MINUTES OF THE

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

DIVISION III MEMBERSHIP COMMITTEE

Teleconference December 10, 2009

Participants:
Page Cotton, DePauw University
Chris Graham, Midwest Conference
Kristen Hall, Bard College
Susan Hoffman, State University College of Brockport
Shana Levine, Washington and Lee University
Mark Majeski, Willamette University, Chair
Scott Miller, Bethany College (West Virginia)
Christopher Ragsdale, Heartland Collegiate Athletic Conference
Diana Schwartz, Westfield State College
Rubin Stevenson, Frostburg State University
Azure Davey, NCAA
Katie Willett, NCAA, recording secretary

[Note: These minutes contain only actions taken (formal votes or stated "sense of the meeting") in accordance with NCAA policy regarding minutes of all Association entities. While certain items on the committee's agenda were acted on at various times throughout the meeting, all final actions within a given topic are combined in these minutes for convenience of reference.]

The NCAA Division III Membership Committee teleconference was called to order at 1:06 p.m. Eastern time by Mr. Majeski. All members were present as noted above.

1. Review November 12 Teleconference Minutes. The committee reviewed the minutes from the November 12 teleconference. Note that Kristen Hall was present on the teleconference.

   It was VOTED

   "That the November 12 teleconference minutes be approved as written."

2. NCAA Division III Institutional Self-Study Guide Audit Review. The committee reviewed the NCAA Division III Institutional Self-Study Guides (ISSGs) submitted by those institutions audited in 2009-10. It was noted that the ISSG is a best practices document that the committee reviews for items such as broad-based participation and to ensure action plans are in place when necessary.

a. Bethany Lutheran College. The committee noted that consideration should be given to modifying timelines and commitments presented in the compliance and professional development institutional action plan (e.g., senior woman administrator attendance at NCAA Convention in next three to four years) to be more specific.

b. Colby College. The committee noted the following:

(1) The athletics program philosophy statement does not reference the principle of fair play and amateur athletics competition or the health and well-being of student-athletes. The institution may want to consider modifying the statement to address such information.

(2) The role and responsibilities of the faculty athletics representative should be developed and documented with thought given to including the faculty athletics representative in review of legislative items.

(3) The institution may want to review hiring procedures and employment agreements to ensure that violations of NCAA rules are addressed.

(4) Consideration should be given to conducting a Title IX or gender-equity review on a regular basis (within the last five years).

(5) The institution should be mindful that understanding of the differences between unofficial and official visits exists. It was noted that the institution only conducts unofficial visits.

c. University of Dallas. The committee noted the following:

(1) The institution's educational mission statement, the student-athlete advisory committee policies and procedures, Equity in Athletics Disclosure Act report and the athletics program reporting lines (e.g., organizational chart related to the athletics department) were not provided.

(2) The role and responsibilities of the faculty athletics representative and the senior woman administrator should be developed and documented.

(3) Consideration should be given to establishing written criteria, including rules compliance that specifies factors for evaluating job performance.

(4) The institution should ensure that coaches and staff are aware of and educated about use and location of the NCAA Division III Manual and other compliance resources.

(5) The institution should be mindful that there is an understanding of what a representative of athletics interest is. It was noted that the institution does not have any representatives of athletics interest.

(6) Consideration may want to be given to sharing information related to athletics throughout campus.

d. Grinnell College. It was noted that the institution is addressing concerns identified by the committee through its institutional action plans.

e. Guilford College. It was noted that the institution is addressing concerns identified by the committee through its institutional action plans.

f. Philadelphia Biblical University. It was noted that broad-based participation across campus is evident and that the institution is addressing concerns identified by the committee through its institutional action plans.

g. Purchase College State University of New York. The institution is addressing concerns identified by the committee through its institutional action plans.

h. University of Rochester. The institution did a thorough job and provided all required materials.

i. College of Saint Elizabeth. It was noted that the institution is addressing concerns identified by the committee through its institutional action plans. The committee also noted that the institution is now a member of a conference and would have additional resources moving forward in this regard.

j. Whitman College. The institution is addressing concerns identified by the committee through its institutional action plans.

