REPORT OF THE
NCAA DIVISION II MEMBERSHIP COMMITTEE
FEBRUARY 15-16, 2012, MEETING

***ACTION ITEMS*.**

1. Legislative Items.

a. Noncontroversial Legislation – NCAA Constitution 3.3.1.2.1, 3.3.1.5 and 3.3.2.2.6 and NCAA Bylaw 31.3.4.5.3 – Member Conference – Eligibility – Privileges.

(1) Recommendation. Sponsor noncontroversial legislation to amend Constitutions 3.3.1 (eligibility) and 3.3.2 (privileges) to include the provision for the NCAA Division II Management Council to hear and act on a conference's appeal of a decision made by the NCAA Division II Membership Committee in regard to a conference's standing as a member.

(2) Effective Date. August 1, 2013.

(3) Rationale. Including this appeal provision of a Membership Committee decision to the Management Council will allow for an additional due process opportunity for institutions and conferences seeking relief from the requirements set forth in the strategic membership growth proposals that were adopted by the membership at the 2012 NCAA Convention.

(4) Estimated Budget Impact. None

(5) Student-Athlete Impact. None.

b. Noncontroversial Legislation – Bylaw 20.3.2.1 – Division Membership Process – Division II Membership Process – Provisional and Reclassifying Institutions – Application and Sponsorship.

(1) Recommendation. Sponsor noncontroversial legislation to amend Bylaw 20.3.2.1 (application and sponsorship) to modify the membership application deadline from June 1 to February 1.

(2) Effective Date. Immediate, for any institution that submits an application for acceptance into the membership process to begin year one of the candidacy period September 1, 2013, and thereafter.

(3) Rationale. Modifying the deadline for institutions submitting a membership application and moving it up by four months will allow time for the Membership Committee to conduct site visits to institutions that submit membership applications. The site visits will be conducted after the February 1 deadline but prior to the committee's July meeting when it reviews applications from institutions wishing to begin the Division II membership process.

(4) Estimated Budget Impact. Applicant institutions will pay expenses for campus visits.

(5) Student-Athlete Impact. None.

[Note: See Information Item No. 4 for additional information regarding the process for the visit.]

2. Nonlegislative Items.

a. Referral to the Division II Athletic Directors Association - Request for Update to the "Models For Success For A Division II Athletics Program" Document.

(1) Recommendation. That the NCAA Division II Management Council refer to the Division II Athletics Directors Association (ADA) the committee's request to update the "Models For Success For A Division II Athletics Program" document.

(2) Effective Date. Immediate.

(3) Rationale. The document, endorsed by the Division II Presidents Council and Management Council, is an excellent resource for current and new Division II institutions; however, the document has not been updated since October 2008. Since that time, the division has adopted different standards and expectations of new and current members. Because of the importance and visibility by the Division II membership, the committee hopes that by updating the document, it will serve as a tool for active member institutions. [The ADA can use the following membership resources to update the document: membership application for institutions; minimum expectations document for applicant institutions; additional criteria document for applicant institutions; and the Institutional Self-Study Guide (ISSG).]

(4) Estimated Budget Impact. None.

(5) Student-Athlete Impact. None.

INFORMATIONAL ITEMS.

1. **Review Application and Waiver Request from the Great Midwest Athletic Conference**. The Membership Committee reviewed a request from the Great Midwest Athletic Conference to waive Constitution 3.3.1.4 to allow the conference to enter the conference membership process, although it does not meet sports-sponsorship requirements. The committee approved the request and noted that the conference would not be an active Division II member, until completing an educational assessment program during the 2012-13 academic year and satisfying all applicable conference requirements (e.g., sports sponsorship). The committee further noted that the year in which the conference is completing the educational assessment program does not count for purposes of meeting automatic qualification requirements in Bylaw 31. Further, the committee specified the conference will not be invited to active status until it satisfies the six active-member requirements and all applicable legislation to become a Division II conference. Additionally, the committee noted that the conference was accepted to enter the conference membership process based on current NCAA legislation that requires a minimum of six active-member institutions. The committee also noted the conference satisfied the application fee and that it will not be charged an additional fee in the future. The committee agreed to continue to follow the progress of the conference, and noted that it will be required to take action to invite the conference to active Division II status once the conference satisfies all of the applicable membership requirements. Finally, the committee also outlined the Division II benefits that the conference would receive if it meets active status September 1, 2013. (Attachment)

