REPORT OF THE
NCAA DIVISION II MEMBERSHIP COMMITTEE
NOVEMBER 6-7, 2012, IN-PERSON MEETING

***ACTION ITEMS*.**

1. Legislative Action Item.

- **Noncontroversial Legislation – NCAA Bylaw 20.5.2.2.2 – Reclassification from Division II to Division I or Division III.**

  (1) Recommendation. Sponsor noncontroversial legislation to amend NCAA Bylaw 20.5.2.2.2 (reclassification from Division II to Division I or Division III) to remove the reference to the Division I exploratory period.

  (2) Effective Date. Immediate.

  (3) Rationale. In 2011, Division I approved a legislative change that eliminated the exploratory period of the membership process. As such, the reference to the Division I exploratory period in Bylaw 20.5.2.2.2 should be removed. Additionally, it was noted that when a Division II institution reclassifies to Division I, that institution would still lose access to Division II championships, the Division II enhancement fund and voting privileges at the NCAA Convention once it begins the reclassification process.

  (4) Estimated Budget Impact. None.

2. Nonlegislative Action Item.

- **None.**

***INFORMATIONAL ITEMS*.**

1. Review of Current Division II Membership Process Structure and Resources. The committee discussed the current Division II membership process and what the philosophical approach when reviewing applications and selecting institutions should be in the future. It was noted that the benchmarks of 365 Division II institutions and 26 conferences by 2023-24 were intended to be a guideline, and reaching those numbers does not have to drive the decisions of the committee.

The committee supported a philosophical approach for the future that will focus on inviting only those institutions into the Division II membership process that have separated themselves and exceeded the committee's expectations in a variety of categories. It was noted that while there will be minimum requirements that must be satisfied, each application will be reviewed on its own merits; and the committee will have the authority to determine which institutions are accepted into the process. The committee agreed that this philosophical approach will be used for review of applications for the 2014 class. The committee directed staff to update the application and its policies and procedures. As a result of this new approach, the committee also noted that active conferences seeking members may need to increase their assistance to institutions through the membership process, including the application process.

The committee also reviewed changes to the timeline for the membership process that would require institutions to be in compliance with all Division II legislation following one candidacy year. Discussions about changes to the process will continue at the committee's February 2013 in-person meeting with a potential legislative recommendation being forwarded to the NCAA Division II Management Council and NCAA Division II Presidents Council for sponsorship at the 2014 NCAA Convention.

2. **Review of the Division II Membership Application, Minimum Requirements and Additional Evaluation Criteria for Division II Membership.** The committee reviewed and approved the proposed changes to the 2013 Division II membership application, including updates to reflect new legislation, inclusion of a required documents list and a revised format. Additionally, the committee discussed the minimum requirements for application and confirmed the additional requirement that an institution must be in good standing with its current membership organization at the time of application.

3. **Selection of Vendor for Campus Visits Following Application to the Membership Process.** The committee selected Cook Athletic Consulting as the primary vendor to conduct campus visits to institutions that apply for Division II membership and meet all minimum requirements. The committee determined the fee for conducting a visit to be $3,500, plus expenses. To cover the fee for each visit and all applicable expenses, the committee approved an additional $5,000 fee per institution, which would increase the membership application fee from $28,000 to $33,000. Additionally, the committee selected K. Turpin Consulting as the backup vendor should there be a conflict of interest with the primary vendor.

4. **Development of Checklist for Campus Visits.** The committee reviewed and discussed a checklist that would be used by the vendor on the campus visit that occurs following

application to the Division II membership process. The checklist will serve as a guide during the campus visit and allow the vendor to provide a snapshot of the institution to the committee that is not garnered through the application. The vendor will provide the committee with a report following each visit that it can reference at the July in-person meeting during review of the applications.

5. **Discussion Regarding In-Person Vendor Reports.** During the vendor expectation meeting in September with the staff, The Compliance Group and Double L Consulting, expressed interest in presenting the campus visit reports to the committee in person. Currently, the vendor contracts allot for one in-person meeting and are structured so that the in-person meeting with the staff is conducted in person; however, the vendors would prefer to have the in-person meeting be with the committee. The committee supported the vendors' proposal and recommended that the vendors be present at the committee's February in-person meeting. In the future, the vendor expectation meeting with staff will be conducted via teleconference. Further, the committee recommended that the NCAA pay the travel expenses for one representative of each vendor company to attend the committee meeting and any additional individuals who attend would be at the expense of the vendor.

