

## UNIT: Athletics

### FY2013: Student and Academic Support Services Five Year Program Review

#### What is a Program Review?

This program review is a comprehensive study of the quality and cost effectiveness of a particular student and/or academic support service program. The purpose of Sauk's program review process is to promote continuous improvement and to link those improvements to other internal processes, including curriculum development, assessment, budgeting, facility planning, and to the strategic plan through operational plans. Information provided in program reviews will be used in internal reports, reports to other agencies, and for institutional planning. The program review for each area is conducted once every five years as dictated by a schedule created by the Illinois Community College Board (ICCB).

#### Why is a Program Review necessary?

ICCB requires all academic & cross-disciplinary programs and all student and academic support services to conduct a program review at least once every five years. The program review process should:

- Examine the need for the program, its quality, and its cost of operation.
- Involve employees of the unit as well as individuals not employed within the unit.
- Examine current information and data on enrollment, persistence, retention, and other data.
- Produce results that are considered in operational planning and budget allocation decisions.

The College's annual required *Program Review Report* to the ICCB comes directly from the approved program reviews.

Also, as a part of accreditation, the Higher Learning Commission (HLC) requires institutions to have an established process to regularly review all programs. Each institution is allowed the latitude to develop and administer a review process that is suited to the institution's unique circumstances and needs.

#### Timeline for the Program Review Process

April/May	Areas are informed that they are scheduled to conduct a program review in the fall of the next academic year
July-Early September	Optional "early start" is available to areas who want to get the Program Review process started sooner. Area leaders are designated Chair of their program review team. A mandatory orientation will be scheduled and hosted by the Dean of Institutional Research and Planning (IR).
Fall semester	Areas conduct their program reviews using this template. The Dean of IR is always available to answer questions during the review process. Occasionally, rough drafts of the PR document will be requested by the Dean of IR for review to stay apprised of progress.
<b>December 20</b>	<b>Program reviews and all other required forms are due.</b> Area leaders are responsible for having their Program Reviews submitted on-time or early.
Fall Semester-March	The college's Program Review Committee will evaluate area program reviews as they are submitted, request revisions, and approve final reviews. Finally, all program reviews must approved by the President.
April 1	Equipment Requests, Personnel Change Requests, and Major Project Requests from <u>approved</u> program reviews, will be forwarded for consideration using the budget allocation process.
Late April	Student and Academic Support Service areas will submit next year's operational plans, including action items identified in the program review.

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#### Instructions

- The area will form a program review team comprised of 5 to 10 individuals recommended from the following groups:
  - Department/unit staff and administrator
  - Employees not part of the department
  - 1 or 2 students
  - Community members and/or industry representatives who are not SVCC employees
- The program review team will complete this template during the review process. Other formats will not be accepted.
- All form areas/questions must be completed (unless specifically noted otherwise).
- Resources needed before the Program Review process begins:
  - Past Operational Plans for your area (last five years)
  - Past Program Review for your area
  - Current FY Operational Plan (they will be modified as the PR process occurs)
  - Access to the College catalog (online)
- **The required ICCB form (found at the end of this template) MUST be completed for each area being reviewed.** It is only one page in length. Make copies of the form as needed and insert into this template.
- The ICCB Best Practices Report is optional and may describe the entire unit or a specific practice. If you choose to complete this piece, you should discuss your best practice and supply evidence of its effectiveness.
- Type the names of the program review team on the SIGNATURES AND APPROVAL page and have the team members sign it during your area's first meeting.
- Submit the following by **December 20<sup>th</sup>** or earlier to the Dean of IR (Steve Nunez):
  - An electronic version of the completed program review template. Do not create a printed copy of the document.
  - The current FY Operational Plan with Program Review modifications added.
  - The completed Signatures and Approval page
- The approval process:
  - Submission of the completed PR template to the Program Review Committee alone does not constitute approval.
  - The Program Review Committee may request additional analysis, clarification, or information, and will not approve the review until it is satisfied that its requests have been addressed
    - Reviews must be approved by the committee and the President *by April 1<sup>st</sup>* in order for requests to be forwarded for budgetary consideration. Reports submitted after December 20<sup>th</sup> may not be approved by the Program Review committee by the April 1<sup>st</sup> deadline which may jeopardize area budgets.

**Data Tables** supplied to you for the Program Review: DT1 (Salaries & Supplies), DT2 (Staffing), DT3 (Graduate follow up)

**QUESTIONS:** Contact the Program Review Committee Chair, Steve Nunez, with any questions regarding your program review.

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#### Alignment with the College Mission

#### **College Mission** *Tells who we are as an institution and what we do*

SAUK VALLEY COMMUNITY COLLEGE is an institution of higher education that provides quality learning opportunities to meet the diverse needs of its students and community.

#### **College Vision** *Tells where we want to go as an institution*

SAUK VALLEY COMMUNITY COLLEGE will be recognized as a benchmark institution of higher education that provides exceptional learning opportunities in response to the diverse needs of its students and community.

#### **Program Mission**

Sauk Valley Community College Intercollegiate Athletic Program will provide student-athletes with a comprehensive and diverse educational experience. This experience will assist the students in accomplishing their athletic, educational, and career goals. These goals will be achieved through collegiate level athletic events, structured team practices, and academic support. This program will give student-athletes a competitive team experience in an environment of school and community support.

#### **Identify the major functions carried out by this Unit** (include as many as are appropriate):

1. Provide administrative structure and support for ten athletic programs.
2. Provide quality coaching for student-athletics through the recruitment and supervision of ten head coaches and their assistant coaches.
3. Provide counseling and academic support for all student-athletes.
4. Fulfill equipment, transportation, and facility needs for all preseason, regular season, and post season practices, games, and competitions.
5. Provide a drug awareness and prevention program for student-athletes.
6. Facilitate media coverage for athletic events and recognition of athletic honors and team accomplishments.
7. Achieve a sense of ownership and school pride for the student body, Sauk staff and administration, and the Sauk Valley district.

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**PART 1: FINANCES – COST EFFECTIVENESS**

Insert Data Table 1 here (Expenditures: salaries & supplies)

See Appendix A found at the end of this document.

