A G E N D A

National Collegiate Athletic Association

Division III Membership Committee

National Office
Indianapolis, Indiana

June 22-24, 2009

1. Welcome and announcements.

2. NCAA Division III Membership Committee roster. [Supplement No. 1]

3. Review May 14 teleconference minutes. [Supplement No. 2]

4. NCAA Division III membership – white paper items. [Supplement No. 3]

   a. Membership requirements.

      (1) Technology use to meet requirements – cost containment. [Supplement No. 4]

      (2) Review current conditions and obligations. [Supplement No. 5]

      (3) Penalty structure review. [Supplement No. 6]

   b. Presidential leadership.

      (1) Orientation session.

      (2) NCAA Division III Institutional Self-Study Guide and NCAA Division III Conference Self-Study Guide.

      (3) Presidential attendance – NCAA Convention.

   c. Identity.

      (1) Philosophy statement.

      (2) Governing board education.

d. Division II as a destination.

(1) Financial aid simulation tool. [Supplement No. 7]

(2) NCAA Web Site.

(3) Educational programming at annual meetings.

(4) Joint Divisions II and III committee meetings.

e. Budget and dues.

- Increased dues structure.

f. Academic considerations.

- Philosophy statement.

5. Review committee policies and procedures. [Supplement No. 8]

a. Provisional/Reclassifying acceptance average.

b. Legislated and policy deadlines. [Supplement No. 9]

6. Review NCAA Division III Bylaw 20.8.1 (eligibility for national collegiate championships). [Supplement No. 10]

7. Provisional and reclassifying membership items.

a. Current roster. [Supplement No. 11]

b. Review educational materials.

(1) Pre-September 1, 2009, educational materials. [Supplement No. 12]

(2) Post-September 1, 2009, educational materials. [Supplement No. 13]

- Update form. [Supplement No. 14]

(3) Campus visit agendas.

(a) Year one visits (post-September 1, 2009, institutions). [Supplement No. 15]

(b) Year two visits (pre-September 1, 2009, institutions). [Supplement No. 16]

i. Spalding University.

ii. State University of New York at Cobleskill.

c. Exploratory agenda. [Supplement No. 17]

d. Review provisional and reclassifying member annual reports. [Supplement No. 18]

e. Review four-year provisional waivers. [Supplement No. 19]

(1) Geneva College. [Supplement No. 20]

(2) Penn State University, Harrisburg. [Supplement No. 21]

f. Provisional/Reclassifying membership applications and mentor assignments.

(1) Berry College. [Supplement No. 22]

(2) Covenant College. [Supplement No. 23]

(3) Penn State Abington. [Supplement No. 24]

8. Division III active membership.

a. Current membership status. [Supplement No. 25]

b. Review 2009 NCAA Regional Rules Seminars.

(1) Participant numbers and satisfaction of NCAA Constitution 3.2.4.15. [Supplement Nos. 26 and 27]

(2) National Association of Division III Athletics Administrators summer forum.

c. Review 2009-10 NCAA Division III rules test. [Supplement No. 28]

d. NCAA Division III Institutional Self-Study Guide. [Supplement No. 29]

- Electronic submission update.

e. *Getting in The Game* Web site.

f. Probation institutions - 2008-09.

(1) Benedictine University (Illinois). [Supplement No. 30]

(2) Finlandia University. [Supplement No. 31]

(3) John Jay College of Criminal Justice. [Supplement No. 32]

(4) MacMurray College. [Supplement No. 33]

(5) Menlo College. [Supplement No. 34]

(6) College of New Rochelle. [Supplement No. 35]

9. Sports-sponsorship audit. [Supplement No. 36]

10. Update from Division III commissioners meeting.

11. Review waiver requests.

a. Rosemont College. [Supplement No. 37]

b. Wheelock College. [Supplement No. 38]

12. Other business.

13. In-person meeting and teleconference schedule.

    a. February 16-17, 2010; Indianapolis, Indiana.

    b. Teleconference schedule. [Supplement No. 39]

14. Adjournment.

MINUTES OF THE

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

DIVISION III MEMBERSHIP COMMITTEE

NCAA, Federation Room June 22-24, 2009
Indianapolis, Indiana

Participants:

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

Lynn Oberbillig, Smith College, Jack Copeland, Dan Dutcher, Jeff Myers and Mark Tschaggeny; NCAA were in attendance 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.]

