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Student Athletes:

There are several situations where I work directly with student-athletes one on one. To protect their anonymity, I will use generalities and not use any names.

Student-Athlete Missed Class Worksheets. These worksheets are given to student-athletes at the beginning of each semester. The worksheets have the days of class that the student will have to miss for athletic events that are officially sanctioned by the university. The student-athletes work with the faculty member to come to an agreement and the faculty member signs the form. If there is a complication with a worksheet, or if faculty have concerns about the days the student athlete may miss, I am called on to mediate between the faulty member and the student-athlete regarding what can and cannot be missed as well as how it can be made-up. My goal is to help both the faculty member and student athlete arrive at a solution that is acceptable while protecting the academic integrity of the course and the students learning. This year there were 2 incidents that I was involved in mediating and we were able to come to an agreeable solution by delaying a travel time and allowing a student to Zoom into the classroom while traveling. Overall, the majority of faculty work proactively with the student athletes to make alternative arrangements with the student athletes without compromising the academic integrity of the class. In addition, during the Spring 2025 semester, 3 of our Spring sports were scheduled to be at Horizon League championships during Final Exam week. We do not have control over when these championships are scheduled and it couldn’t be avoided. Along with the Mastodon Academic Performance (MAP) Center, we identified all student athletes who had conflicts and proactively worked with those faculty members to have those final exams taken before they left for the championships. I personally proctored 3 exams to alleviate the extra time burden for our faculty and protect the academic integrity of the exam. During the academic year, I also proctored 5 quizzes/exams for student athletes who had to make them up due to travel requirements.

Advising. The student athletes have academic advisors in Athletics (MAP Center) as well as in their major areas so I do not directly advise them for their majors and coursework. As the FAR, they occasionally come to me for advice on interacting with faculty and for career advice. Additionally, I also work with the student athletes on establishing better time management and study habits.

Appeals. If a student-athlete has a conflict with a coach or someone in the athletic department and wishes to appeal a decision that has been made, a committee is formed with members from the Athletics Advisory Sub-committee. There were no appeals this academic year.

Top 50. This year I encouraged many of our eligible student athletes to apply for the Top 50 award and wrote recommendation letters when asked. Seven deserving student athletes were selected for this award.

Compliance Department:

The Compliance Department serves to ensure that all NCAA and legal rules are followed by the Athletics Department and that student-athletes stay within the rules to stay eligible. If there are violations the Compliance Department reports them and works though any steps to correct the issue. Whenever there is a violation of NCAA rules and policies, I am required to review the case and sign off on any actions or consequences of the violation. This year there were 5 minor violations, and no major violations. Each of these minor violations only resulted in additional rules training. It is expected that all institutions report some minor violations each year.

Academic Eligibility Certification:

Three times per year, the Certification Team (Compliance, Registrar, Mastodon Academic Performance Center, and FAR) are required to certify that student athletes did or did not maintain their athletic eligibility. This is determined by evaluating their GPA and percentage towards degree (PTD), where each student-athlete is required to hit benchmarks in their degree program, and GPA requirements each semester. After the fall and spring semesters, we meet together for **two to three full days** and after summer **one to two full days** to review the academic record of each student athlete, their grades from that semester, certify that they have met the benchmark progress requirements and are eligible to play their sport. Each student must be certified individually ensuring that all of their coursework from that semester has been accounted for. With over 280 student athletes this is an intensive process but necessary process. In addition, we also validate that incoming transfer student athletes will be eligible to compete upon their arrival at PFW.

Through eligibility certification, we have exposure to looking at many degree program myBluePrints. I worked with Terri Swim and Christa VanDeWeg to address some issue (i.e. credits being used in multiple blocks) we faced with a couple of the myBluePrints without impacting the academic departments ability to certify for graduation and academic advisors' ability to advise. These modifications helped streamline certification and ensure that we have accurate reflections of student athlete percent towards degree calculations.

Athletics Department:

I meet regularly with the Athletic Director, Kelley Hartley Hutton, to consult on academic issues and ensure that there is a faculty voice in athletics decisions. The Athletic Director is very open to input and proactively seeks ways to improve communication and collaboration between Athletics and Academics.

