REPORT OF THE
NCAA DIVISION II MEMBERSHIP COMMITTEE
JULY 10-12, 2012, IN-PERSON MEETING

***ACTION ITEMS*.**

- **Legislative Items.**

a. 2013 NCAA Convention Legislation – NCAA Constitution 3.1.1.1 – NCAA Membership – 10-Year Pilot Program for Canadian Institutions – Institutions Located in Mexico.

(1) Recommendation. Sponsor legislation for the 2013 NCAA Convention to amend NCAA Constitution 3.1.1.1 (membership of Canadian Institutions – 10-Year Pilot Program) to allow institutions located in Mexico to join the Division II membership.

(2) Effective Date. Immediate.

(3) Rationale. The NCAA Division II Membership Committee received correspondence from the government of Mexico indicating that several of its institutions were interested in joining the NCAA as Division II members. In response, the committee created a list of questions which were sent to the institutions in Mexico identified as potential candidates for membership. The purpose of these questions was to assess the readiness and qualifications of those institutions for membership in Division II. The committee reviewed the answers provided and agreed to recommend the expansion of the Canadian pilot program to include institutions in Mexico. The current Canadian pilot program was adopted by the membership in 2008. In accordance with the legislation, the pilot program is scheduled to expire in 2018. The committee's recommendation is not to create a new pilot program exclusively for institutions in Mexico. The recommendation is to add language to the current Canadian pilot program allowing institutions located in Mexico to apply for Division II membership within the timeline of the current program.

(4) Estimated Budget Impact. None.

(5) Student-Athlete Impact. None.

INFORMATIONAL ITEMS.

1. Review of Annual Reports from Provisional Institutions Progressing through the Membership Process. The Membership Committee reviewed the annual reports submitted by the 25 institutions in the membership process. The Committee agreed to the following actions:

a. Move the following institutions to active member status, effective September 1, 2012:

(1) Academy of Art University (California);

[NOTE: Brian Swanson, director of athletics, California State Polytechnic University, Pomona, recused himself from voting on this item.]

(2) Cedarville University (Ohio);

[NOTE: Steven Rackley, director of athletics, University of Findlay, recused himself from voting on this item.]

(3) Minot State University (North Dakota);

(4) Notre Dame College (Ohio);

[NOTE: Steven Rackley, director of athletics, University of Findlay, recused himself from voting on this item.]

(5) University of Sioux Falls (South Dakota); and

(6) William Jewell College (Missouri).

[NOTE: Sue Willey, director of athletics, University of Indianapolis, recused herself from voting on this item.]

b. Move the following institution to active member status, effective September 1, 2012, contingent on action by the NCAA Executive Committee regarding the accreditation of institutions participating in the International pilot program:

- Simon Fraser University (British Columbia);

[NOTE: Erin O'Connell, director of athletics, Seattle Pacific University, recused herself from voting on this item.]

c. Move the following institutions to the provisional period in the membership process, effective September 1, 2012:

(1) Black Hills State University (South Dakota);

(2) California Baptist University (California);

(3) Lindenwood University (Missouri);

(4) Malone University (Ohio);

[NOTE: Barry Blizzard, commissioner, West Virginia Intercollegiate Athletic Conference; and, Steven Rackley, director of athletics, University of Findlay, recused themselves from voting on this item.]

(5) South Dakota School of Mines and Technology (South Dakota);

[NOTE: Dixie Cirillo, senior woman administrator/associate director of athletics, Colorado School of Mines, recused herself from voting on this item.]

(6) Ursuline College (Ohio); and

[NOTE: Steven Rackley, director of athletics, University of Findlay, recused himself from voting on this item.]

(7) Walsh University, (Ohio).

[NOTE: Steven Rackley, director of athletics, University of Findlay, recused himself from voting on this item.]

d. Require the following institution to repeat year two of the candidacy period of the membership process, effective September 1, 2012:

- McKendree University (Illinois);

[NOTE: Steven Rackley, director of athletics, University of Findlay; and, Sue Willey, director of athletics, University of Indianapolis, recused themselves from voting on this item.]

e. Move the following institutions to year two of the candidacy period of the membership process, effective September 1, 2012:

(1) Azusa Pacific University (California);

(2) Fresno Pacific University (California);

(3) Point Loma Nazarene University (California);

(4) Roberts Wesleyan University (New York);

(5) Shorter University (Georgia);

(6) Southern Nazarene University (Oklahoma);

(7) Trevecca Nazarene University (Tennessee);

(8) Union University (Tennessee); and

(9) Young Harris College (Georgia).