Monday, June 22

The NCAA Division III Membership Committee meeting was called to order at 3:04 p.m. Eastern time. All members were present as noted above.

1. Welcome and Announcements. It was noted that the agenda was reordered and the committee reviewed the revised meeting schedule.

2. Membership Committee Roster. The committee reviewed the roster and updated contact information as needed. It was noted that the address for Shana Levine needs to be updated.

3. Review May 14 Teleconference Minutes. The committee reviewed the minutes from the May 14 teleconference. In reference to Massachusetts College of Liberal Arts' report and its progress the committee noted it wants to see that the institution honored what was stated in the plan. For future waivers dealing with financial hardship the committee indicated it would use the guidelines provided by the NCAA Division III Management Council and review each waiver on a case-by-case basis.

   It was VOTED

   "That the minutes of the May 14 teleconference be approved as amended."

4. NCAA Division III Membership – White Paper Items. Leah Kareti provided the committee with an update regarding the Division III white papers referencing Supplement No. 3 which identifies those recommendations slated for the committee. The three papers garnering the highest priority are presidential leadership, membership requirements and academic considerations. The white papers are essentially acting as a strategic plan for the division currently and will continue to do so in the years to come. It was noted that the responsibility for many of the recommendations assigned to the committee are shared with other committees.

   a. Membership Requirements.

      (1) Technology Use to Meet Requirements – Cost Containment. The committee was charged with pursuing technology opportunities through which institutions and conferences may fulfill educational obligations of membership (e.g., NCAA Regional Rules Seminars, NCAA Division III Institutional Self-Study Guide (ISSG) and NCAA Convention). It was noted that requests for funding to attend Regional Rules Seminars are being met so the committee does not feel that attendance is currently a cost issue. Additionally, the committee felt strongly that by not attending in-person meetings such as seminars and Convention individuals would be missing out on professional development opportunities and the interaction with staff and other members.

      Ultimately, the committee supported the notion of incorporating and offering additional avenues through which to educate the membership such as video conferencing, online streaming and online videos as well as other technological options; however, the committee was firmly against allowing institutions to use these methods to meet the obligations of membership. The committee reiterated that it felt strongly in the value gained by attendance and that enhancing current offerings should be done to allow for additional staff members and coaches on campus to benefit from educational initiatives.

(2) Review Current Conditions and Obligations. – The committee was charged with reviewing the current conditions and obligations of membership to determine what requirements are most appropriate for the division, and whether the specific activities or commitments should be added or removed from the current list. The committee feels the current requirements are adequate.

(3) Penalty Structure Review. The committee was also charged with amending the membership penalty structure and timetable to better distinguish requirements and related penalties giving the top priority to the fulfillment of sports-sponsorship requirements. The Management Council asked that the committee consider whether penalties are appropriate given the membership requirement violations and whether or not current sanctions are too strict for some infraction(s).

It was noted that currently there is no scale with which to recommend penalties to the councils; the committee only decides whether a waiver should be granted or denied. Guidance from the Management Council was that a two-to-five year window be considered for the penalty structure moving forward, a notion that was endorsed by the NCAA Division III Championships Committee. The Championships Committee also asked that the committee consider additive options. Currently, there is no double jeopardy within the penalty structure. The committee also reviewed information on the Regional Accreditation Agencies and how these agencies implement sanctions.

The committee indicated the penalty structure should be comprehensive in an effort to ensure those institutions on probation clearly understand sanctioned timetables and requirements. The committee further noted that educational requirements of membership (e.g., Regional Rules Seminars attendance, Convention attendance) should remain classified as requirements of membership, yet sport sponsorship is the top priority of the division. The 10-year penalty window was identified as too punitive. Deliberations resulted in multiple models being considered, including a model that a five-year penalty period would be applicable for all requirements and another model that tied the requirements for sports sponsorship and ISSG submission in under a five-year penalty period, while institutions failing to meet Regional Rules Seminars and Convention attendance requirements would only be subject to a three-year penalty period. Additionally, the committee discussed reviewing the waiver process and developing guidelines or a structure to follow in regard to relief that provides more leniency to institutions.