I also have the opportunity to work with the coaches of the different teams. I have met with some coaches on a one-on-one basis to answer questions or address any issues that they may have. All of the coaches that I have met with actively promote academic excellence on their teams. This year, many of the head coaches scheduled appointments (10 total) with me to meet with prospective student athletes to discuss the support that is provided by the FAR and answer any questions that they may have.

I also work very closely with the Mastodon Academic Performance Center (MAP). This year, I continued to hold office hours 2 days a week in the Study Tables room for a total of 6 hours a week. These on-site hours make me available to student-athletes who have questions, but also allow me time to discuss topics or answer questions with the athletic academic advisors. These office hours have proved to be very beneficial in establishing a strong relationship and flow of information with the MAP Center. The MAP center advisors, notify me of any academic problems or challenges with student-athletes and we work collaboratively to come up with a solution. I continue to work to make sure that university academic policies are being followed and that advising policies are in the best academic interests of the students. The MAP advisors are very open to my feedback and actively seek my input for policies and procedures as well as day to day issues. Together this year, we were able to improve communication of missed classes due to travel/competitions by sending out travel letters via Navigate to the student athlete's professors. This was in addition to the missed class worksheets that are filled out at the beginning of the semester which helped remind faculty of an upcoming date and provide verification that they would be travelling. We received positive feedback from faculty on these travel letters.

All student athletes are required to take a 1 credit HPER16300 course which serves as a first year introduction to the university and athletics. Working closely with Jason Baldwin from the MAP Center, we created a 1 credit senior

level HPER46300 course for our senior student athletes. We partnered to develop a curriculum which will focus on the skills they will need to succeed as they transition from being a college student/student athlete to their post-college life. This course is planned to launch in the Spring 2026 semester.

As part of the process of monitoring eligibility, each day I (as well as the advisors in MAP and Compliance) receive a report of the enrollment and status of student-athletes to ensure that student-athletes are enrolled full time. I worked with the Advisors and Compliance to revise this report to further refine it so that it was accurately reporting those students who are below full time. Reasons why a student would be below full time would be the last semester of their degree program or they are a graduate student. We added criteria to the report that it would not list Graduate students who were enrolled in 9 hours on the report and added a column to the report to show their student level (GR/UG). This helps Compliance to be able to detect any issues quicker.

Each year, the NCAA requests that I administer an IRB approved survey to selected teams to gain insight and data in the student athlete experience. Last year the focus was on Social Media and Gambling in which our Men's and Women's Soccer teams were selected. This year, the NCAA selected our Men's and Women's Track and Field teams to participate in the NCAA Growth, Opportunities, Aspirations, and Learning of Student-Athletes (GOALS) survey. This particular survey is given every 5 years to look at the longitudinal data of the student athlete experience. I worked with the coaches to determine a time for their team to take the survey, administered the survey and the sent the survey back to the NCAA. The survey was anonymous with no identifiable information about any of our student athletes.

I also participated in multiple events within the Athletics this year. At the beginning of the Fall semester, I participated in the 3 mandatory student athlete meetings to go over important policies and rules. I presented the role of the FAR and talked with the student athletes about the dangers of using AI for cheating and plagiarism. Athletics sponsored "The Power of Positive Leadership" and I attended this training with coaches, administrators and selected student athletes. I attended the academic recognition dinner in both the fall and spring semesters that recognized our student athletes who had above a 3.2 GPA in the previous semester. At the end of the Spring semester, I attended the Masty's which is the student athlete awards ceremony and was honored to receive their 2025 Standing Ovation award. The night before graduation, I was asked to give the closing remarks at the Student Athlete Stole Ceremony. During the summer, I attended 5 New Student Orientation (NSO) to present to introduce myself and the resources I provide as FAR to the Freshmen and transfer student athletes.

Part of my duties include being made aware of any concussions. I am notified by the athletic trainers when the concussion is diagnosed and when the student athlete is cleared to return to academics and athletics. Office of Student Conduct and Care, ensure that faculty in the classes of the affected student-athlete are aware of the injury and of the status of the student. In all existing cases, protocols were followed and the student-athlete was not allowed to compete until completely cleared by the proper medical professional.

