A G E N D A

National Collegiate Athletic Association

Division III Membership Committee

The Westin
San Diego, California

February 10-11, 2009

1. Welcome and announcements.

2. Review December 2008 teleconference minutes. [Supplement No. 1]

3. NCAA Division III Membership Committee roster. [Supplement No. 2]

   - Convention planning subcommittee appointment.

4. NCAA Executive Committee update and membership issues. [Supplement No. 3]

5. Midwest Lacrosse conference application. [Supplement No. 4]

6. Current provisional/reclassifying member program.

   a. Current roster of provisional and exploratory members. [Supplement No. 5]

   b. Mentor assignments.

   c. Review 2008 NCAA Convention provisional/reclassifying member education session. [Supplement No. 6]

   d. Program timeline and programming. [Supplement No. 7]

7. Provisional/reclassifying graduate recognition. [Supplement No. 8]

8. Review year three preliminary program assessments. [Supplement No. 9]

a. La Sierra University. [Supplement No. 10]

b. Lancaster Bible College. [Supplement No. 11]

9. Active member requirements/audits.

a. Sports sponsorship audit. [Supplement Nos. 12a and 12b]

(1) Bay Path College. [Supplement No. 13]

(2) Johnson State College. [Supplement No. 14]

(3) Lehman College. [Supplement No. 15]

(4) Maine Maritime Academy. [Supplement No. 16]

(5) Medgar Evers College. [Supplement No. 17]

(6) The City College of New York. [Supplement No. 18]

(7) State University of New York Maritime College. [Supplement No. 19]

(8) New York City College of Technology. [Supplement No. 20]

(9) University of the Ozarks (Arkansas). [Supplement No. 21]

(10) University of Pittsburgh, Greensburg. [Supplement No. 22]

(11) Rust College. [Supplement No. 23]

(12) Salem College. [Supplement No. 24]

(13) Schreiner University. [Supplement No. 25]

b. Sports sponsorship waivers – audit. [Supplement No. 26]

(1) Johnson State. [Supplement No. 27]

(2) Maine Maritime. [Supplement No. 28]

(3) Medgar Evers. [Supplement No. 29 – to be hand delivered]

(4) City Tech. [Supplement No. 30]

(5) Rust. [Supplement No. 31]

(6) Maritime (New York). [Supplement No. 32]

c. Sports sponsorship audit timeline. [Supplement No. 33]

d. 2009 Convention attendance. [Supplement No. 34]

e. Coaches test. [Supplement No. 35]

f. NCAA Division III Institutional Self-Study Guide audit. [Supplement No. 36]

(1) Arcadia University. [Supplement No. 37]

(2) Bethany College (West Virginia). [Supplement No. 38]

(3) Centenary College (New Jersey). [Supplement No. 39]

(4) University of Dubuque. [Supplement No. 40]

(5) Hamilton College. [Supplement No. 41]

(6) Hood College. [Supplement No. 42]

(7) University of New England. [Supplement No. 43]

(8) Oberlin College. [Supplement No. 44]

(9) University of Redlands. [Supplement No. 45]

(10) The Sage Colleges. [Supplement No. 46]

(11) Ursinus College. [Supplement No. 47]

10. Review membership waiver report. [Supplement No. 48]

- Notification of waiver expiration. [Supplement No. 49]

11. NCAA Division III Bylaw 20.3.2 (average class size). [Supplement No. 50 – to be hand delivered]

12. Bylaws 20.11.3 (sports sponsorship) and 20.11.3.5 (minimum contests and participants requirements for sports sponsorship).

    a. Evaluation of current contest and participant minimums. [Supplement Nos. 51 and 52]

    b. 2010 sports sponsorship increase. [Supplement No. 53]

        - Institutional outreach and communication. [Supplement No. 54]

13. Active member education.

    a. 2009 NCAA Regional Rules Seminars topics and attendance. [Supplement No. 55]

    b. National Association of Division III Athletic Administrators.

    c. NCAA Division III Conference Self-Study Guide. [Supplement No. 56]

        - Failure to submit – penalty. [Supplement No. 57]

    d. NCAA Division III Rules Test. [Supplement No. 58]

        (1) New questions for 2009-10. [Supplement No. 59]

        (2) Eliminated questions for 2009-10. [Supplement No. 60]

    e. *Getting in the Game* educational product. [Supplement No. 61]

14. Future meeting schedule.

    a. June 2009.

    b. Teleconferences.