Ultimately, the committee decided that failure to meet sports-sponsorship requirements, a tenant that is paramount to the division, would be a five-year penalty and that a three-year period would be implemented for failure to meet the Convention or Regional Rules Seminars attendance requirement or failure to submit the ISSG. The committee further noted that the strike system would

remain the same within an institution's assigned penalty period. The committee also noted that this recommendation, if endorsed, would be applied retroactively for those institutions already subject to membership requirement penalties.

It was VOTED

"To adopt a new penalty structure where failure to meet sport-sponsorship requirements would result in a five-year penalty and failure to submit the ISSG or to meet the attendance requirements for Convention or Regional Rules Seminars would result in a three-year penalty."

The committee reaffirmed that it has the authority and flexibility to adjust a penalty through the waiver process; additionally, that it is possible for institutions to appeal the penalty decision.

The committee also noted it must revisit the penalty structure discussion to ensure it applies penalties correctly moving forward and correctly administers relief to those institutions currently subject to penalties.

b. Presidential Leadership. Mrs. Kareti reiterated the emphasis on presidential involvement in the governance structure and intercollegiate athletics. Consideration is being given on how to better engage presidents, and involve them in making long-term strategic decisions. In response to the committee's inquiry about where the push is being directed for presidential involvement, Mrs. Kareti noted the NCAA has an expectation of presidential leadership with athletics. Comments were provided from the committee in regards to presidential involvement at the conference level. It was noted that presidential leadership will be an ongoing conversation and that there are items the committee will need to be tracking on moving forward.

(1) Orientation Session. – Mrs. Kareti shared that the directive is for more active participation in the Outreach Program for First-Time Chancellors and Presidents.

(2) NCAA Division III Institutional Self-Study Guide and NCAA Division III Conference Self-Study Guide. – Mrs. Kareti explained that the committee has been charged with making sure both the ISSG and NCAA Division III Conference Self-Study Guide (CSSG) directly address expectations about presidential leadership, reflecting any changes in the philosophy statement.

(3) Presidential Attendance – NCAA Convention. – Mrs. Kareti informed the committee that consideration is being given to a proposal to require at least three presidents from each athletics conference and group of independents, to attend the NCAA Convention annually.

c. Identity. Mrs. Kareti reviewed the identity initiative with the committee noting that working on a growth management strategy to determine what the division does versus what it does not do. It was pointed out that the initiative is more than just a marketing or branding campaign. Research is being done to articulate the message and develop straight forward message points emphasizing the positive values of the division. Looking to build a communication platform that can be used by the national office, institutions and conferences. In the future, the committee will be involved in education related to the philosophy statement for the membership and governing boards.

d. Division II as a Destination.

- Financial Aid Simulation Tool. The committee reviewed the recommendation for use of the NCAA Division II Financial Simulation tool or a similar exercise to be a requirement for those in the exploratory process. The simulation tool focuses on finances and creates a business model to be used in an assessment; it does not consider items such as philosophy. It was noted that there is no exploratory class for 2009. Therefore, the committee will not need to track on the requirement for 2009-10; however, will need to be cognizant of it moving forward. At this point, the committee does not feel this recommendation needs to be a requirement in the exploratory process and that it can continue to be provided as educational in nature. The committee asked that the staff pursue the possibility of developing a more comprehensive educational program for exploratory members, working with the other divisions in the process.

  Mr. Dutcher noted that the exploratory process is federated and it may be beneficial long term to have one exploratory process for all three divisions. Mr. Dutcher also provided an update for the committee on conversations with the National Association of Intercollegiate Athletics (NAIA) which are ongoing. It was noted that the division may have seen a drop in exploratory members from NAIA as a result of these conversations and NAIA institutions waiting to see what actions are taken.

e. Budget and Dues.

- No discussion.

f. Academic Considerations.