Chancellor:

I meet the Chancellor at least once per semester to discuss the academic progress of student-athletes and give input/answer questions on issues that affect athletics and academics. I work with the Chancellor, Athletic Director and Compliance to collect data and create the Chancellor's Report on Athletics which I presented to Senate in late Fall. I brought up to Senate that this report is outdated and we administered a survey to all faculty to gain insight on what they would like to see in this report. I am working with both the Athletic Director and Chancellor this summer to revise this report. In addition, the timing of the report and presentation, which is in the fall, has been an

issue because data requested in the report is not available until after November which makes the data over a year old. We are looking at moving this report to after November so current data can be presented.

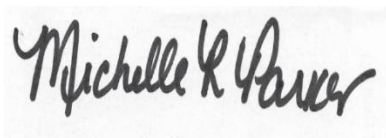
Horizon League:

As a member of the Horizon League there are several duties and functions performed by the FAR. At the end of each of the Horizon League's 14 sponsored sports seasons, the FAR's of the league are sent the names and dossiers of the nominees for academic all-conference awards within that sport. We are required to read over each dossier (about 20-24 athletes per sport) and then vote on those that we feel based on their academic and athletic performance deserve that honor. In the Fall, Winter and Spring sports season, the FAR's also vote on the Scholar Athlete of the Season award.

The Horizon League awards the Cecil N. Coleman Medal of Honor which honors a male and female Horizon League student athlete who best exemplifies the dignity and high purpose of the Horizon League and its membership. Each institution nominates 1 male and 1 female student athlete who demonstrate outstanding achievement in academics, athletics and extracurricular activities. Each Horizon League FAR evaluates their dossier and then ranks each of the nominees for this award.

This year, I served on the Horizon League House Settlement committee as the FAR representative. This committee reviewed the House Settlement proposal and identified how the Horizon League would adapt to the settlement, identify issues that needed attention, formulate questions to pose to the NCAA about the settlement and identify potential updates to the Horizon League rules and regulations. We met twice a month via video-conference for 6 months.

The Horizon League FAR's hold a video-conference call once per month to meet and discuss legislative and procedural issues impacting academics and student athlete well being. I read the prepared documents and policies and attend and participate in these meetings. I was elected to serve as Vice-Chair of the Horizon League FAR committee for a 2 year term from Fall 2024-Summer 2026 and then will serve a 2 year term as Chair from Fall 2026 – Summer 2028. I have worked with my fellow FARs on sharing our Don Zone training as they felt it would be beneficial on their campuses as well. I updated the Horizon League document from 2019 on Excused Absence Policies within the league with the input from the other Horizon League FAR's.



Michelle R. Parker

Associate Professor of Practice in Information Technology

Faculty Athletic Representative

Purdue University Fort Wayne

Conferences Attended:

Faculty Athletics Representative Association (FARA) Annual Conference. November 2023. This conference is an annual meeting of all Faculty Athletic Representatives. The meeting includes training, education, and information for FAR's on topics from the NCAA, legislation, mental and physical health of athletes.

NCAA National Convention. January, 2024. Due to weather, my flight was canceled to the convention and I was unable to get rescheduled with enough time to participate in the convention. Will be attending next year.

Horizon League Meeting. June 2024. This meeting brings together FARs, Athletic Directors, Senior Women's Administrators (SWA) and representative student athletes from all of the Horizon League institutions. During the FAR breakout session, we review all potential changes in the league to make sure that the student athlete's well-being is taken into consideration. During the larger group meetings, we discuss Horizon League initiatives, communication strategies and areas for impact along with training sessions for student athlete well-being.

NCAA Regional Rules Seminar. June 2024. This meeting is usually a several day conference in person. Due to the pandemic the sessions were broken up across several different times during the summer and released as recordings to be reviewed. The conference holds meetings and trainings on NCAA rules and policies and the enforcement and application of said rules and policies.