1. Using data table 1, *describe* the five-year income and expense trends for each area.

As we look at the data table for trends and the reasons for these trends, let's look first at columns C through F. These four columns deal with scholarship athletes and the costs (income) of our scholarship program. First when looking at the total number of athletes that are on scholarships, understand that our max number of waivers available has stayed at 84 since 1997. So when you see numbers higher than that, such as 113 in 2008, that number includes partial waivers (single semester counts). Take for example 2012; the data shows 112 athletes with scholarships when in actuality we only used 75 of our 84 available waivers (56 full and 41 partial). There is one significant trend in these four columns, and that is column D, tuition fees waived. There has been approximately an 8.5% increase (8.9% in 2011 and 8.1% in 2012) in the total amount of fees waived the last two years. This increase is affected by two things: tuition fee increases and the total number of hours taken by the waived athletes. I see this trend continuing as Sauk Valley pushes for higher completion and transfer rates for our students and student-athletes. The student-athletes are starting to better understand the values of using the max number of hours that can be covered by the waiver (18 per semester 36 per year) to help them complete their associates degree or transfer.

There are four other columns in the data chart that we feel need to be explained so the numbers can be better understood. First, in column N there is a \$61,000 increase from 2008 to 2009 and then the column continued with small increases. 2009 was the first year that the athletic director's salary was changed to the student activity fund and charged to the athletic department, so this skews the final column (unlabeled) when compared to 2008 positive number. Second, in column M direct expense, in the three years since 2009 even with fixed cost increases, there has been a downward trend in direct expense. This could be attributed to decreased (or more efficient) spending by our coaches or to budget cuts in certain areas. But it is also affected by postseason play and the success of our teams. Successful teams have more postseason competitions, trips to Region IV Tournaments and Region IV championships, and trips to national competitions. So we must be careful when looking at this trend. Third, when looking at the Income minus Expense column, (unlabeled and not including 2008 which affected column N, previously explained) the major factor which affects these numbers from year to year most often is column H, non-scholarshipped tuition and fees. This impact leads us into area 2 of the cost effectiveness.

2. *Describe* what your area did during the previous five years to improve the program's financial viability.

The area of athletics has done an outstanding job over the last five years of controlling our expense increases as can be seen by column N and also during the previous five years of 2003 through 2007. This is an important part of financial viability, but as previously discussed can be affected by several factors. In our last five year review (2003-2007), we understood the impact that column H (as shown in the current data) could have on our financial efficiency. For this reason, goal number 5 of our 2003-07 five year review was to continue to strive to increase the total number of student-athletes in our athletic department. We emphasized this to our coaches, understanding that this would increase the strain on their budget and also increase the time commitments of their coaching position. As you can see by the increase in column H, it was successful up to 2011. What happened in 2011 was that the priorities of the college

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changed. The emphasis went to completion and transfer and coaches were starting to be held accountable for their additional student-athletes that were not completing (retention) the year, their degree, or transferring to a four-year college or university. This group of non-scholarshipped student-athletes was most likely to be unsuccessful in this high skill area of collegiate athletics and then lose their motivation to continue their academics. We told our coaches in 2011 (and even more so now) that we cannot recruit additional student-athletes that might decrease our retention rates. This is disappointing because our coaches can bring in additional recruits and increase the amount in column H, but we don't have the manpower or budgets to support an additional JV schedule that could motivate these student-athletes and keep them in school semester after semester.

3. Describe what your area will do over the next five years to improve the financial viability of the program.

As a committee, we still feel increasing our total number of student-athletes is very important and we need to develop a strategy to better support these additional student-athletes both in their sport area and in their academic success (retention and momentum). This ability to increase our number of athletes while maintaining our number of waivers is a large part of maintaining our financial viability. To increase their academic success, we need to identify these students and require academic checks (early counselor contact and possible required courses such as CSS 100) to monitor their progress. With this additional support, we should be able to increase their retention rates and their persistence in classes. This area could also include adding an additional sport that could attract additional student-athletes, just as additions such as fire science has attracted additional students.

Another change we will make this coming year to lower our athletic expense is to require that all athletes will need to have primary insurance to participate in athletics. This will lower the insurance cost for the secondary coverage that is needed for our athletic program.

There are two other areas that can help with our financial viability that we will look into during the next two years. The first area is increasing attendance or more importantly increasing revenues from this area. We have been slowly increasing attendance at our events, but at this time we only charge for indoor (gym) events. Per our operational plan this year, we will look into the feasibility to charge for our outdoor team events. Not only will this admission income increase our gate income for fund 5, it should also increase our booster club membership by a significant number. At this time, baseball and softball fans do not have the option of a money-saving benefit of joining the booster club that includes free admission to all events, a major reason why many of our volleyball and basketball fans join the booster club and then get contacted with our email updates and special events. The other area that we will look at statistically next year is charging waived (scholarships) athletes for classes that they drop that are covered by the waiver. For athletes, we build a safety net to maintain NJCAA eligibility (12 hour passed) by having them take an additional (15 or 16 hours) course in case they have trouble in a course. At times, athletes drop these courses when they are not needed for eligibility even though they are needed for completion and transfer. By charging waived athletes for these courses, they should be much more focused to complete the course (\$300 or \$400 cost if they don't), increase momentum and completion rates, while lowering column D (fees waived) and increasing column H (scholarship tuition) somewhat.