- Philosophy Statement. Mrs. Kareti noted that the expectation articulated in the philosophy statement pertaining to academic performance is that Division III student-athletes will perform consistently when it comes to their peers. As a key tenant to the philosophy of the division, a platform was created to measure the academic performance of student-athletes relative to other students at their

institutions. A pilot has been endorsed by the Management Council and the NCAA Division III Presidents Council. The success metric for the pilot will be graduation and a timeframe has been established that allows for a cohort to be developed. Currently looking at 2009-10 or 2010-11 for a rollout. Noted that this area needed to be reviewed because of the philosophy statement as well as the initiatives that are taking place in Division I and Division II. At this point, no penalties will be imposed for negative results; however, discussions have indicated that completion of the study could potentially be a membership requirement and that sanctions could be imposed if an institution does not participate in the study.

5. Review Committee Policies and Procedures. Katie Willett provided the committee with an update on amended and updated language within the policies and procedures. The changes were related to an updated conflict of interest policy, which was an Association-wide change, as well as the creation of a chart indicating the deadlines for submission of the various committee requirements. The committee asked that the chart also identify whether the requirements are for active members, provisional/reclassifying members or both. Additionally, the committee asked that the policy related to in-person meetings be updated to reflect the change made by the NCAA to host all committee meetings in Indianapolis as well as a change in the language for mileage reimbursement for travel to indicate it will be reflective of the rate designated by the NCAA.

It was VOTED

"That the policies and procedures be approved as amended."

6. Provisional and Reclassifying Membership Items.

a. Review Current Roster of Provisional and Exploratory Members. Staff provided a reminder for mentors to be proactive and reach out to their respective institutions. The committee was provided with an update on the status of exploratory members for 2009-10, of which there are none, and it was noted that three institutions would be reviewed during the meeting for active membership effective September 1, 2009.

b. Review Educational Materials. It was noted that the athletics director is required to attend the Regional Rules Seminars three out of four years. However, the committee would like to add the requirement that an additional staff member with administrative duties (e.g., senior woman administrator, faculty athletics representative) also be permitted to fulfill this requirement in years two through four of the provisional/reclassifying process. The committee would also like to encourage the "sixth" designated person to attend as well.

(1) Pre-September 1, 2009, Educational Materials. The committee reviewed the current timeline for the provisional/reclassifying process. No further action was taken.

(2) Post-September 1, 2009 Educational Materials. In regards to the general regulations that were added, it was noted that the senior woman administrator and faculty athletics representative cannot fulfill the professional development attendance requirement by attending the Regional Rules Seminars as the institutional representative in place of the athletics director during years two through four of the process. Attendance at Regional Rules Seminars can only be used to meet one of the requirements. Additionally, the committee would like National Association of Collegiate Directors of Athletics added to the list of potential conventions that can be attended and it would like to see further clarification related to the professional development requirement so that it clearly states it needs to be met prior to June 1 of the institutions third year of the provisional/reclassifying process.

The committee would also like for the year-two teleconference materials to include the deadline for the accelerated waiver. It was noted that if an institution is granted a waiver per NCAA Bylaw 20.3.3.1.1 the committee could adjust the teleconference schedule to accommodate the institution in the fall of the institution's third year in the process.

It was VOTED

"That the committee adopt the revised educational timeline including the additions noted in the review."

(3) Update Form. Azure Davey explained the intention of the annual report update form and its purpose to the committee noting that it would be used as basis for teleconferences as well as feedback for the institutions. The committee would like to see the form incorporated into the annual report for each institution to complete.

c. Campus Visit Agenda.

(1) Year-One Visits (post-September 1, 2009, institutions). The committee reviewed the agenda for the year-one provisional visit. The committee would also like to see current Division III issues presented, including information pertaining to the identity as well as a presidential update and other governance hot topics. It was also noted that greater emphasis should be placed on the waiver and explaining that it is not a guarantee but rather an exception to the rule when granted.

(2) Year-Two Visits (pre-September 1, 2009, institutions). The committee reviewed the agenda for the year-two visits and indicated it would like to see the current issues noted above included in this presentation as well.

(a) Spalding University. Mark Majeski noted that he would be available to attend the year-two visit at Spalding University with Ms. Willett October 5-7.