Athletic Travel:

I had an opportunity to travel on 3 occasions with our student athletes.

Horizon League Cross Country Championships –October - Dayton, OH. I rode on the bus with the track team to the Horizon League Cross Country Championships to support our men's and women's cross-country student athletes competing in the conference meet.

Men's Volleyball – February - Charlotte, NC. I did not travel with the team, but I was in Charlotte for personal travel and attended their game with Queens University of Charlotte. I was able to meet and talk with the players before and after the match.

Women's Softball UTEP Invitational – February - El Paso, TX. While on the trip, I supervised study tables, drove the equipment vehicle to and from the softball field and the hotel and delivered food for the student athletes and coaching staff to the fields. In addition, I was able to learn about the demands on our student athletes while on an extended road trip.

NCAA Division 1 Track and Field East Regionals – May - Lexington, KY. Had dinner with our 2 student athletes that qualified as one of the top 48 in the East region the night before the championships, attended the following day to watch both of them compete and also picked up/delivered food for the athletes during the competition.

Committee Work:

The following are committees that I am a part of representing the role of FAR:

Student-Athlete Leadership Team (SALT). This meeting is held monthly. SALT has student-athlete representatives from each of the athletics teams. In the meeting they coordinate athletic and service events as well as matters of importance to student-athletes. They also discuss and seek advice on academic matters from the FAR.

Student Athlete Services (S-AS). This committee holds monthly meetings to coordinate student-athlete issues and includes representatives from the Mastodon Academic Performance Center, The Registrar's Office, Financial Aid, and the Compliance office.

Compliance Committee. This committee meets three times per year. The committee is composed of representatives from different areas of campus that affect student athletes (Chancellor, Registrar, Bursar, Compliance, Athletics, Student Affairs, Financial Aid, Institutional Equity, Office of Student Conduct and Care, etc.). The group coordinates to make sure there are no compliance issues with student athletes.

Faculty Senate Mastodon Athletics Advisory Sub-Committee (MAAS). I am the chair of this committee. The committee is a sub-committee of the Faculty Senate Student Affairs Sub-Committee. This committee met once each semester. Its purpose can be found in the Senate Bylaws section 5.3.4.3.2.

Mastodon Athletics Advisory Board. I serve as a member of the Athletics Advisory Board. This committee meets twice per semester and is primarily composed of community members that are supportive of athletics.

Mastodon Athletics DEI Committee. This committee meets every month to review policies to make sure that we are in compliance with all DEI requirements and plan events to promote DEI awareness within Mastodon Athletics. In addition, we coordinated multiple events to bring awareness to DEI such as sponsoring PRIDE games with women's softball and men's volleyball and baseball, Martin Luther King Jr. Day of Service video, partnering with PFW DEI office with a belonging campaign. All but 1 team has participated in Safe Zone training and that team will be participating in the training this fall.

Mastodon Coaches Committee. This committee meets once each month to communicate information to all coaches about academics, budgets, academics, financial aid, compliance and equipment/facilities.

Faculty Involvement in Mastodon Athletics (FIMA). This is a committee that I created and chaired as part of my role as FAR. While I am tasked with maintaining the well-being of the student athlete, I also want to continue to increase the awareness and involvement of faculty with our athletes and athletic department. This year, the committee was able to partner with New Faculty Institute and invite all new faculty to PFW to join us for a women's soccer game at the annual Party at the Pitch. We had our first ever college night where 75 ETCS Faculty, Staff and students attended a men's basketball game. We created Don Zone training which was offered once each semester. This training provided information and rules pertaining to athletics and was presented by the athletic director, senior women's administrator, FAR, Mastodon Academic Performance Center and Compliance. The last initiative completed was Very Important Professor Nights at Men's Volleyball and Women's Basketball games. We recognized a total of 5 professors on court on behalf of 6 JR/SR athletes.