→**Was the financial viability plan and the fiscal year(s) of implementation added to the area's Operational Plan? x  YES!**

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**PART 2: QUALITY**

**PROFESSIONAL DEVELOPMENT & STAFFING**

Insert Data Table 2 here (staffing)

**Administration and Coaching Staff 2013**

<b>Administration</b>		
	Dean of Student Services	Luis Moreno
	Athletic Director	Russ Damhoff
	Administrative Assistant	Diane Young
<b>Coaching Staff</b>		
Baseball	Head Coach	Rene' Valdez
	Assistant Coach	Noel Aponte
	Volunteer Assistant Coach	Chris Davis
	Volunteer Assistant Coach	Ted Taylor
Men's Basketball	Head Coach	Russ Damhoff
	Assistant Coach	Chase Randall
Women's Basketball	Head Coach	Jed Johnson
	Assistant Coach	Jordan Chappell
Cross Country – Men & Women	Head Coach	Mike Sullivan
Golf	Head Coach	Dave Williams
	Volunteer Assistant Coach	Walt Clevenger
	Volunteer Assistant Coach	Bill Stotzer
Softball	Head Coach	Bob Lowe
	Assistant Coach	Gary Lowe
Tennis – Men & Women	Head Coach	Sara Kipping
Volleyball	Head Coach	Jay Howell
	Assistant Coach	Abby Howell

4. Describe the current staffing trends in your area. Are they adequate and appropriate?

There are two areas of staffing in the athletic area. The first area is that of coaching staffs for each of our athletic teams. All of our team sports have both a paid head coaching position and a paid assistant coaching position. Our individual sports have a paid head coaching position. With the assistance of volunteer coaches in several sports, this staffing is adequate, especially with the tight financial atmosphere at this time. But we must be accountable in the area of salaries. The work load on a college coach compared to a similar sport position at the high school level is much greater. The work load includes much longer seasons, more highly skilled practice structures, and the time commitment to recruiting that high school doesn't have. So to have our coaching stipends below or even the same as their high school counterparts is very unfair to our coaching staffs and need to be monitored. These salaries should be compared to area high schools stipends and coaching salaries within the Arrowhead Conference and Region IV.

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The second area of staffing is in team support. The first part is athletic office staff. In our last five year review both Goal 1 and Goal 2 stated the need for full-time secretarial support for our athletic office. Since that time, our secretarial support has actually been cut from 30 to 25 hours. While this loss of support hours has been taking place, the responsibility for our athletic website has shifted more and more to our administrative assistant to maintain. In addition to this increased responsibility, the NJCAA has increased their documentation (paper trail) requirements in the areas of scholarship, letter of intent, eligibility requirements, and national statistics requirements for our athletic teams. For these reasons, we feel that a 25-hour administration assistant is not enough for the athletic office.

The second part of team support is the need for an athletic trainer. At this time, we only have trainer support for in season athletic competitions, and even this is becoming difficult to find without an on-staff trainer. This is a position that our area high school athletes take for granted at their schools. Stated again as a goal in our last review, this position is becoming increasingly important with the new concerns over concussions and baseline testing of athletes. Not only do our athletes risk inadequate daily treatment for minor injuries, the misdiagnosis of major injuries by our coaching staff that only have basic training or their need to send athletes to expensive alternatives for diagnosis is increasing our insurances cost and could lead to liability issues. This is our biggest area of weakness in athletic staffing.

5. If staffing changes are needed for this area within the next five years, please describe the needed changes, the rationale for the change, and the fiscal year needed OR indicate “none.” Indicate any planned retirements and staffing needs to replace the position currently held by the retiree.

In the next five years, the administrative assistant position for athletes should be changed to a full-time position. Again, the reason for this change is increased website responsibility, increased requirements of documentation by the NJCAA, the increased number of athletes and the increased number of requests by coaching staffs in the area of academic success. This position already has more budget responsibilities (50 different budget accounts) than almost any other administrative assistant position. This change is difficult with the current budget funding issues, but it needs to be seriously considered if the state budget stabilizes.

As for the athletic training position, this could be a part-time position at Sauk Valley combined with another area of responsibility within the community. Many area community colleges (and high schools) have received major assistance from their area hospitals and medical centers in staffing this position and sharing the cost to help provide coverage. In this way the financial responsibilities are shared with the medical center and the medical center helps to provide the personnel coverage. If this arrangement can be found, then this additional athletic training staff could be in place within the next two years.

**→If staffing changes are necessary, was this added to the Operational Plan in the appropriate fiscal year(s)?  YES!**

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6. Have 100% of full-time employees participated in some form of *professional development* during the past 5 years? If no, explain why.

<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	
<input type="checkbox"/>	No

There is only one full time employee in the area of athletics. This is the position of Athletic Director combined with coaching and teaching responsibilities. In the coaching area, yearly (personally funded) the men’s basketball coach has attended the National Association of Basketball Coaches (NABC) national convention and the coaching educational meetings (ethnic, rules, advancement, professional responsibility) as well as the coaching clinics held at the convention to maintain my professional development in the coaching area. Because of budget restraints the athletic director has not attended national meetings for athletic directors both at the national level (NACDA) for four-year and two-year athletic directors or the national NJCAA meetings for two-year directors.

7. If area employees (including part-time) need any specialized and/or required professional development within the next 5 years, then list the specialized professional development needed, the year of anticipated need, and what employee will need to participate in the professional development.

<b>Employee Name/Position</b>	<b>Description of Specialized/Required Professional Development Activity</b>	<b>Fiscal Year Necessary</b>
Russ Damhoff/Athletic Director	NJCAA Eligibility Seminar 06/10 West Memphis, TN, 07/18 Raleigh, NC	2013-14
Rene Valdez/Head Baseball	Require CPR and AED certification	Every 2 years
Mike Sullivan/Head Cross Country Men&Women	Require CPR and AED certification	Every 2 years
Dave Williams/ Head Golf	Require CPR and AED certification	Every 2 years
Sara Kipping/Head Tennis Men/Women	Require CPR and AED certification	Every 2 years
Jedidiah Johnson/Head Women’s Basketball	Require CPR and AED certification Master’s Degree Program	Every 2 years 2013
Jay Howell/Head Volleyball	Require CPR and AED certification	Every 2 years
Robert Lowe/Head Softball	Require CPR and AED certification	Every 2 years
Russ Damhoff/Head Men’s Basketball	Require CPR and AED certification	Every 2 years

*\*If more rows are needed, right click on table and add rows.*

**→If specialized professional development is necessary, was it added to the area’s Operational Plan for the correct fiscal year?  YES!**

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→When necessary, were professional development plans filed with the Human Resources Department?  YES!