(b) State University of New York at Cobleskill. Ms. Levine noted that she would be available to attend the year-two visit with Ms. Davey October 4-6.

d. Exploratory Agenda.

The committee reviewed the agenda for the exploratory educational session. It was noted that no institutions have expressed interest in exploratory membership at this point in time. The next potential session would be September 2010.

e. Review Provisional and Reclassifying Member Annual Reports.

(1) Provisional Member Annual Reports – Second Year of Provisional Membership.

It was VOTED

"That the following institutions are moved into the second year of provisional membership:

a. Spalding University; and

b. Cobleskill State.

The committee noted that Spalding appeared to be compliant with the requirements. Concerns were expressed with low participant numbers/roster sizes as well as the fact that no secondary violations were reported by the institution. The committee also noted the institution did not include schedules for women's bowling and men's golf.

The committee noted that the Cobleskill State's annual report looked very good and no concerns were expressed. It was also noted that the institutions ISSG was well done.

(2) Provisional Member Annual Reports – Third Year of Provisional Membership.

It was VOTED

"That the following institutions are moved into the third year of provisional membership:

(a) Franciscan University at Steubenville;

(b) Geneva College;

(c) Penn State University, Harrisburg; and

(d) St. Joseph's College (Brooklyn)."

Correspondence with Franciscan should note that the institution has progressed significantly and that it is evident that improvements have been made. It was noted that the institution is still learning and has taken the appropriate measures to report violations and properly address those violations. Additionally, the committee commented that the institution had resolved sport-sponsorship issues and it encouraged the institution to continue its educational efforts.

The committee indicated that Geneva's report looked solid and that all the necessary information was included. Also, secondary violations were reported and appropriately addressed.

Correspondence with Penn State-Harrisburg should indicate that it submitted a very complete annual report.

St. Joseph's College (Brooklyn) was found to be compliant. The committee expressed concern with low participant numbers/small roster sizes for men's and women's cross country. The committee also noted the checks and balances system that is in place for monitoring **v**iolations, however, had some concern with the fact that the institution indicated no violations had occurred.

(3) Provisional Member Annual Reports – Fourth Year of Provisional Membership.

It was VOTED

"That the following institutions are moved into the fourth year of provisional membership:

(a) Lancaster Bible College;

(b) Lyndon State College;

(c) Saint Vincent College;

(d) North Central University; and

(e) State University of New York at Morrisville."

Correspondence to Lancaster Bible should note that its report was thorough. The committee did discover that the institution appeared to not meet sport-sponsorship participant minimums in women's tennis yet was still compliant with institutional sport-sponsorship requirements. The institution indicated it is planning on adding women's lacrosse and have a schedule for 2009-10. Additionally, the institution included a statement that it did not have any violations, which is a concern for the committee. The institution also included a full program assessment again.

Correspondence to Lyndon State should note that the report submitted was complete. The committee identified one deficiency, specifically women's tennis and institutional sports-sponsorship compliance. The team only competed with five players during seven of the nine scheduled competitions, which rendered the sport unusable for sports-sponsorship purposes. Currently, the institution meets sport-sponsorship requirements and appears to be tracking the tennis participation issue; however, the committee highlighted this item since the institution will need tennis to meet the six/six requirement in 2010. Lastly, the institution identified and properly addressed two secondary violations.

Correspondence to Saint Vincent should note that the institution submitted a very thorough report.

North Central (Minnesota) report showed the institution to be in compliance and meeting sport-sponsorship requirements. Concern was expressed related to track and field since the institution failed to meet sports-sponsorship minimums in outdoor track and field for both males and females. Overall, the institution was very thorough in providing information and reported violations and follow-up measures that were taken.

La Sierra University - The institution was flagged by the NCAA Division III Financial Aid Committee and referred to enforcement. However, given the institution is in the provisional process, the case was passed to the Membership Committee rather than enforcement. Enforcement indicated that given the information provided by the institution it would require a full investigation of the violations. Outside pressures impacted the awarding of financial aid and the institution's justification for the awarding variance raised concern. The committee noted this information demonstrates a weak compliance system, poor institutional control and noted that provisional institutions are supposed to be applying the rules to the greatest extent possible and/or adhering to legislation. La Sierra did not apply the rules to the greatest extent possible.