Athletic Attendance:

I attend athletic events to support our student-athletes and ensure their experience is a positive one. I tried to attend at least 1 competition for each sport this year, the only teams that I was unable to attend was Men's Soccer in the fall and Men's and Women's Golf in the spring. I did attend:

Sport	Attendance
Men's Volleyball	4 matches
Women's Volleyball	2 matches
Women's Basketball	4 games
Men's Basketball	8 games
Women's Soccer	1 match
Men's Soccer	Did not attend
Men's & Women's Cross Country	1 race
Men's & Women's Track & Field	1 invitational & NCAA Regionals
Men's Baseball	3 games
Women's Softball	5 games
Men's Golf	Did not attend
Women's Golf	Did not attend

Student Athletes:

There are several situations where I work directly with student-athletes. To protect their anonymity, I will use generalities and avoid names.

Student-Athlete Missed Class Worksheets. These worksheets are given to student-athletes at the beginning of each semester. The worksheets have the days of class that the student will have to miss for athletic events that are officially sanctioned by the university. The student-athletes work with the faculty member to come to an agreement and the faculty member signs the form. If there is a complication with a worksheet, or if faculty have concerns about the days the student athlete may miss, I am called on to mediate between the faculty member and the student-athlete regarding what can and cannot be missed as well as how it can be made-up. My goal is to help both parties arrive at a solution that is acceptable for both while protecting the academic integrity of the course and the students learning. This year there were 2 incidents that I was involved in mediating and we were able to come to an agreeable solution by delaying a travel time and allowing a student to Zoom into the classroom while traveling. Overall, the majority of faculty work with the student athletes and are willing to help them compete and do well academically.

Advising. The student athletes have academic advisors in athletics as well as in their major areas so I do not directly advise them for their majors and coursework. As the FAR they occasionally come to me for advice on interacting with faculty and for career advice.

Appeals. If a student-athlete has a conflict with a coach or someone in the athletic department and wishes to appeal a decision that has been made, a committee is formed with members from the Athletics Advisory Sub-committee. There were no appeals this academic year.

Compliance Department:

The compliance department serves to ensure that all NCAA and legal rules are followed by the athletics department and that student-athletes stay within the rules to stay academically eligible. If there are violations the compliance department reports them and works through any consequences. Whenever there is a violation of NCAA rules and policies, I am required to review the case and sign off on any actions or consequences of the violation. This year there were 5 minor violations, and no major violations this year.

Academic Eligibility Certification:

Three times per year, the Certification Team (Compliance, Registrar, Mastodon Academic Performance Center, and FAR) are required to certify that student athletes did or did not maintain their athletic eligibility. This is determined by the academic progress rate, where each student-athlete is required to hit certain progress towards their degree and GPA requirements each semester. After the fall and spring semesters, we meet together for **two to three full days** and after summer **one to two full days** to review the academic record of each student athlete, their grades from that semester and certify that they have met the progress requirements and are eligible to play their sport. Each student must be certified individually ensuring that all of their coursework from that semester has been accounted for. With over 280 student athletes this is an intensive process.

Athletics Department:

I meet regularly with the Athletic Director, Kelley Hartley Hutton, to consult on academic issues and ensure that there is a faculty voice in athletics decisions. The Athletic Director is very open to input and actively seeks ways to improve communication between athletics and academics.

I also have the opportunity to work with the coaches of the different teams. I have met with some coaches on a one-on-one basis to answer questions or address any issues that they may have. All of the coaches that I have met with actively promote academic excellence on their teams.

I also work closely with the Mastodon Academic Performance Center (MAP). This year, I established office hours 2 days a week in the Study Tables room. These on-site hours make me available to student-athletes who have questions, but also allow me time to discuss issues with the academic advisors. I am notified of any academic problems or challenges with student-athletes. As FAR I work to make sure that university academic policies are being followed and that advising policies are in the best academic interests of the students. The MAP advisors are very open to my comments and actively seek my input for policies and procedures as well as day to day issues.

As part of the process of monitoring eligibility, each day I (as well as the advisors in MAP and Compliance) receive a report of the enrollment and status of student-athletes to ensure that student-athletes are enrolled full time. I worked with the advisors, compliance and Sam Pray to revise this report to further refine it so that it was accurately reporting those students who are below full time (12 credit hours). Reasons why a student would be below full time would be the last semester of their degree program or they are a graduate student.