[NOTE: Dave Brunk, commissioner, Peach Belt Conference, recused himself from voting on this item.]

f. Require the following institution to repeat year one of the candidacy period of the membership process, effective September 1, 2012:

- McMurry University (Texas).

2. Review of Applications from Institutions Applying to Enter the Membership Process in the 2012-13 Academic Year. The committee reviewed applications from 10 institutions that applied to enter the membership process in the 2012-13 academic year. The committee agreed to the following actions:

a. Approved the applications of the following institutions to enter year one of the candidacy period, effective September 1, 2012:

(1) Daemen College (New York);

(2) Holy Names University (California);

[NOTE: Brian Swanson, director of athletics, California State Polytechnic University, Pomona, recused himself from voting on this item.]

(3) Lee University (Tennessee);

(4) Lubbock Christian University (Texas);

[NOTE: Dustin Smith, director of athletics, University of Arkansas, Fort Smith, recused himself from voting on this item.]

(5) Northwestern Oklahoma State University (Oklahoma);

[NOTE: Dustin Smith, director of athletics, University of Arkansas, Fort Smith, recused himself from voting on this item.]

(6) Oklahoma Christian University (Oklahoma);

[NOTE: Dustin Smith, director of athletics, University of Arkansas, Fort Smith, recused himself from voting on this item.]

(7) Rogers State University (Oklahoma); and

[NOTE: Dustin Smith, director of athletics, University of Arkansas, Fort Smith, recused himself from voting on this item.]

(8) University of Virginia at Wise (Virginia).

[NOTE: Barry Blizzard, commissioner, West Virginia Intercollegiate Athletic Conference, recused himself from voting on this item.]

b. Did not accept the applications of the following institutions to enter year one of the candidacy period:

(1) California State University, San Marcos (California); and

[NOTE: Brian Swanson, director of athletics, California State Polytechnic University, Pomona, recused himself from voting on this item.]

(2) Georgetown College (Kentucky).

3. Review Active Member Institutions Required to Submit a Completed Institutional Self-Study Guide (ISSG) by June 1, 2012 – Clark Atlanta University and Northwest Missouri State University – Probation Status. The committee reviewed the completed ISSGs submitted by Clark Atlanta University and Northwest Missouri State University.

In accordance with Constitution 6.3.1.2 (failure to compete the self-study report), both institutions were placed on probation for the 2011-12 academic year for not completing their ISSGs by the legislated deadline of June 1, 2011. In order to be removed from probation, both institutions were required to submit their completed ISSG and their action plans not later than June 1, 2012. The committee noted that both institutions fulfilled the requirements and were removed from probation status.

4. **Review Active Member Institutions that Failed to Submit the ISSG by June 1, 2012 – Salem International University and Virginia Union University.** The committee discussed the ISSG submission by Salem International University and Virginia Union University subsequent to the 5 p.m. Eastern June 1, 2012, deadline. The committee agreed to waive Constitution 6.3.1.2 (failure to complete self-study report) noting that the online ISSG submission process was new in 2011-12, both institutions submitted completed ISSGs within 18 hours of the deadline and both institutions were in contact with the staff prior to the deadline even though they were unable to meet the deadline due technical difficulties.

5. **Review Request of Adelphi University to Reclassify the Sport of Men's Soccer from NCAA Division I to Division II.** The committee reviewed and approved a request from Adelphi University to reclassify its men's soccer program from Division I to Division II, effective September 1, 2012. The committee agreed that if the institution successfully completes the two-year reclassification process, the institution's men's soccer program will be an active Division II sport during the 2014-15 academic year.