The committee recommended that the institution not be advanced in the provisional process. Since the institution has already repeated a year in the process and institutions are not permitted to repeat more than one year, the institution will no longer be part of the Division III provisional process.

It was VOTED

"That La Sierra not be advanced in the provisional process and effectively, be dismissed from provisional membership."

It was noted by the committee that the institution had established a poor compliance track record and concerns remained during review of the annual report with compliance issues, including issues with financial aid and sports sponsorship.

(4) Provisional Member Annual Reports – Active Membership.

It was VOTED

"That the following institutions are moved into active membership:

(a) Mitchell College;

(b) Presentation College;

(c) Mount Mary College; and

(d) SUNY at Morrisville

Correspondence to Mitchell should indicate that the institution is doing a good job. The committee did note a violation that was discovered late in the academic year that the institution appropriately addressed.

It was noted that Presentation appeared to be meeting all requirements. The committee expressed concerns that the institution had violations listed in the annual report. However, did not use the conference office in the process and did not properly file with secondary enforcement. It was also noted that going forward the institution should consider increasing the number of meets it schedules for cross country as it currently only has the minimum number for sport-sponsorship purposes.

Correspondence to SUNY at Morrisville should note the institution did an outstanding job with the annual report and is demonstrating full compliance.

The committee indicated that Mount Mary should be moved into active membership contingent on clarification of the women's 2008 cross country and tennis schedules and participant requirements.

(5) Reclassification Request – Third Year of Reclassification.

It was VOTED

"That Birmingham-Southern College, be moved into the third year of reclassification."

The committee noted that the institution needs to administer the NCAA Division III Rules Test to all head coaches and administrators with compliance responsibilities. The committee requested staff follow up with the institution. The committee also noted that no secondary violations were reported, despite not administering the test to all applicable test-takers. Sports sponsorship is an institutional strength and the institution's profile looks strong.

f. Waivers to Accelerate the Four-Year Process**.** The committee reviewed the following institution and recommended that the institution's waiver be approved. The institution was cited as a provisional institution that was doing a sound job advancing through the provisional process and they met all requirements of the wavier. The president is involved and the institution has made an obvious effort to support the athletics program and is well prepared to move forward. It was noted during the deliberations that while the institution meets all waiver requirements there were concerns within the application pertaining to low participation numbers/small roster sizes. Additionally, concerns were raised with the number of part-time coaches employed at the institution. The committee noted that full-time appointments tend to reflect a commitment to the athletics program, yet Penn State-Harrisburg demonstrated a commitment despite designating numerous coaching positions as part time. Institutions being granted the waiver must be those who are beyond the typical and excel in each and every area. The institution will be advanced to year four of the provisional process.

It was VOTED

"That the waiver for Penn State-Harrisburg to accelerate be approved."

g. Provisional/Reclassifying Membership Applications and Mentor Assignments.

(1) Berry College. The committee noted that Berry College is well organized and attended Regional Rules Seminars this past year. Additionally, Berry is meeting sport-sponsorship requirements. Lastly, the institution is meeting the geographic criteria for membership as well as being broad based.

It was VOTED

"To accept Berry's application and include them into the provisional class for 2013."

(2) Covenant College. Covenant College presented a solid application with no outstanding issues. Additionally, the institution has a conference lined up. The committee did note that the participant numbers for golf were low and that the registrar was listed as the faculty athletics representative which was a concern.

It was VOTED

"To accept Covenant's application and include them into the provisional class for 2013."

(3) Penn State Abington. The committee noted that there were four areas of information in the application that were contradictory. The committee felt the aforementioned areas needed to be clarified by the institution.

It was VOTED

"To accept Penn State Abington's application and include them into the provisional class for 2013."

The committee discussed the need to fill mentor slots for the above institutions. Chris Graham agreed to serve as mentor to Berry. Ms. Levine agreed to serve as mentor to Covenant. Rubin Stevenson agreed to serve as a mentor to Penn State Abington.