8. For each full-time employee, describe the professional development that he/she will participate in within the next 5 years (not already listed above)?

Employee Name/Position	Description of Anticipated Professional Development Activity.	Fiscal Year(s) of Activity

\*If more rows are needed, right click on table and add rows.

→Were the professional development activities added to the area’s Operational Plan for the correct fiscal year?  YES!

→When necessary, were professional development plans filed with the Human Resources Department?  YES!

**EQUIPMENT & SUPPLIES**

9. Identify new and/or replacement equipment, software, and/or supplies over \$1000 needed by the program within the next five years. Also supply cost estimates, the anticipated fiscal year needed, and a rationale for the purchase **OR** indicate “None.”

Equipment/Supplies Needed & Rationale	Projected cost (\$) (one-time)	Projected cost (\$) (annual)	Fiscal Year needed
Video editing equipment; at this time our editing equipment is 20+ years old and is VHS and outdated. Once updated, this equipment can be used by coaches to prepare for practices, games, and for the recruitment of their athletes.	5,000		2013-14
New gym scoreboard*; the scoreboard is currently 20+ years old and the controls and boards are outdated. Current standards are digital and our current design is not. They	40,000		2015

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are very hard to get parts for and to find backup for in case of malfunction. *Corporate sponsorship maybe a possibility to assist with payment for the new scoreboard.			

\*If additional rows are needed, right click on table and add rows.

→If equipment is needed within the next five years, was it added to the area’s Operational Plan for the correct fiscal year?  YES!

**FACILITIES**

10. Discuss with the Director of Building and Grounds (ext. 299) to determine if your area is accessible to disabled persons? If no, what upgrades are needed be in compliance?

We contacted Frank Murphy, Director of Building and Grounds, to view the athletics area. Mr. Murphy and Russ Damhoff toured the athletic area to check accessibility for disabled persons. It was determined that there are several areas that are not accessible to disabled persons. The two classrooms areas 2H1 and 2G3 are not accessible. They are used as team rooms during the basketball season. If there are disabled persons that need accessibility to the team room, the room could be adjusted to the main building with advanced notice. The men’s locker room is not accessible to disabled persons, with stairway accessibility only. For these two areas, Frank Murphy will discuss with engineers (and check current plans) for options to make these areas accessible to disabled persons.

→If facilities need to be upgraded to be accessible to disabled persons, was the facilities upgrade added to the area’s Operational Plan?  YES!

11. Identify current facility deficiencies that currently & negatively impact this area (exclude items found in questions above), **OR** indicate “None.”

Our one major facility at this time that is deficient is our track. Even without a track program, this is the one facility in the spring, summer, and fall that is used by all the athletic teams. It would also be used by staff, our general student population (especially those registered for the fitness center), and the general public in large numbers if it was in better condition. In the last 25 years, the track has gone from a facility in average condition, to a facility that has deteriorated to the point that it no longer provides a level, cushioned surface which walkers, runners, and athletics want to use. If there is a way with special funding to upgrade this area, it would again turn into an exercise facility that is used by a high number of Sauk students, staff and athletes, as well as the general public to maintain their fitness levels.

→If a facilities upgrade is needed immediately, was the facilities upgrade added to the area’s Operational Plan?  YES!

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12. Identify anticipated facility improvements and/or additional facility space that will be needed within the next five years and list the anticipated fiscal year the renovations would be needed, **OR** indicate “None.”

Description of Facilities Improvement Needed	Fiscal Year Needed
<p>The facility improvement that must be done in the next five years is the upgrade of the locker room area, as there are no separate locker rooms and showers for home teams and opponents. This is a safety and security issue that needs to be resolved. Our opponents, as well as our own athletes and coaches, feel very uncomfortable allowing two teams that have just competed against each other in sometimes heated competition, to immediately after the game return to a shared locker room area, bathroom facilities, and shower area. Many times our opponents because of these conditions feel they do not want to share these facilities and instead are forced to return home without showering which is unsafe (health wise) and very uncomfortable. The facility upgrades would not require a new facility but a remodeling of the existing structures to divide the shower room area and add bathroom facilities at one end. This, along with updating showers for more privacy, was a major priority (goal #4) in our last five year review and the locker room facility is the same age as the outdated science labs that were recently updated.</p>	<p>2014</p>

→If an anticipated facility upgrade is needed within the next 5 years, was the facilities upgrade added to the area’s Operational Plan for the correct fiscal year?  
 YES!

**SERVICES**

Insert Data Table 3 (Graduate follow-up surveys, if applicable)  
 Not applicable, skip question 13-14

13. If applicable, examine the Graduate follow-up surveys summaries provided in the above table. What was the average rating for your area during the last five years?

Fiscal Year	Average rating (0-4)

14. Were any area modifications made to the area in response to the survey rating? What were the modifications?

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15. Was a different student survey already administered (including Noel-Levitz) during the previous five years that provided quality feedback on the student or academic services provided by the area? If yes, describe the survey instrument(s) used and the useful information taken from the survey. What changes were made in response to the survey?

x	Yes
<input type="checkbox"/>	
<input type="checkbox"/>	No

Based on our last five-year review in 2008, the athletic department instituted an Entry/Exit survey (started in 2009) that is given to all athletes at the start of each school year and then again once their season is completed. This survey has provided important information in several major areas that has allowed us to show the values of our athletic program and to better understand our student-athletes. This additional information will help us improve our athletic program in the areas of recruiting, retention, and completion (transfer). This survey has provided us with feedback (years 2009-10 and 2011-12 complete and 2010-11 was incomplete) showing that the two main reasons student-athletes attend Sauk Valley are the cost of the school and the scholarship (waiver) opportunities. The survey also tells us that almost two thirds of our student-athletes (62.6%) would not be here if not for our athletic programs. Almost three fourths of our student-athletes (73.4%) were recruited by our coaching staffs to attend Sauk Valley.

One of our goals in 2008 (Goal 1, Part 1) was to make sure each athlete received personalized counseling support and that all schedule changes were approved (Goal 1, Part 6). Our Entry survey shows that one week into the fall semester 94.3% of our student-athletes are satisfied with their fall academic schedules.