6. **Update Regarding the Great Midwest Athletic Conference.** The committee received a status update on the Great Midwest Athletic Conference. It was noted that the composition of the conference is still being finalized and could be impacted by the formation of the Mountain East Conference. The committee agreed to provide an extension to the Great Midwest Athletic Conference to complete the educational assessment program detailed in NCAA Constitution 3.3.1.4 (conference with fewer than six active member institutions). Specifically, the committee requested that a progress report from the conference be provided by February 1, 2013, and that a final update be shared with the committee by June 1, 2013.

7. **Sports Sponsorship Audits**. The committee reviewed the results of the sports sponsorship audits that staff conducted for the 2011-12 academic year. It was noted that Washington Adventist University was selected for a "for-cause" audit due to its restricted member status, and the initial review indicated the institution did not satisfy the minimum sports sponsorship requirements for the 2011-12 academic year. The staff will continue to work with Washington Adventist and notify the committee of the appropriate next steps once it has been determined if the institution has met the minimum sports sponsorship requirements.

8. **Review of 2013 NCAA Convention Division II Legislative Proposals and Question and Answer Guide.** The committee reviewed NCAA Proposal No. 2013-9 (NCAA Membership – 10-Year Pilot Program for Foreign Institutions – Institutions Located in Mexico) that will be voted on at the 2013 NCAA Convention. Additionally, the committee reviewed and suggested edits to the 2013 NCAA Convention Division II Question and Answer Guide for Proposal No. 2013-9.

9. **Extension of 2013 Application Deadline for Institutions Located in Mexico.** The committee discussed the possibility of extending the February 1, 2013, application deadline for the Division II membership process for institutions located in Mexico. With Proposal No. 2013-9 being voted on at the 2013 Convention in January, Mexican institutions would only have two weeks to submit their application for membership. It was the consensus of the committee that an extension would not be supported if requested.

10. **Review Committee Assignments for the 2013 Convention (Attendance at the Candidacy and Provisional Member Meetings and Credentialing and Vote Counting Assignments).** The committee reviewed the agendas for the candidacy and provisional meetings at Convention and assigned members to present select agenda items. The committee also signed up for credentialing and voting duties during the Convention.

11. **Review of Annual Reports for Division II Membership**. The committee reviewed and suggested changes to the annual reports for institutions in the candidacy and provisional periods of the membership process. The staff will update the documents for final review by the committee during its December teleconference. The committee also discussed ways to reduce the amount of documentation that is required to be submitted, as well as receiving only electronic versions of annual reports. It was suggested that institutions submitting the annual report for the first time still be required to submit a hard copy.

12. **Identification of Active Member Institutions for Visits by Candidacy Period Year-One Institutions.** The committee reviewed the list of active member institutions provided by each candidacy year-one institution and selected the active member institution it felt was similar to the candidacy year-one institution. The committee directed staff to notify the candidacy year-one institutions of the assignments so that the visits may be scheduled.

13. Committee Member Assignments for On-Campus Visits During Spring 2013. Members of the committee volunteered to participate in the campus visits to candidacy year-two institutions. A staff liaison and vendor will be accompanying the committee members on the visits.

14. Role of Committee Member, Staff and Vendor during Candidacy Year-Two Visits. The committee reviewed and endorsed a document identifying the role of the committee member, staff and vendor during the candidacy year-two visits.

15. Candidacy Year-Two Visit Agenda. The committee reviewed recommended changes to the candidacy year-two visit agenda, which were discussed during the vendor expectations meeting. The committee supported the recommended changes to the agenda.

16. Discussion Regarding Institutional Self-Study Guide Class Three. The committee reviewed the list of institutions in Institutional Self-Study Guide (ISSG) class three and noted that the institutions are required to submit their ISSGs not later than 5 p.m. Eastern time, June 3, 2013. Constitution 6.3.1.1 (deadline) requires that ISSGs be submitted by 5 p.m. Eastern time, June 1 of the year it is due to the national office; however, June 1, 2013, is a Saturday. Therefore, the committee amended the deadline for the 2013 class. The committee also was advised that an email was sent to each institution in class three reminding them of the June 3, 2013, deadline.