7. Division III Active Membership.

a. Current Membership Status. Ms. Davey provided an overview of the current membership status.

b. Review 2008 NCAA Regional Rules Seminars.

(1) Participant Numbers and Satisfaction of NCAA Constitution 3.2.4.15. The committee reviewed the list of institutions that attended the 2008 and 2009 Regional Rules Seminars, noting that this is the second year of the once-in-three-year attendance requirement. It was noted that 117 institutions have yet to attend a Regional Rules Seminar; as such those institutions will be required to attend in 2010. The committee supported staffs' decision to draft and distribute notifications to these institutions regarding their status related to the requirement. It was also noted that the sport-sponsorship and demographic form

now has a place to note if institutions were in attendance at Regional Rules Seminars as a checks and balances measure.

[Note: The meeting recessed at 4:50 p.m. Eastern time.]

Tuesday, June 23

The meeting was called to order at 8:05 a.m. Eastern time. All members were present as noted above.

(2) National Association of Division III Athletics Administrators Summer Forum. Ms. Davey noted that working for meeting in Dallas and have been working with the group to continue meeting in conjunction with the Regional Rules Seminars.

c. Review 2009-10 NCAA Division III Rules Test. The committee reviewed test questions that had a high passage rate for possible removal, those questions from the 2008-09 rules test that had been reworded as well as new questions that were created for the 2009-10 rules test. The committee asked about timing of the test and staff noted that it is an annual requirement for members to take the test. There is no requirement currently in terms of a deadline for taking the test. It was noted that "best practices" were provided at Regional Rules Seminars. The committee provided suggestions related to the changes, namely incorporation of a case study for NCAA Proposal No. 2009-2 and a review of the questions related to Proposal No. 2009-11 to determine if it is relevant to the Division III population.

d. NCAA Division III Institutional Self-Study Guide. Staff reviewed the changes to the ISSG for 2009-10 noting that the due date for the ISSG was incorporated. Additionally, the committee asked that question two in the sports medicine section be clarified.

- Electronic Submissions. Staff noted that it is working to get the ISSG and CSSG online so that institutions can access it across campus. Additionally, the committee was informed that Division II's submission of an IT request to complete the ISSG online has resulted in a pilot that is currently being used to test the system. Ideally the committee can look for online submission to go live for Division III in 2010-11.

e. Getting in the Game Web Site. Ms. Davey noted that there would be some aesthetic differences on the Web site again this year. There are also new videos that will be uploaded and there is an option to download a link to institutional pages for individuals to access. It was shared that there will be a basic announcement of its release.

f. Probation Institutions – 2008-09.

(1) Benedictine University. The committee noted that the institution provided the bare minimum to meet the requirement. No further discussion took place.

(2) Finlandia University. – The committee noted that the assessment was very well done. The institution properly addressed the concerns raised related to sport sponsorship previously. Specifically with baseball and softball and creative scheduling. Additionally, the committee indicated that it appreciated the efforts put forth by the institution and the proactive approach they have taken.

(3) John Jay College of Criminal Justice. It was noted that the institution failed to submit the program assessment. Staff indicated that notification was sent at the beginning of the year (July/August) and provided to multiple individuals at the institution including the athletics director, faculty athletics representative and president. Additionally, a past due notice after the deadline was provided to the institution and a telephone call to follow up was made as well.

(4) MacMurray College. The committee noted the institution completed the assessment.

(5) Menlo College. The committee noted the institution completed the assessment.

(6) College of New Rochelle. The committee noted that the institution successfully completed the requirement.

Those institutions on probation that did not submit the program assessment which is a condition of probation status were reviewed by the committee. It was noted that the committee views this as a second strike in the membership committee process.

It was VOTED

"That failure to submit the program assessment, due May 15 as a requirement of probation status, results in a additional strike if the institution does not provide the assessment within 30 calendar days of due date."

