REPORT OF THE
NCAA DIVISION II MEMBERSHIP COMMITTEE
APRIL 18, 2012, TELECONFERENCE

***ACTION ITEMS*.**

- None.

***INFORMATIONAL ITEMS*.**

1. **Review of Request from Millersville University to Waive the Two-Year Reclassification Period in the Sport of Men's Wrestling.** In February, the committee approved a request from Millersville University to begin the two-year reclassification process for men's wrestling with the 2011-12 academic year. The institution requested a waiver of the second year of the reclassification process, and wishes to be made active in men's wrestling for the 2012-13 academic year. In accordance with NCAA Bylaw 20.4.2.6 (waivers), the committee reviewed the waiver request and supporting documentation and granted the waiver.

2. **Discussion Regarding the Review of Membership Applications.** The committee discussed possible changes for reviewing applications from institutions interested in entering the membership process at its July in-person meeting to improve efficiencies. After examining several options and discussing possible outcomes, the committee agreed that the chair would assign committee members to review each section of the application (e.g., strategic plan; facilities). The committee member is responsible for reviewing the assigned sections and reporting out to the committee on the content of each section for all applicant institutions. The chair agreed to send via email the assignments to the committee members following the teleconference.

3. **Discussion Regarding the Visit to a Conference Office by the Committee for Conferences in the Educational Assessment Program.** A conference with fewer than the minimum number of active members to attain active conference status must complete an educational assessment program in accordance with NCAA Constitution 3.3.1.4

(conference with fewer than six active member institutions). During the first calendar year following submission of an application for active conference membership, a conference with fewer than six active member institutions must host a visit to the conference office for committee representatives. The committee reviewed and approved an agenda for the visit, which focus on the areas of most importance in the operation of a conference office (e.g., documentation regarding the annual budget and conference office structure). The committee also agreed that at least one committee member must be present on the visit, and the visit shall not last longer than one-calendar day. The committee noted that if possible the committee member identified to attend the visit should also be a conference commissioner. The committee directed staff to include the agenda in its policies and procedures.

4. **Review and Approval of Template Letter for Notification Regarding Acceptance of an Institution in the Membership Process.** The committee continued its discussions on the most appropriate way to notify institutions that have applied for membership of its decision following the summer in-person meeting. The committee agreed to notify applicant institutions in writing, by letter from the chair and vice-chair of the committee. Staff will no longer communicate such decisions via teleconference. The committee reviewed a draft of a template letter for institutions that have been accepted for membership. Institution's not invited to enter the membership process will be notified by letter electronically. The committee recommended editorial changes and approved the letter. The letter will be sent immediately following the July in-person meeting to the appropriate institutions.

5. **Discussion Regarding the Fee to Visit Applicant Institutions Prior to Review of the Application.** The committee's recommendation to amend Bylaw 20.3.2.1 (application and sponsorship) was approved by the Management Council, and changes the deadline for institutions applying for membership from June 1 to February 1. The committee also agreed that its members visit an applicant institution prior to review of the application by the full committee. The committee agreed that the applicant institution shall incur the cost of such a visit. The committee discussed several options as to how that fee will be assessed against an applicant institution (e.g., NCAA will incur all expenses and then the institution will reimburse NCAA). The committee agreed to continue reviewing possible options, and instructed staff to include the topic on the agenda for the July in-person meeting.

6. **Update Regarding the Submission of Gender-Equity Information by Institutions in the Provisional Period of the Membership Process.** Staff updated the committee on when institutions in the provisional period of the membership process are required to submit gender-equity information. Specifically, it was noted that institutions located in Canada, that reach the provisional period of the membership process, must report gender-equity information in the same manner as institutions located in the United States. All provisional period institutions must submit gender-equity information to the NCAA by the January 15 deadline.

7. **Update on the Reclassification of the University of New Orleans.** In 2011, the committee received written communication from the University of New Orleans (UNO) indicating the institution wanted to begin the process of reclassifying from Division I to Division II. Subsequent to that letter being received, UNO made preparations to meet the legislated Division II membership requirements in a timely manner. In recent months, UNO has undergone significant organizational changes, including the naming of a new president. The committee reviewed a letter from the new president of UNO, in which he informed the committee that UNO would not pursue Division II membership and would continue to remain a Division I institution. The committee accepted the letter and directed staff to send a letter acknowledging that UNO is withdrawing from the reclassification process. The committee also directed staff to note in the letter that if UNO reapplies for Division II membership, it would be required to begin the membership process from the beginning.

8. **Discussion Regarding the Role/Authority of the Great Midwest Athletic Conference While Completing the Educational Assessment Program.** The Great Midwest Athletic Conference was approved to enter the Division II conference membership process September 1, 2012. Currently, the Great Midwest Athletic Conference does not have the required number of active members to become an active conference. While the conference attempts to attain active status, they are required to complete an educational assessment program in accordance with Constitution 3.3.1.4 (conference with fewer than six active member institutions). The Great Midwest Athletic Conference has requested clarification regarding what authority it has relative to active conferences [e.g., administrative in nature (coaches certification test); applying the hardship-waiver legislation]. The committee agreed that any duties related to information collecting are appropriate for the Great Midwest Athletic Conference to carry out during the

educational assessment program (e.g., coaches certification exam results, collecting secondary violations). However, the Great Midwest Athletic Conference may not exercise any decision-making authority as outlined for an active conference in the Division II Manual (e.g., medical-hardship waivers, medical-absence waivers). The committee also agreed that any communications and correspondence, between an institution associating themselves with the Great Midwest Athletic Conference and the NCAA national office, should be copied to the commissioner of the Great Midwest Athletic Conference, when the Great Midwest Athletic Conference requests such action of the institution.

9. Future Scheduled Meetings.

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

b. September 19, 2012; teleconference.

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

d. December 12, 2012; teleconference.

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

Committee Chair: *Sandra Michael, Holy Family University, Central Atlantic Collegiate Conference*

Staff Liaison(s): *Leslie Schuemann, Academic and Membership Affairs*
Dan Calandro, Academic and Membership Affairs
Jess Rigler, Academic and Membership Affairs

April 18, 2012	
Attendees	Absentees
Barry Blizzard, West Virginia Intercollegiate Athletic Conference	Dan Mara, Central Atlantic Collegiate Conference
Dave Brunk, Peach Belt Conference	Brian Swanson, California State Polytechnic University, Pomona
Deborah Chin, University of New Haven	
Dixie Cirillo, Colorado School of Mines	
Sandra Michael, Holy Family University	
Erin O'Connell, Seattle Pacific University	
Steven Rackley, University of Findlay	
Dustin Smith, University of Arkansas, Fort Smith	
Sue Willey, University of Indianapolis	
Other Participants: Stephanie Quigg Smith, NCAA Jess Rigler, NCAA Leslie Schuemann, NCAA Terri Steeb-Gronau, NCAA	Dan Calandro, NCAA