I was invited to participate in the hiring process for an advisor for the MAP center this year. I participated in the interview process and gave feedback on the candidates.

The NCAA selected our Men's and Women's Soccer teams to participate in a survey on student athlete experiences with social media and gambling. I worked with both coaches to determine a time for their team to take the survey, administered the survey and then sent the survey back to the NCAA. The survey was anonymous with no identifiable information about any of our athletes. This data will be collected, analyzed and used to protect and improve student-athlete experiences.

I also participated in multiple events within the Athletics this year. At the beginning of the Fall semester, I participated in the 3 mandatory student athlete meetings to go over policies and rules. I presented the role of the FAR and talked with the student athletes about the dangers of using AI for cheating and plagiarism. I attended the academic recognition dinner in both the fall and spring semesters that recognized our student athletes who had above a 3.2 GPA in the previous semester. In the Spring, I presented the Men's Golf and Women's Basketball teams with the awards for the highest team GPAs in the department during a Men's Volleyball game. At the end of the Spring semester, I attended the Mastys which is the student athlete awards ceremony and I was asked to give the closing remarks at the Student Athlete Stole ceremony. In addition, I attended the Men's Basketball Kickoff Luncheon and the Men's Basketball Casino Night fundraiser.

I have the opportunity to work with the Mastodon coaches by meeting with some coaches on a one-on-one basis to answer questions or address any issues that they may have. All of the coaches that I have met with actively promote academic excellence on their teams.

Part of my duties include being made aware of any concussions. I am notified by the athletic trainers when the concussion is diagnosed and when the student athlete is cleared to return to academics and athletics. Office of Student Conduct and Care, ensure that faculty in the classes of the affected student-athlete are aware of the injury and of the status of the student. In all existing cases, protocols were followed and the student-athlete was not allowed to compete until completely cleared by the proper medical professional.

Chancellor:

I meet the Chancellor at least once per semester to discuss the academic progress of student-athletes and give input/answer questions on issues that affect athletics and academics. I also worked with the Chancellor to collect data and write the Chancellor's Report on Athletics which is presented to Senate in late Fall. This year the Chancellor was unavailable to present the report and I presented it to the Faculty Senate.

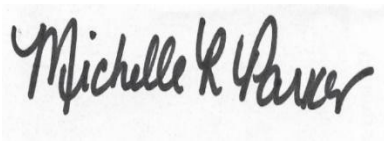
Horizon League:

As a member of the Horizon League there are several duties and functions performed by the FAR. At the end of each of the 14 sport's seasons, the FAR's of the league are sent the names and dossiers of the nominees for academic all-conference awards within that sport. We are required to read over each dossier (about 20-24 athletes per sport) and then vote on those that we feel based on their academic and athletic performance deserve that honor.

In the Spring, I am expected to select 1 female and 1 male senior student athlete for nomination from PFW to the Horizon League Post Graduate Scholarship. I send out the scholarship information to our qualified student athletes, vet the submission and select our PFW male and female nomination and forward their application packet to the Horizon League. The Horizon League sends all FARs the application packets for each nominee from each school. Using a rubric, we evaluate each athlete based on their achievements in academics, athletics, service and leadership

and submit our evaluations which are then compiled and 1 female and 1 male athlete scholarship winner is announced by the Horizon League.

The Horizon League FAR's hold a video conference once per month to meet and discuss legislative and procedural issues. I read the prepared documents and policies and attended and participate in these meetings. I was elected to serve as Vice-Chair of the Horizon League FAR committee for a 2 year term from Fall 2024-Summer 2026 and then will serve a 2 year term as Chair from Fall 2026 – Summer 2028. I have worked with my fellow FARs on sharing our Don Zone training as they felt it would be beneficial on their campuses as well. I have been working with all of the FARs in updating the Horizon League document from 2019 on Excused Absence Policies within the league.

A handwritten signature in black ink that reads "Michelle R. Parker". The signature is written in a cursive, flowing style.

Michelle R. Parker

Associate Professor of Practice in Information Technology

Faculty Athletic Representative

Purdue University Fort Wayne