

Data Collection for the Head Coaches' APR Portfolio Question and Answer Document

During the 2008-09 NCAA Division I Academic Progress Rate (APR)/Academic Performance Census (APC) data collection, institutions are required to submit the names dates those individuals were employed as the head coach in the sports of baseball, men's and women's basketball, football, women's track, indoor and women's track, outdoor. This data is required for all head coaches employed from August 1, 2003, to the present. Submission of information for head coaches from all other sports will occur during the fall 2010 APR/APC data collection.

The following information contains questions and answers to assist the membership in its understanding of the data collection for head coaches.

1. **Question:** Why are the head coaches' data initially being collected for baseball, men's and women's basketball, football, women's track, indoor and women's track, outdoor only?

Answer: The NCAA Division I Committee on Academic Performance decided on a phased implementation of the program due to the institutional burden of fully implementing the system for the fall 2009 data collection. In addition, a phased implementation will allow identification of any issues with the process of collecting and verifying the data. Data for the pilot program, which will include baseball, men's and women's basketball, football, women's track, indoor and women's track, outdoor, will be collected in fall 2009 and released by summer 2010.

2. **Question:** Can this data be imported from Compliance Assistant (CA)?

Answer: No. However, the majority of head coaches' data are already prepopulated in the institution's NCAA Division I Academic Performance Program (APP) data collection site, so this is not part of a CA import.

3. **Question:** How were the head coaches' data that are prepopulated in the data collection system obtained?

Answer: The information was obtained from the NCAA membership database.

4. **Question:** Should an "interim" head coach be reported?

Answer: No. Only permanent head coaches should be reported in the data collection system. There may be time periods in which the institution reports no head coach for a sport.

5. **Question:** If a sport had cohead coaches, should both coaches' names be reported?

Answer: Yes. All head coaches should be reported. The data collection system will allow overlapping employment periods and the ability to enter multiple head coaches for an academic year for a sport.

6. **Question:** Will head coaches be able to view their employment dates and the team's single year APRs?

Answer: Yes. Head coaches will have an opportunity to view their employment dates with the institution(s) and the team's single year APRs, but not that of other coaches, prior to the public release. However, head coaches will not be able to make corrections to the data. All corrections regarding their employment dates must be submitted by the institution.

7. **Question:** Is there an appeals process available to the head coach if he or she wishes to appeal the team's APRs?

Answer: No. Coaches will have the opportunity to review employment dates; however, there will not be an opportunity to appeal the information reported in the APR portfolio. Such opportunities for appeals would have been available during the annual APP data collection process (e.g., data corrections and adjustments).

8. **Question:** How will head coaches who are no longer employed at a Division I institution be notified of the opportunity to review their employment dates and APRs?

Answer: The NCAA will notify all coaches through their respective coaches' association and a public notice on the NCAA website of their opportunity to review data. That notification will advise coaches who are not currently employed at an NCAA member institution, to fill out a form with their contact information and will receive log-in information.

9. **Question:** What does an institution need to do if the head coach listed in the data collection site appears correct, but the name is misspelled?

Answer: The institution should report the misspelling by clicking on the button "report misspelling." The NCAA staff will review the request and make the necessary

corrections to the head coach's name. An NCAA staff member will contact the individual making the request to notify them of the change.

10. **Question:** Is the employment start date the date the head coach signed the employment contract, or the date the coach began duties as a head coach?

Answer: The employment start date should be the date on which the coach started duties as a head coach.

11. **Question:** Is the employment end date the date on which the coach was no longer employed by the institution or the date on which the coach was no longer the head coach?

Answer: The employment end date is the date on which the coach was no longer the head coach of that sport.

12. **Question:** What if an institution does not submit any data or incomplete data for the head coaches?

Answer: Since this information is considered part of the APC data collection, if an institution fails to submit any data or submits incomplete data on its head coaches, it will render all of its teams ineligible for championships. The institution must submit the requisite data and then request reinstatement for championships.

13. **Question:** Will institutions be able to submit corrections to the data after submission of all APR/APC data?

Answer: Yes. Any corrections to the head coaches' employment data must be submitted during the institution's regular corrections period with any corrections to an institution's APR data. Institutions are permitted to request corrections to APR and APC data for any academic year, including academic years not included in the current multiyear APR calculation, effective with the fall 2009 data collection. Only institutions (not individuals) may request the corrections.

14. **Question:** Will the APR for head coaches be reported as an average for all years they were employed at the institution?

Answer: No. The APR reported will be the team's single-year APR for each academic year (August 1 through July 31) the head coach was employed at the institution.

15. **Question:** When will the head coaches' APR be reported publicly?

Answer: It is anticipated that it will be reported for the six teams in summer 2010.

16. **Question:** Will coaches, institutions and conferences have the opportunity to review the head coaches' APR report prior to its public release?

Answer: Yes. Coaches, institutions and conferences will be provided the reports a few days prior to the public release.

17. **Question:** Does the institution need to submit any documentation (e.g., contracts, employment records) to the national office?

Answer: No. An institution is not required to submit any documentation to the national office for this specific data collection. However, institutions are encouraged to maintain the documentation on campus for purposes of an APP data review.

18. **Question:** If an institution sponsors one or two sports at the Division I level, are they required to submit this data for those sports?

Answer: Yes. This data collection applies to its Division I teams even though the institution is a Division II or Division III institution.

19. **Question:** If an institution used to sponsor a sport and dropped it or transitioned it to another division, are they required to submit this data for those sports?

Answer: Yes. Institutions will be asked to provide the information for each of the years in which the sport was an active Division I team. If the sport was dropped or transitioned prior to the 2003-04 academic year, the institution will not be required to provide the information for that year. However, if the APR from an academic year for the team is not reported as part of the institution's APR report, it will not be included as part of the public release of this data.