With the Entry half of the survey providing information on why our student-athletes are here and how satisfied they are starting the fall semester, our Exit survey tells us about their experiences at Sauk. First, 94.7% of our student-athletes told us that the information they were given during recruiting (on scholarship opportunities, numbers at their position, and play opportunities) was accurate. This should be the base of a positive experience, and the Exit survey tells us this is true not only athletically, but academically and socially as well. 91.6% of our athletes (2009-10 & 2011-12) said their athletic experience was good. Even more importantly, 94.7% of student-athletes said their academic experiences were good and 100% of our athletes said their social experience was good while attending Sauk Valley. Most importantly, we found that 85.4% of our student-athletes would recommend Sauk Valley to athletes at their high schools.

Many of the changes made because of the survey are done on a team-by-team basis. If there is a recruiting information gap for a certain team, we talk to that coaching staff about a way to correct it. We had certain teams complain that they were missing classes for competitions, so we provided additional information to the counseling offices for registration and we took a look at the schedules to see if we could decrease the conflict. We also show coaches the feedback from athletes (this is compiled in group form) on coaching techniques and coaching areas that student-athletes felt could be improved. It also allows us to check if our student-athletes felt there were any abuses (verbal, mental, or physical) by coaches and their staffs.

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→If an “in house” student survey was used by your area, did you attach a copy of the survey instrument and a summary of the results?  YES!

16. What student survey instrument(s) will be used within the next five years to receive quality feedback on the student or academic services provided by your area? Describe the instrument(s) and the type of information it will provide and the year(s) it will be administered.

Our Entry/Exit survey has been very successful providing us feedback from our athletes and we will continue to use this survey the next five years. As stated in our 2013 Operational Plan, we will add several additional questions that are specific to retention (both semesters and year to year) on why our athletes did not or will not return, and what changes could have kept them at Sauk Valley. The additional questions will be in place by the start of FY2014, the 2013-14 school year.

→Was the survey instrument(s) and year of implementation added to the area’s Operational Plan?  YES!

17. Describe the results of the Unit’s efforts to immediately improve efficiencies (not already listed), **OR** indicate “None.”

The first area during the last year that we tried to improve efficiencies was providing sport information to the Sauk Valley student body, Sauk Valley faculty and staff, and the general public. Even with the decreased hours of our administrative assistant, we have attempted to keep the athletic website updated for all of our sport programs and to update the site daily for the teams currently in season. This way all three groups (students, staff, and public) can get current results for all of our sports teams. Even more important, they can view up-to-date scheduling for competing teams so they know when the home (and away) contests are scheduled and can plan their schedules to attend and support our teams in person as well as look forward to future results. The second part of providing current sport information to all three groups as well as our booster club members is with our email sport updates. This allows interested Skyhawk fans the ability to keep up with all the current sport action just by clicking their email. We also have just recently started “Sport Flashes” that alert faculty, staff, and booster club members to home athletic events taking place in the next 24 to 48 hours.

The other area that we have current efforts to improve efficiencies is in the area of academic success (retention and momentum). Within the last two months we have worked in cooperation with our Retention Specialist (Sarah McFarlane) to survey teams on their academic needs, especially in the area of time management. Sara has also provided mini workshops to teams in this area. Tied into these efforts, there will be an additional CSS 100 class offered during the spring semester for our student-athletes. Athletes that fall below 1.75 GPA or 12 hours passed, or take an intersession course to maintain eligibility, will be required to take this course.

→Were immediate improvement efforts added to this area’s current FY Operational Plan?  YES!

18. Describe any future changes to improve efficiencies or services and indicate the FY of implementation; **OR** indicate “None.”

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Proposed Change	Fiscal Year Implemented
<p>We have two areas that are part of our 2013 Operational Plan that should help us improve our efficiencies in our student-athletes academic success. First, this year we will collect data to determine the success of our student-athletes that take remedial courses. This will help determine additional support that is needed for these student-athletes. We are also going to give two awards (one to an individual sport and one to a team sport) this year to the teams that averaged the highest number of credit hours completed per athlete. We hope this will provide the focus for our athletes to stay on schedule (momentum) to graduate and or transfer to a four-year college or university.</p>	2014

\*If more rows are needed, right click on table and add rows.

→If anticipated improvements will be added within the next 5 years, was the improvement and the fiscal year of implementation added to the area’s Operational Plan?  YES!

**MARKETING**

19. What marketing strategies has the area already conducted within the last five years to promote the student or academic support services offered by the area? Summarize the findings.

There were three areas emphasized during the last several years in relation to marketing strategies for our athletic department. First, we worked to track our local media coverage to find out what type of coverage (the percent of our competitions that were being covered) we were receiving and if we could improve it with additional efforts by our coaching staff and athletic office. In 2009-10, 63% of our competitions were covered in some form by our local print media. With additional efforts by our coaching staff to call in all events at appropriate times, we increased the percent of competitions that were covered by the print media for 2010-11 to 70%. In 2011-12, the percent of competitions that had at least results being posted was at 87%, and 67% of our competitions had written coverage in addition to results being posted.

The second area that has become very important to recruiting is the athletics web page. Providing updates, results, and current team information is something prospective athletes expect and use in their recruiting process. We also have a “Recruit Me” page that is part of each team’s web page that prospective athletes can fill out and submit online that goes directly to the athletic office and each coaching staff.

Finally, we have continued to publish the Fall and Winter Sport Books covering all of our athletic teams. These books include current rosters and schedules as well as records, honors, and awards for previous seasons, and a history of our previous athletes and teams athletic success. This is the number one piece of recruiting material that we give to athletes during the recruiting process and is much more than a program that fans attending our games can use to

**UNIT: Athletics**

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learn about our current athletes.

*\*If additional rows are needed, right click on the table and insert rows.*

20. What marketing strategies will the area conduct within the next five years to promote the student or academic support services offered by the area and what is the proposed year of implementation? What benefits are you predicting from the new marketing strategies? What data will be collected to monitor the potential impact?