6. **Vendor Assignments for Institutions Entering Year One of the Candidacy Period of the Membership Process, Effective September 1, 2012.** The Membership Committee assigned the institutions entering year one of the candidacy period of the membership process, effective September 1, 2012, to the following vendors:

   a. The Compliance Group:

      (1) Lee University (Tennessee);

      (2) Northwestern Oklahoma State University (Oklahoma);

      (3) Oklahoma Christian University (Oklahoma); and

      (4) Rogers State University (Oklahoma); and

b. Double LL Consulting:

(1) Daemen College (New York);

(2) Holy Names University (California);

(3) Lubbock Christian University(Texas) and

(4) University of Virginia at Wise (Virginia).

7. ISSG Class Assignment for Institutions Made Active Members as of September 1, 2012. The committee reviewed the total number of institutions in each of the five ISSG classes to ensure that a balanced number of institutions would have their ISSGs due each year. The committee assigned the following institutions to Class 5:

a. Academy of Art University (California);

b. Cedarville University (Ohio);

c. Minot State University (North Dakota);

d. Notre Dame College (Ohio);

e. Simon Fraser University (British Columbia) (contingent on action by the NCAA Executive Committee regarding the accreditation of institutions participating in the International pilot program);

f. University of Sioux Falls (South Dakota); and

g. William Jewell College (Missouri).

8. Review of Vendor Performance Evaluations from Institutions in Year One of the Candidacy Period during the 2011-12 Academic Year. The committee reviewed the results of the vendor performance evaluation surveys submitted by institutions that completed year one of the candidacy period. The committee noted a good response rate and that the feedback was generally positive in regard to the vendors. The committee agreed to use the survey results when considering future opportunities for the vendors.

9. Agenda for the Candidacy Period Year-One Athletics Directors and Compliance Coordinators Meeting. The committee reviewed and updated the agenda for the meeting with the Candidacy Period Year-One Athletics Directors and Compliance Coordinators to be held in Indianapolis October 29, 2012.

10. Agenda for the Candidacy Period Year-One Chancellors and Presidents Meeting. The committee reviewed and updated the agenda for the meeting with the Candidacy Period Year-One Chancellors and Presidents meeting to be held in Indianapolis October 29, 2012.

11. Update annual report format. The committee appointed a subcommittee to review and update the annual report for review during the fall 2012.

12. Review Division III Membership Committee Recommendation for a Legisaltive Proposal regarding Championship Access for Institutions Reclassifying from Division III to Division II. The committee reviewed a letter from Amy Carlton, commissioner of the American Southwest Conference (a Division III conference), to Dan Dutcher, vice president for Division III, suggesting that Division III consider legislation that would declare a Division III institution immediately ineligible for all Division III championships upon acceptance into the reclassification process at an NCAA, NAIA or NCCAA membership level which permits athletically related financial aid to be provided. The committee noted that such legislation may preclude Division III institutions from reclassifying to Division II.

13. Update on Status of Presidents Council Recommendation Relative to Accreditation for Institutions Outside of the United States. The committee was advised that the NCAA Division II Presidents Council agreed to recommend that the Executive Committee take action to permit an international institution that is part of the NCAA international pilot program to satisfy the NCAA constitutional requirement of accreditation and/or maintain active membership in the Association by meeting one of the following standards:

a. The international institution is accredited by one of the six U.S. regional accrediting agencies; or

b. The international institution has achieved candidacy status with one of the six U.S. regional accrediting agencies and is in good standing with the country's national, regional or provincial accreditation agency.

The committee noted its support for such a change to the International pilot program.

14. **Update of the Model II Athletics Department Document**. The committee was advised that the Division II Athletics Director Association (DII ADA) agreed to update the Model Division II Athletics Department document and asked for more specific information relative to the membership application requirements (e.g., minimum expectations) for inclusion in the document. The committee appointed a subcommittee to work with the DII ADA in this regard.

15. **Review Possible Legislative Change to Constitution 3.2.5**. The committee reviewed the legislation relative to terminating or suspending an institutions membership**.** The committee directed staff to work with the Divisions I and III staff liaisons to work toward establishing consistent legislation in all three divisions in this regard.

16. **Review Plans for Campus Visits to Institutions Applying for Division II Membership**. The committee reviewed plans for conducting site visits to institutions that submit applications to join Division II. The committee agreed to the following concepts:

a. Conduct a one-day visit to each institution's campus from February through early May (institutions must be in session);

b. Visits shall be conducted by an outside vendor;

c. Interested vendors will be required to complete a request for proposal (RFP).;

d. The committee shall create a check list for the vendor to use during the campus visit;

e. The vendor shall be available to the committee (in-person, via videoconference or by phone) during the summer meeting to provide information and answer questions about the institutions; and

f. The applicant institutions shall pay a fee to cover the cost of the campus visit.