2. **Review of Request from Millersville University to Reclassify its Wrestling Program from Division I to Division II.** The committee reviewed and approved a request to reclassify the Millersville wrestling program from Division I to Division II, effective September 1, 2011. The committee agreed that if the institution successfully completes the two-year reclassification process, the institution's wrestling program will be an active Division II sport during the 2013-14 academic year. The committee also noted that the institution shall report information regarding scheduling and other issues prior to the committee's April 18 teleconference.

3. **Update from Vendors on Institutions in Year One of the Candidacy Period of the Membership Process.** The committee received presentations from the NCAA vendors regarding their visits in the fall of 2011 to institutions in year one of the candidacy period. The following institutions were discussed:

   a. Azusa Pacific University;

   b. Fresno Pacific University;

   c. McMurry University;

   d. Point Loma Nazarene University;

   e. Roberts Wesleyan College;

   f. Shorter University;

   g. Southern Nazarene University;

   h. Trevecca Nazarene University;

   i. Union University; and

   j. Young Harris College.

   The committee agreed to send each institution a communication, as a reminder of the minimum requirements for Division II membership. The communication will also include the areas in which the institution is expected to show continued improvement prior to June 1 when the institution submits its annual report. In addition, the committee agreed that committee representatives would conduct conference calls with two institutions to discuss areas of concern.

4. **Review of the Membership Application Process and Site Visits**. In an effort to enhance the process of selecting new members, the committee agreed to conduct site visits to all institutions that submit a membership application. The committee agreed to the following tentative timeline effective spring 2013:

   a. February 1: Deadline for submitting initial membership application.

   b. February-June: One-day site visit conducted.

   c. June 1: Deadline for submitting supplemental membership application information (e.g., sports sponsorship).

d. July: Committee completes selection process.

The committee agreed to consider using former committee members or outside vendors to conduct the site visits and to further discuss adjusting the application fee to cover the cost of the visits. Further, the committee agreed to revise the application to require an institution to include the institution's past three annual financial audits. The committee will finalize this process at its next meeting.

5. **Review of Process for Communicating Committee Decisions to Applicant Institutions**. In an effort to streamline the process and to ensure a more consistent message is delivered to institutions that apply for membership, the committee agreed to communicate its decisions in writing following the July meeting. Therefore, staff will no longer conduct a teleconference with each applicant institution following the meeting. The committee also reviewed drafts of the correspondence that will be used for this purpose and directed staff to update the acceptance letter for the committee to review during its April teleconference. The committee also agreed to request that an institution clarify on the application whether the institution's conference should be copied on all pertinent information from the committee.

6. **Review of Documentation Required to Demonstrate that an Institution is an Active Member of a Division II Conference**. The committee agreed that as part of the membership process, an institution shall submit a letter from the conference office (that the institution plans to join) verifying that the institution has been accepted as a full member of the conference (or will be accepted as a full member once the institution becomes an active member of Division II). An institution shall provide this letter as part of the annual report during the institution's provisional year. The letter shall be signed by the commissioner and the chair of the conference's presidents council.

7. **Review of Accreditation Policy for Applicant Institutions Located in Canada**. Staff advised the committee that the NCAA Executive Committee and the Division II Presidents Council continue to review the issue of accreditation for institutions located in Canada and that several options are being considered in this regard. Updates will be provided at future meetings as information becomes available.

8. **Review of Membership Issues for Institutions Located in Mexico**. The committee was advised that the Presidents Council encouraged the committee to continue gathering information from the institution(s) in Mexico that have expressed interest in joining Division II. The committee approved a list of questions to be forwarded to the interested institution(s) and agreed to review the responses during its July 2012 meeting. It was noted that a legislative change and approval by the Executive Committee would be

required to add one or more institution(s) from Mexico to the current pilot program for Canadian institutions.

9. **Review of Required Documentation for Conferences Seeking a Waiver of Conference Membership Requirements**. The committee agreed that conferences seeking a waiver of the conference membership requirements shall submit a letter outlining any current deficiencies to the minimum requirements, the reason for the deficiencies and plans for correcting the deficiencies.