15. Other business.

16. Adjournment.

MINUTES OF THE

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

DIVISION III MEMBERSHIP COMMITTEE

The Westin San Diego
San Diego, California

February 10, 2009

Participants:

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

Leah Nilsson, NCAA, joined the committee via teleconference for portions of the meeting.

[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 meeting was called to order at 8:11 a.m. by the chair. All members were present as noted above.

1. Welcome and Announcements. The committee and all attendees introduced themselves. The committee welcomed Rubin Stevenson to the group.

2. Review December 2008 Teleconference Minutes. The committee reviewed the minutes from the December 11, 2008 teleconference. It was noted that the concept of an absentee ballot needs to be clarified and should indicate that if endorsed would be for those

institutions that receive a waiver prior to NCAA Convention and were present at segments of the Convention, however, were unable to attend the business session to cast a vote. The committee indicated that it would like to revisit this issue on a future monthly teleconference.

It was VOTED

"That the minutes of the December 11 teleconference be approved as amended."

3. NCAA Division III Membership Committee Roster. The committee reviewed the roster and it was noted that staff should be informed if contact information needs to be changed. The committee also appointed Susan Hoffman to the Convention Planning Subcommittee.

4. NCAA Executive Committee Update and Membership Issues. Leah Nilsson discussed Division III's position in regard to membership growth and introduced the white papers indicating that the papers had been drafted for a presidential audience with a global perspective. Additionally, it was noted that the information being reviewed is preliminary and that over the next few years the committee will be charged with the responsibility for initiatives identified throughout the document.

   Presidential leadership has been identified as one of the top priorities. It was noted that there are different expectations for what presidential leadership means and that the committee may be asked to get involved with priority one in the future, possibly with the recommendation related to the philosophy statement to address presidential leadership. The committee is identified with priority two and the requirement that three chancellors or presidents per conference attend Convention. The committee asked if consideration had been given to the fact that the conferences are different sizes and if the three chancellor or president requirement should reflect the size of the conferences (percentage). Additionally, the committee inquired about taking a look at single sport conferences. Ms. Nilsson indicated that the other recommendations where the committee was identified include encouraging greater participation in the Association's orientation session for new chancellors and presidents and ensuring the Institutional Self-Study Guide (ISSG) and Conference Self-Study Guide (CSSG) directly address presidential leadership. The committee was informed that it will see information coming out of 2010 Convention as to where changes/updates will be needed. It was noted that the leadership groups in Division III are also taking a look at initiatives related to presidential leadership that have been enacted in Division I and Division II.

   The Division III philosophy and identity has been tagged as the other top priority and the committee slated as a group with governance oversight for recommendations. A priority one recommendation where the committee will be involved in is engaging in a

comprehensive educational effort related to the philosophy statement. Included under priority one recommendations is the charge to take a look at what it means to be a part of Division III. Discussions will take place about what Division III is versus what it is not. The committee was informed that there have also been preliminary discussions at the national office in regard to an identity and branding effort for Division III with updates expected on this initiative at the 2010 Convention. The committee noted the importance of making sure that the NCAA Division III National Student-Athlete Advisory Committee is involved in the governance structure oversight. The committee was also identified as a group responsible for developing specific steps to educate governing boards regarding the division's philosophy, related institutional commitments and presidential expectations.

Ms. Nilsson shared that the committee will receive more specific direction in the future coming out of the March Division III leadership meetings and April NCAA Division III Management Council meetings. Additionally, it is anticipated that more specific timelines will be presented at the 2010 Convention. It was noted that the committee has the highest number of responsibilities after the Management Council, the NCAA Division III Presidents Council and the NCAA Division III Presidential Advisory Group.

The committee inquired about budget priorities and dues structure and establishing increased dues for new members. It was noted that newer members draw on NCAA services to a greater extent than those that have been a long standing member so if an institution will be drawing more heavily on services it may be prudent to impose a greater fee for a designated period of time for newer members.