17. **Review of the Membership Application Form.** Based on recommendations from a subcommittee of the full committee that reviewed the application form, the committee agreed to revise the application form. The committee agreed to review and take action on an updated draft of the application form on its September teleconference.

18. **Review of the Membership Application Process**. The Committee reaffirmed its plan to move the application deadline from June 1 to February 1, effective February 1, 2013. The committee also noted that institutions will be requested to submit the majority of the information by the February 1 deadline but that additional information (e.g., spring sport-sponsorship information) will be due June 1.

19. **Review Agenda for ISSG Webinar**. The committee reviewed the agenda for the August 2 and 7, 2012, ISSG webinars. The committee directed staff to provide feedback at its fall in-person meeting.

20. **Review of ISSG Class 3**. The committee reviewed the list of institutions in Class 3 that are scheduled to complete the ISSG during the 2012-13 academic year. The committee noted that the ISSG signature page will be due not later than Monday, June 3, 2013, since June 1, 2013, is on a Saturday.

21. **Discussion Regarding the Requirements to Begin a Single-Sport Conference**. The committee discussed the concept of single-sport conferences and noted that Division II institutions may form a single-sport conference. The committee also noted that such conferences are not required to submit an application for membership in Division II.

22. **Election of Committee Chair and Vice Chair**. The Committee elected Dan Mara, commissioner, Central Atlantic Collegiate Conference, as chair; and Erin O'Connell, Seattle Pacific University, as vice chair of the Committee, effective September 1, 2012.

23. **Recognition of Committee Service.** The chair of the committee recognized the outstanding service and commitment of Barry Blizzard, Dave Brunk and Steve Rackley and thanked them for their hard work and dedication to the committee.

24. **NCAA Division II Membership Committee Policies and Procedures Manual**. The Committee updated its policies and procedures manual.

25. **Review of the Draft 2012-15 Division II Strategic Plan and the Committee's Responsibilities.** The committee reviewed the Division II Strategic Plan for 2012-15 and noted the areas where it has specific responsibilities.

26. Future 2013 In-Person Meeting Dates. The committee agreed to the following in-person meeting dates for 2013:

a. July 9-11, 2013; Indianapolis and

b. November 4-5, 2013; Indianapolis.

27. Future 2013 Teleconference Dates. The Committee agreed to the following teleconference dates for 2013:

a. April 17, 2013;

b. September 18, 2013; and

c. December 11, 2013.

28. Future scheduled meetings.

a. September 19, 2012; teleconference.

b. November 6-7, 2012; in-person meeting; Indianapolis.

c. December 12, 2012, teleconference.

d. February 11-13, 2013; in-person; Indianapolis.

Committee Chair: *Sandra Michael, Holy Family University, Central Atlantic Collegiate Conference*
Staff Liaisons: *Dan Calandro, Academic and Membership Affairs*
Jess Rigler, Academic and Membership Affairs

Attendees	Absentees
Barry Blizzard, West Virginia Intercollegiate Athletic Conference	
David Brunk, Peach Belt Conference	
Debbie Chin, University of New Haven	
Dixie Cirillo, Colorado School of Mines	
Arthur F. Kirk, Jr., Saint Leo University	
Dan Mara, Central Atlantic Collegiate Conference	
Ann Martin, Regis University (participated in portions of the meeting via videoconference)	
Sandra Michael, Holy Family University *(chair)*	
Steven Rackley, University of Findlay	
Erin O'Connell, Seattle Pacific University	
Dustin Smith, University of Arkansas, Fort Smith	
Brian Swanson, California State Polytechnic University, Pomona	
Sue Willey, University of Indianapolis	
Other Participants	
Debbie Brown, NCAA	
Dan Calandro, NCAA	
David Pickle, NCAA	
Molly Poitevint, NCAA	
Mike Racy, NCAA	
Jess Rigler, NCAA	
Stephanie Quigg Smith, NCAA	
Terri Steeb-Gronau, NCAA	