<b>Marketing Effort</b>	<b>Expected Benefits/Data collected</b>	<b>Fiscal Year of Implementation</b>
1) Get our sport updates and sport flashes to the Sauk Valley student emails by having IT develop a SVCC Athletic group that students can sign up for to receive the updates.	1) By getting this information to our students in a timely personal manner, we hope to increase our student attendance to our home competitions.	2014
2) Secure a “Flagship” radio station that would cover more of our competitions, both home and on the road.	2) Increase fan support both in game attendances and public interest in our teams as they go through the season.	2015
3) Look at Twitter as a way that fans can follow their teams through coach’s comments during their team’s preseason, in season, postseason, and recruiting season.	3) Generate a stronger following for our teams, both in season and out.	2016
4) Have a student-athlete of the month that could be published in areas such as the Hawk’s Nest or on the web.	4) Recognition of our student-athletes and an additional connect to our athletic program by all areas of the school.	2014

*\*If additional rows are needed, right click on the table and insert rows.*

→ **Was the PR/marketing coordinator contacted for suggestions?** x  **YES!**

→ **Were the marketing suggestions and year of implementation added to the operational plan?** x  **YES!**

**Additional Information**

21. Use the space below to indicate any plans not carried out from the last program review and explain why OR put “none”.

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There were three major areas (goals) of our last five year review that were not carried out, due mostly to budget restraints.

- 1) Renovations of locker room facilities.
- 2) Full-time secretarial position for the athletic office.
- 3) Securing a “Flagship” radio station for our athletic events.

22. Describe any possible changes (not already addressed) that may be imposed on your area or the College that will negatively or positively affect the efficiency of your area and the year of expected implementation. Examples may include changes in state or federal regulations, ICCB requirements, or a dramatic demographic change OR indicate “none.”

Describe the “imposed change”	Fiscal Year change will take affect
None	

23. Referring to the question above, what strategies will the area implement to address any concerns? If no concerns, indicate “none.”

Describe the proposed strategies to deal with the issues above	Fiscal Year of implementation
None	

→If applicable, were the strategies added to the Operational Plan?  YES!

24. Use the space below to tell the PR committee about any program issue(s) not addressed within this program review or indicate “none”. Indicate any possible solution to the program issue.

Persistence	FY2008	FY2009	FY2010	FY2011	FY2012	Totals
All Full-Time	78.5%	78.6%	79.0%	78.2%	79.3%	78.7%
Athletes only	82.4%	82.3%	84.4%	85.6%	82.6%	83.5%
<b>Retention</b>						
All Full-Time	90.5%	85.4%	86.9%	87.0%	82.7%	86.5%
Athletes only	99.1%	94.3%	96.1%	95.9%	92.9%	95.6%
<b>Persistence</b> is defined as the % of students attaining A - D or P grades for classes they were enrolled in for both the fall and spring semester of each FY.						

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**Fall to Spring Retention** is defined as the % of students who enroll in the fall semester and reenroll in the following spring semester (excluding transfers and graduates). Only full-time students were used as a comparison group.

In addition to our athletic goals we also want our student-athletes to reach their goals on the academic side. With Sauk Valley's major focus on the persistence and retention of our students, we want to make sure this is true of our student-athletes as well. As this chart shows our student-athletes run well ahead of our overall student body in both persistence and retention. Our goal for our athletic program is to make sure we recruit student-athletes that can be successful both in the classroom and in competition.

→Were the solution(s) added to the Operational Plan?  YES!

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**STUDENT & ACADEMIC SUPPORT SERVICES**

**PROGRAM REVIEW SUMMARY REPORT**

*Required ICCB Report*

Sauk Valley Community College

Academic Year 2012-2013

<b>Service Area (Unit)</b>	Athletics
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**Major Findings and Improvements/Modifications to the Area**

Provide a brief description (150 words or less) of the function of the program, strengths and weaknesses, and any quality improvements or modifications made since the last program review.

The function of the athletic program at Sauk Valley Community College is to provide our students opportunities in the area of athletics and to connect our college to our district and our communities. For our students this is an important part of a balanced educational experience (instructional, cultural, and extracurricular), for our district it's their opportunity to enjoy and support our collegiate successes that reflects the high level of achievement at Sauk Valley Community College.

The strength of our program is the quality of our student-athletes, not only in competition but also in the classroom. In the past four years, 19 student-athletes have been named Academic All-Americans by the NJCAA and 105 of our student-athletes have been named Academic All-Conference by the Arrowhead Conference. This also reflects the high level of achievement that Sauk Valley Community College stands for. Add to this that the majority of our athletes (62.5% in FY12) come from within our district and you can see the value of our athletic program reflecting the quality of Sauk Valley Community College to our district.

As with many of the colleges during this financially tight period, our weaknesses are tied to the budget. Limited funds to support teams, to add personnel such as an athletic trainer, or to find funds to remodel outdated locker rooms are challenges that need to be overcome. But our five-year review shows that our athletic area has done a good job of controlling our expenses and maintaining our financial viability. Compared to our previous review our current review shows that our student-athlete enrollment has increased by approximately 10% helping to generate additional income for the college. Overall the long term impact our area has on our student-athletes and our district is a great value for Sauk Valley Community College.

**Statewide Program Issues (if applicable)**

Provide a brief description of emerging state or national problems and/or area issues that will eventually affect your area, but cannot be addressed effectively at the local level or indicate "no issues."

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**BEST PRACTICES REPORT**

*Optional ICCB Program Review Report*

**Sauk Valley Community College**

**Academic Year 2012 – 2013**

The ICCB Best Practices report is optional and may describe the entire unit or a specific practice. IF this piece is completed, discuss your best practice and supply quantitative and qualitative data as evidence of its effectiveness.