Discussion ensued about differentiating it from the sports sponsorship requirement where there is an existing waiver process if you are facing financial hardship. It was noted that if the financial hardship is going to be a long-term struggle for an institution because of the six and six sports sponsorship requirement, Division III may not be the appropriate membership destination for that institution. It was noted that if it is possible to assist the membership in the short term through grant opportunities to cover costs, it may be helpful to couple it with another initiative, such as increasing diversity of student-athletes.

Ms. Nilsson provided an update from the NCAA Executive Committee which included discussion related to conversations about the National Association of Intercollegiate Athletics (NAIA) and how the NCAA and NAIA can collaborate from a programmatic perspective. Currently the organizations are considering allowing the NAIA to use the NCAA Eligibility Center for certification and also the National Letter of Intent program. Additionally, the two organizations may be able to collaborate on areas such as life skills, leadership conferences and sportsmanship initiatives in the future. It was noted that a time has come for greater partnership in higher education and that the NAIA would benefit from the opportunity to take advantage of such resources. These discussions are start of a shift in the historical relationship of the two organizations and strides have been made to work together more than has been seen in the past. Additionally, Ms. Nilsson noted the push for

green initiatives and welcomed feedback from the committee, indicating that it will be a widespread effort throughout the NCAA and the committee structure.

5. Midwest Lacrosse Conference Application. The committee reviewed the conference application. It was noted for the committee that the application was for men's lacrosse and staff followed up with the conference to ensure appropriate presidential involvement and oversight was considered and included in policies and procedures. In its consideration, the committee pointed out that the conference does not currently have enough members to receive an automatic qualification bid to NCAA championship.

It was VOTED

"To accept the application submitted by the Midwest Lacrosse Conference for membership to Division III."

6. Current Provisional/Reclassifying Member Program.

a. Current Roster of Provisional and Exploratory Members. The committee reviewed the provisional/reclassifying roster and verified that the information was correct.

b. Mentor Assignments. The committee discussed mentor assignments and the need to identify a replacement for those institutions previously handled by Christyn Chambers. Chris Graham was assigned Lancaster Bible College and Shana Levine was assigned Presentation College.

c. Review 2009 Convention Provisional/Reclassifying Member Education Session. The committee discussed the provisional/reclassifying member education session that took place at the 2009 Convention. The committee acknowledged the involvement of Kim Fierke as a guest speaker and her insight related to the conversations that took place being the most beneficial component. It was noted that the participants would prefer conversing with one another and that the committee would like to explore doing a social gathering in the future where there would be a formal welcome and in-depth introductions and key points to share followed by an opportunity to interact with others in the provisional/reclassifying process, staff and potentially graduates that are now active members.

The committee indicated that the time slot selected seems to work well and it would like to continue to maintain this timeframe. Some of the challenges that were noted are the different stages that those participating in the session are at in regard to the process. A suggestion was made to consider having those in year one come in prior to the session or stay after to focus on specifics for those during that stage.

Additionally, an inquiry was made in regard to presidential involvement and while the chancellor or president should be present at Convention there is other programming going on simultaneously that the chancellors or presidents may want to attend. The committee indicated that presidential involvement should focus on what a chancellor or president needs to know and what they should be tracking on in regard to key issues. It was noted that feedback has shown the Convention educational session has been the lowest ranking among the educational programming provided during the provisional/reclassifying process.

d. Program Timeline and Programming. Staff asked for feedback and direction pertaining to the provisional/reclassifying process timeline and the programming that is provided given the change in requirements starting in 2009-10. It was noted that there are stricter standards going forward and different expectations for institutions including being in full compliance during year one of the process. The importance of assigning a mentor for an institution so that there is someone in the process to assist the membership was expressed. Staff noted that it modified the presentation that is received during the exploratory meeting to ensure that institutions participating were aware of the requirement to be in full compliance during year one of the provisional process. It was noted that moving the process forward with changes and consideration should be given to a visit during year one versus year two of the process.