17. Review NCAA Division II Academic Requirements Committee Automatic Extension for Academic Performance Census and Academic Success Rate Filings. The committee discussed establishing a policy that would provide staff with the authority to grant an institution an extension of the submission deadline for the ISSG. During the 2011-12 academic year, there was an issue with the online system that prohibited institutions from submitting their ISSGs. The committee was not in favor of extending deadlines in situations where the ISSG was incomplete or lacked information; however, if the ISSG is completed and there is a technical issue that is preventing submission, the committee supported providing a three-day extension similar to the NCAA Division II Academic Requirements Committee policy for extending the deadline for filing Academic Performance Census (APC) and Academic Success Rate (ASR). Additionally, the Membership Committee noted that if extenuating circumstances (e.g., natural disaster) prohibit an institution from completing submission, it would support staff providing relief for a longer period of time.

18. Review of the Model for Success for a Division II Athletics Department. The committee reviewed a list of recommendations created to serve as guiding principles for a model Division II athletics program. The committee supported the recommendations that were made and requested that they be forwarded to the Division II Athletics Directors Association for consideration.

19. Compliance Blueprint Review Program. The committee received an update regarding the compliance blueprint review program. It was noted that there are currently eight institutions confirmed to have a review conducted during the 2012-13 academic year. Also, it was shared that the staff is actively working to fill the remaining eight spots and presented information about the program at the NCAA Division II Conference Commissioners Association's (CCA) October meeting.

20. 2013 Division II priorities. The committee reviewed the 2013 Division II priorities. It was noted that the 40th anniversary of Division II will be celebrated throughout 2013 with the kick off occurring at the 2013 Convention. Success stories of student-athletes from Division II conferences will be used to highlight the 40-year history.

21. Update from the CCA October Meeting. The committee received a report from the CCA's October meeting. Concern was expressed regarding an increase in positive drug testing results for marijuana with Division II student-athletes. There was also discussion regarding the status of the West Virginia Intercollegiate Athletic Conference and the potential creation of the Mountain East Conference, as well as the progress of the Great Midwest Athletic Conference.

22. National Association for Athletics Compliance Certification Program. The committee was informed that the National Association for Athletics Compliance (NAAC) is developing a compliance certification program for Division I compliance administrators. Currently, preliminary discussions have taken place about a similar program being established for Division II; however, no formal action has occurred. Staff plans to engage with NAAC on discussions related to Division II.

23. Review of Membership Committee Policies and Procedures. The committee reviewed its policies and procedures manual and supported the proposed changes. The committee noted it would be beneficial to review the conflict of interest statement at the beginning of each meeting, especially when there are new committee members present.

24. Review of the October 2012 Teleconference Report to the Management Council. The committee reviewed and approved the teleconference report from its October 2012 teleconference as presented.

25. Review of the Summer 2012 Division II Management Council and Presidents Council Summary of Actions. The summary of actions from the Division II Management Council and Presidents Council summer meetings was presented to the committee as an informational item.

26. Future scheduled meetings.

a. December 12, 2012; teleconference.

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

c. April 17, 2013; teleconference.

d. July 9-11, 2013; in-person meeting, Indianapolis.

e. September 18, 2013; teleconference.

f. November 4-5, 2013; in-person meeting, Indianapolis.

g. December 11, 2013; teleconference.

Committee Chair: *Dan Mara, Central Atlantic Collegiate Conference*
Staff Liaisons: *Katie Willett, Academic and Membership Affairs*
Natasha Oakes, Academic and Membership Affairs
Jess Rigler, Academic and Membership Affairs

Novemer 6-7, 2012	
Attendees	**Absentees**
Deborah Chin, University of New Haven	
Dixie Cirillo, Colorado School of Mines	
Kaye Crook, Coker College	
Arthur Kirk, Saint Leo University	
Dan Mara, Central Atlantic Collegiate Conference *(chair)*	
Sandra Michael, Holy Family University	
Erin O'Connell, Seattle Pacific University (participated via teleconference)	
Tim Selgo, Grand Valley State University	
Dustin Smith, University of Fort Smith, Arkansas	
Brian Swanson, California State Polytechnic University, Pomona	
Tonia Walker, Winston-Salem State University	
Sue Willey, University of Indianapolis	
Other Participants	
Josh Looney, NCAA staff Natasha Oakes, NCAA staff David Pickle, NCAA staff Molly Poitevint, NCAA staff Mike Racy, NCAA staff Jess Rigler, NCAA staff Stephanie Quigg Smith, NCAA staff Terri-Steeb-Gronau, NCAA staff Katie Willett, NCAA staff	