**Title of Best Practice**

In-District Recruiting

**Programmatic Area** (use an X to mark appropriate area)

	Academic Discipline
	Career and Technical Education
	Cross-Disciplinary
x	Student & Academic Support Services

**Description of the innovation/best practice (150 word limit)**

Sauk Valley is a rural community college district with no large population centers within its district. Out of a 4-class Illinois High School Association sport play-off system (1A being the smallest and 4A being the largest), only 2 of our 12 public high schools are in the larger classes (both 3A). Even with this lack of population base our top priority in our athletic recruiting is to recruit in-district athletes first. We feel the key to our athletic success is to build around the top athletes in our district. Even with all 10 of our sport teams competing at either the Division I or Division II scholarship level, we have maintained a high percent of our athletes on our team rosters from within the district. We must bring a certain number of athletes from outside our district to compete at the top level of our region (Region IV), but our overall strength still comes from our local high schools. Not only does this help our athletic program, but these area stars attract other students from their high schools to Sauk Valley College. In 2011-12, 62.5% of our student-athletes were from within our district. While we may not be able to maintain this high of a percent of in-district student-athletes every year, to recruit our in-district athletes first and build our teams around that base will remain our top priority. Our athletic success depends on this effort, as does our fan support at our athletic events. Again in FY2013, our top Skyhawk fall sports team, volleyball, made it to the Region IV Championship match after an outstanding season. Of the 10 women on the roster, 9 of them were from our district schools. In-district recruiting is a win-win situation that we will continue to prioritize at Sauk Valley Community College.

**What is the quantitative and/or qualitative evidence to support the best practice?**

While achieving this in-district recruiting percent, both of our men’s and women’s basketball teams had 20+ win seasons and our softball team set a new record (47-17) for wins in one season, coming off qualifying for the national tournament the previous year.

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**Contact Information**

Sauk Valley Community College  
Name & Title: Russ Damhoff/Athletic Director  
Phone Number: 815-835-6234  
E-mail Address: [russ.k.damhoff@svcc.edu](mailto:russ.k.damhoff@svcc.edu)

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<b>SIGNATURES and APPROVALS</b>	
<b>NAMES AND SIGNATURES OF THE PROGRAM REVIEW TEAM</b> Add lines if needed Signatures indicate that team members concur with the findings of the program review.	
NAMES (Indicate chair/co-chairs)	SIGNATURES
Russ Damhoff/ Chair	
Diane Young	
Jedidiah Johnson	
Chris Byar	
Ray Sharp	

<b>PROGRAM REVIEW COMMITTEE</b>	
This Program Review is complete and acceptable.	
This Program Review is complete but the conclusions <i>are not</i> fully substantiated.	
This Program Review is incomplete and unacceptable.	
Comments are attached (optional)	
Program Review Committee Chair; Date	
Program Review Committee Co-Chair; Date	

<b>ADMINISTRATIVE APPROVALS</b>	
Administrative signatures indicate an acceptance of the program review	
Dean or Program Administrator	
Academic Vice President (if appropriate)	
President	

**UNIT: Athletics**

**FY2013: Student and Academic Support Services Five Year Program Review**

**Appendix A**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	*Income minus
			Scholarship Tuition / Fees Waived	Athletes Apportionment	Course Fees	Non scholarship Walk-On Athletes	Athletes Tuition / Fees	Athletes Apportionment	Course Fees	All Credit Hours	Athletes Total Income	Direct Expense	Prorated Athletic Expense	Income minus Expense	
Year	Sport	Athletes	Fees Waived	ment	Fees	Athletes	Fees	ment	Fees	Hours	Income	Expense	Expense	Expense	Expense
2008	Men's Basketball	14	30348	7666	1964	3	11290	1484	319	516	53071	27557	5819	19695	-10653
	Men's Baseball	20	36944	10775	2697	17	46724	8988	1962	1052	108089	23496	8313	76280	39336
	Men's Cross Country	3	3494	1060	177	5	13970	3728	432	221	22860	3153	1247	18460	14966
	Men's Golf	5	11340	3125	610	7	12198	2708	386	295	30366	13388	2078	14901	3561
	Men's Tennis	8	13744	4550	661	2	5815	349	118	243	25237	6030	3325	15882	2138
2008	Women's Basketball	14	29745	8064	1617		5453	0	0	432	44879	43453	5819	-4392	-34137
	Women's Softball	15	28098	8052	1674	5	19191	2923	554	589	60493	20023	6235	34235	6137
	Women's Cross Coun	6	7686	1965	428	1	2414	354	100	125	12946	6305	2494	4147	-3539
	Women's Volleyball	12	18140	4945	1136	1	4380	269	134	279	29004	20552	4988	3464	-14676
	Women's Tennis	15	22136	5411	1180	1	4761	679	48	332	34215	6884	6235	21097	-1039
	Women's Other	1	492	58	0		693	0	0	15	1243	0	416	828	336
	<b>2008 Total</b>	<b>113</b>	<b>202167</b>	<b>55670</b>	<b>12144</b>	<b>42</b>	<b>126888</b>	<b>21481</b>	<b>4052</b>	<b>4097</b>	<b>422403</b>	<b>170840</b>	<b>46967</b>	<b>204597</b>	<b>2429</b>
2009	Men's Basketball	15	31098	6206	1998	6	19126	1479	687	592	60593	45765	16795	-1967	-33065
	Men's Baseball	19	37083	7245	2380	25	51542	5462	2238	1040	105950	24580	21273	60096	23013
	Men's Cross Country	3	4905	1461	348	4	11904	1333	375	198	20326	5164	3359	11803	6898
	Men's Golf	8	15418	2765	825	7	22198	3073	673	443	44951	14305	8957	21688	6271
	Men's Tennis	7	10040	2019	482	1	5185	845	50	179	18620	6557	7837	4226	-5814
	Men's Other														
2009	Women's Basketball	14	26460	4993	1734		5971	0	0	381	39157	36724	15675	-13241	-39701
	Women's Softball	11	23557	4361	1368	6	19097	3346	707	500	52436	18825	12316	21295	-2262
	Women's Cross Coun	3	6787	906	196	1	3440	512	143	121	11982	5164	3359	3459	-3327
	Women's Volleyball	10	19863	3807	1042	4	12337	1663	422	379	39134	23142	11196	4795	-15068
	Women's Tennis	7	16210	3729	455		1989	0	0	215	22381	8752	7837	5791	-10418
	Women's Other														
	<b>2009 Total</b>	<b>97</b>	<b>191420</b>	<b>37490</b>	<b>10825</b>	<b>54</b>	<b>152788</b>	<b>17713</b>	<b>5295</b>	<b>4045</b>	<b>415531</b>	<b>188979</b>	<b>108605</b>	<b>117947</b>	<b>-73473</b>
2010	Men's Basketball	15	31980	6648	1915	4	18354	1296	396	566	60589	45318	15562	-291	-32271
	Men's Baseball	21	32526	8121	2607	23	61519	7256	2384	1057	114413	25961	21787	66665	34139
	Men's Cross Country	6	7781	3537	677	1	10464	535	48	205	23042	4603	6225	12214	4433
	Men's Golf	6	13698	2536	761	9	28785	4068	856	479	50704	14151	6225	30328	16630
	Men's Tennis	7	12104	3276	728	3	15102	2971	206	306	34387	6843	7262	20282	8178
	Men's Other	3	765	236	110		765	0	0	18	1876		3112	-1236	-2001