The committee agreed that the visits are beneficial and that the process is very specific and participants need to be aware of the requirements. An inquiry was made in regard to timing of campus visit and the fact that you previously had to be in compliance in year two; however, the program now requires you to be in full compliance during year one. If the campus visit is done during year one the committee felt there needs to be accountability throughout the process, suggestions included video conference or meeting at the NCAA Regional Rules Seminars. Additionally, the committee debated whether there should be a requirement for additional education if changes in staff (i.e. chancellor or president, athletics director) occur. The tight timeframe of notification to exploratory members of acceptance into provisional/reclassifying process was discussed and the committee noted that the expectation is those involved in the process should be aware of and tracking on this timetable.

The committee stressed that a number of the components of the program require money and expressed concern noting that it needs to be conscious of the costs associated with the decisions being made. The committee acknowledged that it needs to be sensitive, however, institutions participating in the process know what is required and the costs associated and that if not financially able the institution should reconsider its decision.

It was VOTED

"To move the campus visit that is taken as part of the provisional/reclassifying process to year one instead of year two."

The committee established a subcommittee to address future items and discuss the timeline including the impact the change in the campus visit from year two to year one will have as well as the programming necessary throughout the process to ensure those participating are fully prepared for active membership. The subcommittee members are: Shana Levine, Diana Schwartz and Chris Ragsdale.

7. Provisional/Reclassifying Graduate Recognition. Staff reviewed potential options of items to provide those institutions that will become active Division III members. The committee suggested providing an item for a trophy case that identifies the year that the change to Division III membership is made. It was noted that the committee should be mindful of what is developing in regard to the Division III identity initiative and also what is currently available to the membership. The committee indicated the graduation packet is being given to recognize the significance of joining the division. It was determined by the committee that each institution that is graduating and will be an active Division III member should be provided with a welcome packet that includes a photo, an institutional trophy/plaque, as well as two banners and 500 lanyards or equivalent item.

8. Review Year Three Preliminary Program Assessments. The committee reviewed year three preliminary program assessments. Both institutions' assessments were deemed acceptable by the committee.

   a. La Sierra University. La Sierra University's assessment was deemed acceptable by the committee. The committee did note several points that La Sierra should review and/or modify. First, was concern with the same individual being identified as responsible for many of the processes in the assessment and oversight of the department. The committee would like to see a plan for when additional oversight will be in place. Second, the committee was also concerned with the upcoming change in sports sponsorship requirements and that the university's enrollment is at 1,500; however, it currently only sponsors ten sports (five men's and five women's). Third, the institution noted that the athletics director is the only person responsible for monitoring the minimum number of contests and the minimum number of participants' requirement and additional individuals, namely coaches, should be involved in this process. Fourth, the institution's process to monitor required days off and out-of-season workouts has the athletics director overseeing the process and it being reviewed by the athletic trainer which would be a good process, however, in this instance that individual is the same. Finally, there are no samples of documented

rules violations and the institution noted that they have not had any secondary violations.

Additionally, the committee noted that La Sierra repeated year two for not meeting sports sponsorship requirements and it should be fully aware of sports sponsorship and minimum participant requirements. The committee would be supportive of a strongly worded letter and example of good practices, namely a copy of the model athletics program provided to the institution. It would also like to request a detailed action plan addressing these items and how the institution is going to meet sports sponsorship.

b. Lancaster Bible College. Lancaster Bible College's assessment was deemed acceptable by the committee. The committee did note several points that Lancaster Bible should review and/or modify. First, the institution has not developed a formal means by which to conduct investigations of alleged rule violations or a formal process for staff members to request rule interpretations. Second, one student-athlete reinstatement case has been submitted to the NCAA in the past; however, the institution did not list actions taken to prevent similar problems from occurring in the future. Third, the structure and reporting processes for fundraising and development activities of the athletics program were not described and clarity regarding centralized and decentralized should be provided. Fourth, the job descriptions and evaluations of volunteers and nonathletics staff with compliance responsibilities do not include compliance-related responsibilities or criteria. Fifth, concern was raised about the consistency of the process for monitoring full-time enrollment status for student-athletes and if it is a continuous process. Finally, the institution indicated that it does not periodically evaluate the effectiveness of the eligibility-certification process.