The committee also addressed those institutions on probation that submitted the program assessment after the required date. The committee noted that placing an institution in restricted status as a result of late submission is extreme. The committee suggested a letter of reprimand be sent to the institution's president. Additionally, the committee asked that such a letter be sent to Menlo; however, the committee felt as though the circumstances surrounding New Rochelle's

late submission warranted relief from the letter of reprimand given the unique nature of the health concerns of the athletics director at the institution, the sentiments of the group can be expressed via a phone call. Lastly, communication to Menlo should cover the late submission of the program assessment as well as the decision to deny the institutions sport-sponsorship waiver.

8. Sport-Sponsorship Audit.

- Annual Tasks and Roles. Based on committee review, the timeline for the sports-sponsorship audit had been changed for institutions being audited during the 2009-10 academic year for requirements in 2008-09. It was noted that it was reasonable to select the random institutions already so that the contractors could begin obtaining and reviewing information. It was noted that this phase of the process does not include the for-cause institutions as those will be added at a later date.

9. Update from Division III Commissioners Meeting.

- Overview. Staff noted that there is a potential membership proposal coming forward related to sport sponsorship.

10. Review Waiver Requests. The committee would like to have a discussion in the future related to the single-gender institution transitioning to coeducational institution waiver.

a. Rosemont College. The committee reviewed the single-gender institution transitioning to coeducational institution waiver request from Rosemont College.

It was VOTED

"To approve the single-gender institution transitioning to coeducational institution waiver request from Rosemont per NCAA Bylaw 20.11.3.6.2."

It was suggested that annual reporting of progress be provided to the committee to track and see if the institution is implementing the plan that was presented. The committee identified Mr. Stevenson to provide the committee with an update at the June 2010 in-person meeting.

b. Wheelock College. The committee reviewed the male-female enrollment ratio waiver request from Wheelock College.

It was VOTED

"To grant Wheelock's male-female enrollment ratio waiver request per Bylaw 20.11.3.6.1 for the 2009-10 academic year." [6-3 Approved]

The committee noted that the institution needs to be held accountable moving forward and will be required to report back to the committee to demonstrate progress made during the 2009-10 academic year. Deliberations by the committee identified the enrollment challenge faced by the institution as a mitigating factor. However, it was noted that the committee was not impressed by the waiver and supporting documentation that was provided.

c. Menlo College. The committee reviewed a sport-sponsorship waiver request from Menlo for the 2008-09 academic year. The institution was short one sport for men and one sport for women. Rationale presented by the institution noted that dual affiliation with the NAIA and the departure of many institutions from its conference to Division II made scheduling difficult. Additionally, the turn-over ratio for the head coaching position in the sport of cross country was an issue as was the ability to schedule the necessary contests in golf. A plan to address the issues identified was presented. It was noted by the committee that the institution is still held accountable to schedule outside of the conference, especially if conflicts exist with conference events. The committee noted that the institution had ample opportunity to meet sport sponsorship and could have made adjustments throughout the year to ensure that it was met. The committee encouraged the institution to be tracking sport-sponsorship requirements in the future.

It was VOTED

"To deny Menlo's sport-sponsorship waiver request per Bylaw 20.11.3 for the 2008-09 academic year." [8-0-1 Deny]

11. Other Business.

a. Legislative Change.

It was VOTED

"To sponsor noncontroversial legislation to eliminate Bylaws 20.3.2.1 and 20.3.2.2 from the NCAA Division III Manual effective immediately."

b. Welcome Packet. Committee was comfortable moving forward with the packet for those institutions graduating from the provisional process and entering active membership on September 1, 2009.

c. Active Conferences Voting. Kristen Hall inquired into the history behind allowing active conferences to vote. Noting that the conference's vote is not always representative of the conference members and that each is dependent on conference

policy for voting procedures. The committee decided to table the issue and re-visit at a later date.

12. In-Person Meetings and Teleconference Schedule.

a. The committee was reminded that its next in-person meeting is scheduled for February 16-17, 2010, in Indianapolis, Indiana.

b. The committee set its future teleconference schedule. All teleconferences will be conducted from 1 to 3 p.m. Eastern time. The dates of the teleconferences are as follows:

(1) July 10;

(2) August 14;

(3) September 11;

(4) October 9;

(5) November 13;

(6) December 11; and

(7) January 8, 2010.

13. Adjournment. The committee adjourned at 9:30 a.m. Eastern time.

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