10. **Review of Division II Conference Application Fee**. The committee agreed to increase the conference application fee to be consistent with the new legislation that increases the minimum number of member institutions from six to 10, effective August 1, 2013. The current fee is $60,000, with an additional $10,000 fee for each institution beyond the minimum of six. The committee agreed to increase the fee to $100,000, with an additional $10,000 fee for each institution beyond the minimum of 10.

11. **Review of Minimum Requirements and Additional Evaluation Criteria for a Conference to be Considered for Membership in Division II.** The committee updated the minimum requirements and additional evaluation criteria for a conference to be considered for Division II membership.

12. **Review of Policy for Prioritizing Conference Applications**. With the adoption of Division II Proposal No. 2012-10 (NCAA membership - member conference - annual limit on conference membership - division membership- Division II membership process - provisional and reclassifying institutions - conference membership), the number of conferences eligible for Division II active conference benefits will be limited. The possibility exists that the committee will have more applications to consider than room available under the active conference limit. With this potential outcome in mind, the committee developed criteria to assist it in reviewing and accepting future conference applications. The committee agreed to add the following criteria to its policy and procedures manual for selecting new conferences: preference/priority for conferences comprised of new member and/or independent institutions; preference/priority for conferences in geographically located areas (e.g., West region); preference/priority based on sports sponsorship; preference/priority based on the impact to existing conferences; and preference/priority based on student-athlete experience.

13. **Review of Process for Annual Recommendation to Management Council Regarding a Limit on the Number of Conferences to be Admitted to Active Status**. NCAA Division II Proposal 2012-10 (NCAA membership- member conference-annual limit on

conference membership-division membership- Division II membership process-provisional and reclassifying institutions - conference membership), which was adopted at the 2012 NCAA Convention, specifies that the committee shall provide guidance to the Division II Management Council as to the number of conferences that should be accepted to active status on an annual basis. The committee agreed to recommend that the annual limit on the number of new conferences admitted to active status be consistent with the budget projections established by the Long-Range Projections Task Force (up to 23 conferences by 2013-14; up to 24 conferences by 2016-17; up to 25 conferences by 2019-20; and up to 26 conferences by the end of 2023-24), unless extenuating circumstances exist (e.g., geographical needs) that warrant different consideration.

14. Discussion Regarding Institutional Self-Study Guide Class Two. The committee reviewed the list of current institutions in the Institutional Self-Study Guide class two, which are due to complete the ISSG not later than June 1, 2012.

15. Review of Feedback from the Division II Athletics Directors Association Regarding the Institutional Self-Study Guide. The committee reviewed feedback submitted by the ADA regarding the ISSG. The ADA noted that in an effort to avoid answering "no" to all particular areas/questions, many institutions spend a great deal of time implementing changes to enable the institution to answer "yes" on the ISSG. Further, it was suggested that, in general, institutions are confused as to the purpose of the ISSG.

The committee agreed that to help educate institutions, staff will conduct webinars during the first two weeks of August for institutions that are required to complete the ISSG during the 2012-13 academic year. Institutions will be invited to participate in the webinar, and a question will be added to the ISSG signature page requesting the institution to confirm its participation in the webinar. Further, two webinars will be conducted on different dates to allow institutions flexibility in being able to participate in one of the webinars. Finally, the committee agreed to re-evaluate this concept during the 2012-13 academic year to determine if the webinars were successful and whether to continue them in future years.

16. Review of Membership Committee Policies and Procedures Manual. The committee reviewed and updated its policies and procedures manual.

17. Review of Division II Membership Fund Selection Committee. The committee reviewed the November 2011 report from the NCAA Division II Membership Fund Selection Committee.

18. Update on the NCAA Division I Athletics Certification Process. The committee received an update on the Division I Athletics Certification Process that is under review and being revised, with implementation scheduled for the 2013-14 academic year. The new program will be called the Division I Institutional Performance Program (IPP).

19. Future 2013 In-person Meeting Dates. The committee discussed possible dates for 2013, and determined that it will meet in-person February 11-13, 2013.