9. Active Member Requirements/Audits.

a. Sports Sponsorship Audit. The committee reviewed those institutions randomly selected and selected for show cause. Audited institutions meeting sports sponsorship obligations were verified. Audited institutions with outstanding issues were reviewed further.

b. Sports Sponsorship Waivers – Audit. The committee noted that when reviewing waivers it is important that the circumstances are unique and extenuating as precedent is being set with its decisions. It also requested that the institutions chancellor or president should be required to sign off on waiver application.

(1) Johnson State College. Discussion took place related to women's tennis and the ability to manage scheduling including the fact that the team could have scheduled an additional tournament. Additionally, the committee noted that the

institution could have worked with its conference to determine if the contest in question would count towards limits. The committee noted that institutions need to anticipate foreseeable events and plan accordingly when determining schedules. If an institution does not meet the limits in the fall it should make all efforts in the spring to ensure it is meeting sport sponsorship requirements.

It was VOTED

"To deny Johnson State's waiver request of the sports sponsorship requirements per NCAA Bylaws 20.11.3.5.9.1. and 20.11.3.5.9.2 for the 2007-08 academic year and to place the institution on probation effective…"

The committee noted that if the institution has another violation in the 10-year period it would go to restricted membership.

(2) Maine Maritime Academy. The committee noted that the institution only had four women's programs that met the sports sponsorship requirements as women's cross country did not have enough participants. The committee inquired as to whether the waiver for sailing that was approved previously could be used. Concern with enrollment of females at the institution was expressed and the committee relayed that if an institution makes a commitment to sponsor a sport it should follow through. The committee's rationale for denial noted that there was no issue outside of the institutions control to warrant relief via the waiver process.

It was VOTED

"To deny Maine Maritime's waiver request of the sports sponsorship requirements per NCAA Bylaws 20.11.3.5.9.1. and 20.11.3.5.9.2 for the 2007-08 academic year and to place the institution on probation effective…"

The committee noted that if the institution has another violation in the 10-year period it would go to restricted membership.

(3) New York City College of Technology. The committee questioned whether the institution was being creative to find competitions outside of the area and if there was presidential involvement in the process.

It was VOTED

"To deny City Tech's waiver request of the sports sponsorship requirements per NCAA Bylaws 20.11.3.5.9.1. and 20.11.3.5.9.2 for the 2007-08 academic year and to place the institution on probation effective…"

The committee noted that if the institution has another violation in the 10-year period it would go to restricted membership.

(4) Rust College. Staff indicated that the institution appears to be deficient, however, adequate documentation has not been provided to make a determination. Staff recommended tabling discussion until additional information is provided to address the issue.

(5) State University of New York Maritime College. The institution meets sports sponsorship requirements for men, however, are two teams short for women. Mitigation included a small base of student-athletes along with issues with spring weather and facilities. It was noted that the institution is making a good faith effort to add programs, however, not addressing minimal issue, and need to focus on properly sponsoring five sports and managing the rosters given the small number for softball.

c. Sports Sponsorship Audit Timeline. M&S Consulting would like to request a change in the operating procedures for conducting the random audits under the membership obligations program. The requested change would allow for earlier identification of institutions to be included in the random list of institutions for audit, and thus an earlier start on the audits themselves. No change is requested in the audit process for the institutions being audited for cause. M&S Consulting requests that the list of institutions subject to audit be generated in March, based on the sports sponsorship submissions of the previous fall. From that list of eligible institutions, the random list of institutions to be audited would be generated and audits begun in April, ensuring that the most complete range of information is available for the auditors to review. Again, this refers only to the random audit list, there will be no change in the audit process for institutions identified for cause. The committee supported the timeline presented on behalf of M&S Consulting.

d. 2009 Convention Attendance. The committee examined this year's Convention attendance and registered vote records. It was noted that staff and the committee need to determine if institutions were present at Convention as individuals from institutions identified were seen. The committee noted that it does not agree with staff's interpretation that if an institution is present at Convention it meets the requirement. The committee feels that the intent was for institutions to register a vote at the business session.