3. Sports-Sponsorship Waiver Request – East Texas Baptist University. The committee reviewed the original waiver application as well as the new information that was provided by the institution's president related to the financial situation the institution is currently facing. Staff reminded the committee of the directive from the NCAA Division III Management Council related to waivers citing financial hardships.

It was VOTED

"To approve East Texas Baptist University's sport-sponsorship waiver request per NCAA Bylaw 20.11.3.2 for the 2010-11 academic year."

4. Convention Business Session Waiver Request – La Sierra University. The committee discussed the waiver request of Convention attendance for La Sierra University. It was noted that institutional representatives would be in attendance at the 2010 NCAA Convention. However, as a Seventh-Day Adventist institution it does not conduct business on Saturday when the business session would take place.

   It was VOTED

   "To approve La Sierra University's Convention attendance waiver request per Bylaw 3.2.4.15 for the 2010 NCAA Convention."

5. Convention Education Session Waiver Request – Birmingham Southern College. The committee reviewed the waiver request from Birmingham Southern to have the senior woman administrator attend the provisional/reclassifying educational session at the 2010 NCAA Convention so that the director of athletics can attend conference meetings. It was noted that the athletics director would meet with the senior woman administrator after the session.

   It was VOTED

   "To approve Birmingham Southern College's waiver request to allow the senior woman administrator to attend the provisional/reclassifying educational session at the 2010 NCAA Convention in place of the director of athletics."

6. John Jay College of Criminal Justice Report. The committee reviewed a progress report submitted by John Jay College. It was noted that a faculty athletics representative position is not normally selected but rather appointed by the college's president or through the faculty. The committee indicated that it felt consideration should be given to this concept.

7. Division III Reclassification Timeline – Exploratory Year. Staff provided background noting that as a provisional member institutions are required to participate in an exploratory year. However, those institutions that are reclassifying have not been required to complete an exploratory year. It was indicated that requiring an exploratory year would assist in better educating those institutions that are reclassifying. Historically, it was felt that because a reclassifying institution was already an NCAA member it was not necessary to require the exploratory year. However, the importance of understanding the process was noted.

   The committee supported the legislative change and charged staff with developing language for reclassifying institutions to complete an exploratory year prior to beginning the process. It was noted that doing so creates a structured educational process that is more

formal and streamlined for reclassifying institutions. The legislation would be effective from the point in time the Division III Management Council approved it and would be in the blue pages of the NCAA Division III Official Notice for the 2011 Convention. It was noted that those institutions submitting an application by the May 15, 2010 deadline would not be required to participate in an exploratory year. The change, if the legislation is adopted, would be for those institutions submitting applications for the 2011-2012 academic year.

8. Sports-Sponsorship Audit Update. Staff noted there were six institutions that were selected for further sport-sponsorship review. Three of the six institutions required further review which was currently being done by the contractors with staff's assistance. The committee addressed the question of what the threshold would be for selection to the audit pool once the sport-sponsorship legislation changes in August 2010 to ensure the pool is large enough and accurate.

9. 2010 NCAA Convention – NCAA Division III Membership Committee Sponsored Legislation. Staff asked that the committee be as familiar as possible with the legislation that has gone through the Membership Committee and that they are prepared to speak to proposals at Convention if necessary.

10. In-Person Meeting – June 2010. It was noted that four new members will be joining the committee in January and dates would need to be confirmed. However, the committee indicated it would prefer June 22-24 for the in-person meeting dates.

11. Other Business. Staff thanked Scott Miller, Kristen Hall and Susan Hoffman for their service on the committee.

12. Adjournment. Majeski concluded the teleconference at 2:06 p.m. Eastern time.

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