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2010	Women's Basketball	7	14661	3354	989	8	25202	3564	1024	449	48793	39417	7262	2114	-12547	460301
	Women's Softball	12	22670	5444	1441	5	20748	3345	1126	488	54774	17819	12450	24505	1835	460303
	Women's Cross Coun	6	12638	2523	680	1	5920	230	397	206	22387	4602	6225	11559	-1079	460202
	Women's Volleyball	11	24134	4093	1326	2	6245	574	132	342	36502	18127	11412	6963	-17171	460305
	Women's Tennis	9	16910	4199	777	1	9176	473	86	293	31621	6944	9337	15340	-1570	460302
	Women's Other	3	850	1838	738		1768	0	0	30	5194		3112	2082	1232	
	<b>2010 Total</b>	<b>106</b>	<b>190717</b>	<b>45806</b>	<b>12748</b>	<b>57</b>	<b>204047</b>	<b>24312</b>	<b>6653</b>	<b>4438</b>	<b>484283</b>	<b>183785</b>	<b>109973</b>	<b>190525</b>	<b>-192</b>	
2011	Men's Basketball	13	33027	6004	1666	5	19135	2409	336	528	62577	45995	13074	3508	-29519	460201
	Men's Baseball	23	42692	9582	3282	13	54709	4284	1399	988	115949	25297	23131	67521	24829	460204
	Men's Cross Country	6	10338	3365	660	2	15303	1192	248	259	31105	6826	6034	18245	7907	460202
	Men's Golf	6	12272	2585	501	2	9463	849	1325	220	26995	10100	6034	10860	-1411	460203
	Men's Tennis	7	13876	3355	684	3	15471	1178	201	298	34765	6204	7040	21522	7645	460205
	Men's Other	7	1833	797	190		3494	0	0	56	6315		7040	-725	-2558	
2011	Women's Basketball	13	26625	5047	1810	5	24263	1911	769	517	60424	32309	13074	15041	-11584	460301
	Women's Softball	12	28188	5148	1222	4	16517	1232	393	455	52700	18862	12068	21770	-6418	460303
	Women's Cross Coun	7	16047	3502	873		3583	0	0	200	24005	7964	7040	9002	-7045	460202
	Women's Volleyball	10	26339	4029	1103	1	5786	378	193	326	37827	17635	10057	10136	-16203	460305
	Women's Tennis	7	17018	4855	1542	1	1599	0	0	189	25013	6223	7040	11750	-5267	460302
	Women's Other	3	1424	338	65		742	0	0	24	2569		3017	-448	-1872	
	<b>2011 Total</b>	<b>114</b>	<b>229679</b>	<b>48607</b>	<b>13597</b>	<b>36</b>	<b>170064</b>	<b>13432</b>	<b>4864</b>	<b>4059</b>	<b>480243</b>	<b>177415</b>	<b>114647</b>	<b>188181</b>	<b>-41498</b>	
2012	Men's Basketball	12	35897	6232	1389	8	20691	2818	1322	571	68349	44665	11863	11820	-24077	460201
	Men's Baseball	19	38687	9019	2296	22	63164	6762	2356	1026	122284	28462	18783	75040	36353	460204
	Men's Cross Country	5	11484	3271	435	3	7722	469	73	193	23454	6885	4943	11626	142	460202
	Men's Golf	6	12529	2742	413	3	10934	1750	755	237	29123	8076	5931	15116	2587	460203
	Men's Tennis	6	8869	2754	593	5	19049	1744	316	282	33325	6140	5931	21254	12385	460205
	Men's Other	8	4455	999	215		1980	0	0	65	7649		7909	-259	-4714	
2012	Women's Basketball	12	32696	6102	1579	2	2528	77	10	355	42992	31021	11863	108	-32588	460301
	Women's Softball	11	25400	4922	1644	5	22368	2615	939	483	57888	19184	10874	27829	2429	460303
	Women's Cross Coun	5	13312	3558	942	2	4112	146	60	176	22131	6885	4943	10303	-3009	460202
	Women's Volleyball	11	23858	4268	1348	1	10050	429	93	343	40045	18939	10874	10232	-13626	460305
	Women's Tennis	7	15254	2925	796	1	8664	1358	287	241	29284	6600	6920	15764	509	460302
	Women's Other	10	4396	6569	2719		10296	0	0	148	23980		9886	14094	9698	
	<b>2012 Total</b>	<b>112</b>	<b>226837</b>	<b>53360</b>	<b>14368</b>	<b>52</b>	<b>181558</b>	<b>18170</b>	<b>6211</b>	<b>4119</b>	<b>500504</b>	<b>176857</b>	<b>110721</b>	<b>212926</b>	<b>-13911</b>	
	<b>5 Year Averages</b>	<b>108</b>	<b>208164</b>	<b>48187</b>	<b>12736</b>	<b>48</b>	<b>167069</b>	<b>19022</b>	<b>5415</b>	<b>4152</b>	<b>460593</b>	<b>179575</b>	<b>98183</b>	<b>182835</b>	<b>-25329</b>	

Key is found on the following page.