Staff was charged with mailing a letter to institutions that did not register a vote at Convention that emphasizes the penalty for lack of attendance at the business session. The timeline for this mailing was a concern and the committee stressed the importance of receiving feedback from institutions that had mitigation by March. This timeline will allow the committee to review and forward any mitigating

circumstances to the Management Council. An institution in violation of the Convention attendance requirement would be subject to the membership requirement penalty structure.

e. Coaches Test. The committee was presented with data pertaining to secondary violations tied to the coaches test. The institutions identified indicated on their sports sponsorship form that the proper institutional staff did not take the coaches test as required which in turn is a secondary violation. Staff noted that the information would be forwarded to the NCAA enforcement staff.

f. NCAA Division III Institutional Self-Study Guide Audit. The committee reviewed the ISSG submissions from each institution to ensure that the ISSGs were submitted and accurately completed. General comments focused on the fact that some institutions were not using the Division III "Getting in the Game" information and also the strength of action plans provided.

10. Review Membership Waiver Report. The committee reviewed an updated chart of membership waivers adopted since June 1998. The committee discussed the template letter that will be provided to institutions annually to advise them of the status of approved waivers. It was noted that language should be added to the letter for those receiving a sport sponsorship waiver to point out the change in legislation starting in 2010. Additionally, for those specific waivers dealing with the consortium a note should be made in the notification about need to reapply for the waiver. The committee indicated that the notification letter should be provided to institutions during August.

11. NCAA Division III Bylaw 20.3.2 (Average Class Size). The committee revisited the issue pertaining to Bylaw 20.3.2 and the requirement of an average class size. The waiver process by which the committee has the authority to admit more than four institutions in a provisional class was reviewed; however, Bylaw 20.3.2 does not specify the committee must ensure that an average of four institutions per year are accepted to the provisional process. The committee agreed that additional clarification needs to be provided in Bylaw 20.3.2 to specify that it is an average of four institutions per year. The committee supported modification of wording within Bylaw 20.3.3 to specify that the committee must accept an average of four institutions to the provisional process.

It was VOTED

"To clarify that an average of four institutions will be accepted annually to the provisional/reclassifying process."

Additionally, the timeline to average four was determined to be a four-year rolling average. It was noted that a provisional process is four years so the committee would need to average four institutions per year over that four-year period. The committee indicated that four institutions seems to be a manageable class size and that when looking at the average it would only be considering during the entering year so once into provisional process movement within class will not impact the average.

12. Bylaws 20.11.3 (Sports Sponsorship) and 20.11.3.5 (Minimum Contests and Participants Requirements for Sports Sponsorship).

a. Evaluation of Current Contest and Participant Minimums. Bylaw 20.11.3.5 establishes contest minimums for all Division III sports. These minimums were set using 70 percent of the average of actual contests reported by the Division III members as the threshold. The committee is the guardian of Bylaw 20.11.3.5 and ensuring that requirements are reflective of the membership. The committee reviewed a report that assesses the Bylaw 20.11.3.5 minimums established in 2005 and 2006 versus the actual contests reported for the 2007-08 academic year. It was noted that with budgetary restrictions some institutions may be considering scheduling below the maximum. The committee indicated that waivers will note that institutions need to schedule well above the minimum but will not indicate that the maximums need to be scheduled.

Bylaw 20.11.3.5 also establishes participant minimums for all Division III individual sports. Division III member institutions report the number of participants in each sport, team and individual, to the NCAA on an annual basis via the NCAA Sports Sponsorship and Participation Rates Report data collection. The report assesses the Bylaw 20.11.3.5 participant minimums for individual sports versus the number of participants reported for the 2007-08 academic year. It allowed the committee to see how many teams reported participant levels below the established minimum as well as ranges of participant counts for each sport. It was noted that participant minimums are dependent on reporting systems used by each institution so while it gives an image it may not be completely accurate.

b. 2010 Sports Sponsorship Increase. Staff presented those institutions that are close on meeting the 2010 sports sponsorship requirement with the increase to six sports for those with enrollment above 1,000 to the committee. The impact on conferences was discussed with the committee noting that much depended on the size of the conference as well as the number of members and those that could be impacted by sponsorship increase. An informational letter will be provided to institutions noting the upcoming change in sports sponsorship requirements to six and six and the need for the identified institutions to increase their numbers to be in compliance. It was noted that institutions would need to have six sports in place by August 1, 2010 and clarified that the institutions have to be in compliance for the 2010-11 academic year.