20. Future Scheduled Meetings.

a. April 18, 2012; teleconference.

b. July 10-12, 2012, in-person meeting; Indianapolis.

c. September 19, 2012; teleconference.

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

e. December 12, 2012; teleconference.

f. February 11-13, 2013, in-person meeting; Indianapolis.

Committee Chair: *Sandra Michael, Holy Family University*
Staff Liaison(s): *Leslie Schuemann, Academic and Membership Affairs*
Dan Calandro, Academic and Membership Affairs
Jess Rigler, Academic and Membership Affairs

February 15-16, 2012	
Attendees	Absentees
Barry Blizzard, West Virginia Intercollegiate Athletic Conference	
Dave Brunk, Peach Belt Conference	
Deborah Chin, University of New Haven	
Dixie Cirillo, Colorado School of Mines	
Arthur Kirk, St. Leo University	
Dan Mara, Central Atlantic Collegiate Conference	
Ann Martin, chair of the NCAA Division II Management Council	
Sandra Michael, Holy Family University	
Erin O'Connell, Seattle Pacific University	
Steven Rackley, University of Findlay	
Dustin Smith, University of Arkansas, Fort Smith	
Brian Swanson, California State Polytechnic University, Pomona	
Sue Willey, University of Indianapolis (February 15 only)	
Other Participants: Troy Arthur, NCAA Dan Calandro, NCAA Natasha Oakes, NCAA Jess Rigler, NCAA Leslie Schuemann, NCAA Stephanie Quigg-Smith, NCAA Chuck Smrt, NCAA vendor (by teleconference) Terri Steeb-Gronau, NCAA Jill Willson, NCAA vendor (by teleconference)	

ATTACHMENT

Great Midwest Athletic Conference (GMAC) Formation & Timeline

In fall 2011, presidents of six institutions announced the formation of a new conference, to be named the Great Midwest Athletic Conference (GMAC).

The six member institutions include: Cedarville University (Cedarville, Ohio); Central State University (Wilberforce, Ohio); Kentucky Wesleyan College (Owensboro, Kentucky); Trevecca Nazarene (Nashville, Tennessee); Urbana University (Urbana, Ohio); and Ursuline College (Pepper Pike, Ohio).

The new conference will begin competition in the fall of 2013, pending approval by the Division II Membership Committee.

Currently, Kentucky Wesleyan holds membership in the Great Lakes Valley Conference and Central State and Urbana are independent member institutions. The other three schools are in the Division II membership process.

Until the conference is an active conference meeting NCAA requirements, the institutions in the conferences are considered independents for championship purposes and eligible for at-large berths based on their active status and the region that their state resides.

GMAC Conference Formation Timeline and Eligibility for Conference Benefits:

Note: The following timeline is based on the conference's active status as of September 1, 2013. If the conference is not an active conference as of September 1, 2013, the timeline will be amended, as necessary.

2013-14

February 2013	Division II Championships Committee recommends placement of conference in the regionalization map contingent on Division II Membership Committee approval in July 2013.
July 2013	Division II Membership Committee approves/denies conference's active status.
September 1, 2013	Representation on the Division II Management Council and Division II Student-Athlete Advisory Committee (elections shall occur during the July 2013 meetings).
September 1, 2013	Eligible to receive Conference Grant Funds (application submitted by June 30, 2013. deadline).
September 1, 2013	Conference appointments to Regional Advisory Committees.
January 2014	Eligible to vote at the NCAA Convention.

2014-15

May 2015	Eligible for conference portion of enhancement fund distribution (based on 2013-14 sport sponsorship numbers).

2015-16

September 1, 2015	Automatic qualification for championships is granted to conference. *(Note: For 2013-14 and 2014-15, the active institutions in the conference are eligible for at-large berths.)*

If not approved as an active conference for 2013-14, the above timeline shall be amended, including:

February 2014	Division II Championships Committee recommends placement of conference in the regionalization map contingent on Division II Membership Committee approval in July 2014. *(Note: It is necessary for the Championships Committee to reevaluate the placement of the conference in light of possible new institutions joining the conference.)*
July 2014	Division II Membership Committee approves/denies conference's active status.
September 1, 2016	Automatic qualification for championships is granted to conference. *(Note: For 2015-16, the active institutions in the conference are eligible for at-large berths.)*