13. Active Member Education.

a. 2009 NCAA Regional Rules Seminars Topics and Attendance. The dates and format of this year's Regional Rules Seminars were reviewed. It was noted that the structure of the seminar will be adjusted to include programming to provide a foundation related to rules compliance in Division III and that it will follow a progression and address practical questions. Feedback included push for a foundation and technology site.

b. National Association of Division III Athletic Administrators. It was noted that the National Association of Division III Athletic Administrators Convention will run in conjunction with the Anaheim Regional Rules Seminar this year.

c. NCAA Division III Conference Self-Study Guide. Conversation ensued related to the need for conferences to have insurance and for language to be included in the CSSG within conference accountability and control pertaining to this.

It was VOTED

"To include language in the "Conference Accountability and Control" section of the CSSG pertaining to insurances held by conference offices."

The committee also discussed penalties for failure to submit the CSSG within the year grace period provided if the original deadline is missed. The committee noted that the $2,500 is the amount from the conference grant that is designated for conference administration and that this would be an appropriate penalty to revoke for those conferences failing to submit.

It was VOTED

"To revoke the $2,500 administrative allotment of grant/initiative funding that a conference office receives for handling the grant logistics for incomplete submission of the CSSG."

d. NCAA Division III Rules Test. The committee assessed suggestions related to review of the Division III Rules Test. Feedback for specific questions was provided. The committee also reviewed the questions to be eliminated and the process by which staff reviews and identifies those questions. It was noted that it would be helpful for conferences to have access to results for its member institutions as well as instant feedback for those individuals taking the test pertaining to answers that are incorrect.

e. *Getting in the Game* Educational Product. The committee reviewed user data for the *Getting in the Game* Web site. It was noted that the site is being updated and new

videos being produced. Additionally it was noted that the look of the site will also be updated as it is each year. In its review, the committee clarified that CDs will no longer be provided to institutions. The committee continued to support the tool and indicted to staff that it is useful.

14. Future Meeting Dates.

a. In-Person Meeting Dates. June 23-24, 2009; Indianapolis, Indiana. February 16-17, 2010; Indianapolis, Indiana.

b. Teleconferences. The committee allotted two hours for each teleconference. The teleconferences will begin at 1 p.m. Eastern time and take place on the second Thursday of each month as follows:

March 12; April 9; May 14 (Regional Rules); June 11; July 9; August 13; September 10; October 8; November 12; December 10.

15. Other Business.

Sports Sponsorship. The Massachusetts States College Athletic Conference (MASCAC) is concerned with the sports sponsorship increase that will be occurring on August 1, 2010 and the financial strain that this bylaw will place on schools, athletics departments and academic programs during these unprecedented times. The MASCAC Council of Presidents would like to recommend a two year postponement from 2010 to 2012 for the implementation of Bylaw 20.11.3 whereby it is hoped the economic situation will improve.

The committee would like to see additional data to determine the sense of the membership in regard to this legislation and its impact. It was noted that concern also exists for the future and impact the financial climate will have. The committee did note that there is a waiver process to seek relief and indicated that it would like to see individual schools file waivers on a case-by-case basis versus changing the legislation for the entire division. Institutions submitting a waiver should be providing a plan to indicate what was going to happen and what will be happening in the future to address the situation.

a. Waiver Requests. The committee discussed requiring a presidential signature on waivers being submitted that if denied could lead to the institution being placed on probation.

b. Automatic Qualifications (AQ). It was suggested that championships start to look at the formation of conference memberships that are being established to determine if the intent is consistent with the Division III philosophy for in-region competition versus being established to obtain an AQ. The committee inquired as to whether a conference schedule should be submitted and reviewed through the application process.

c. Membership Requirements. It was noted that of the reports being required for membership it does not include the Equity in Athletics Disclosure Act.

d. Electronic Meeting Materials. Staff requested feedback from the committee related to the electronic meeting materials. It was suggested that it be possible to download all documents at once versus individually and that the supplements are labeled with titles to indicate what the document is. Another thought was to provide the documentation on a zip drive that is mailed to the committee members.

15. Adjournment. The meeting was adjourned at 4:15 p.m.

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