A G E N D A

National Collegiate Athletic Association

Division III Membership Committee

NCAA national office
Indianapolis, Indiana

February 15-17, 2012

1. Welcome and announcements.

   - Election of chair. [Supplement No. 1]

2. NCAA Division III Membership Committee roster and conflict of interest. [Supplement No. 2]

3. NCAA Division III governance and identity update. [Supplement Nos. 3 and 4]

4. Division III provisional, reclassifying and exploratory membership. [Supplement No. 5]

   a. Exploratory applications and mentor assignments. [Supplement No. 6]

   b. Division III fee. [Supplement No. 7]

5. Division III active membership.

   a. ISSG Audit. [Supplement No. 8] (Jean Orr)

   b. Sports sponsorship audit. [Supplement No. 9]

   c. 2012 Convention attendance (Constitution 3.2.4.15). [Supplement No. 10] (Kristin Nesbitt)

   d. Trinity (DC) – sports sponsorship waiver request. [Supplement No. 11] (Nesbitt)

   e. Franciscan University of Steubenville – sports-sponsorship waiver update.

6. Core consistency project – expiration of grace period. [Supplement No. 12] (Azure Davey)

7. Educational initiatives.

   a. 2012 NCAA Regional Rules Seminars. [Supplement No. 13]

      (1) Attendance record. [Supplement No. 14] (Nesbitt)

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

   b. New England Compliance Seminar. [Supplement No. 15] (Davey)

   c. 2012-13 NCAA Division III rules test. [Supplement No. 16] (Orr)

   d. *"Getting In The Game"* webpage. (Nesbitt)

   e. Digital Self-Study Guides. (Nesbitt)

8. In-person meeting and teleconference schedule. [Supplement No. 17]

10. Other business.

11. Adjournment.

REPORT OF THE
NCAA DIVISION III MEMBERSHIP COMMITTEE
February 15-16, 2012, MEETING

KEY ITEMS

- None

***ACTION ITEMS*.**

1. Legislative Items.

- **Noncontroversial Legislation --NCAA Constitution 3.3.1.2.1 (Composition of Conference) - Application of Grace Period – Expiration.**

(1) Recommendation. Approve in concept noncontroversial legislation that clarifies that a conference that falls below the minimum number of institutions required for active conference membership enters into restricted status after the end of a two-year grace period. Further, within six months prior to the end of the two year grace period, the conference must provide the Division III Membership Committee with notice as to its progress toward attaining the minimum required number of core institutions. All benefits of conference membership will be removed after the grace period and will not be reinstated until the conference has regained the minimum required number of member institutions. Institutions that are members of the conference will continue to receive benefits of active membership (e.g., grant initiative funding; NCAA Convention voting rights).

(2) Effective Date. August 1, 2012.

(3) Rationale. The proposed conference penalty process for failure to maintain seven active members on expiration of the two-year grace period is consistent with the institutional penalty process. Restricted status is appropriate for conferences that can't, within a two year grace period, meet the same minimum standards required of conferences seeking active NCAA Division III membership.

(4) Estimated Budget Impact. A conference that is in restricted status will lose access to conference-specific funds typically administered via the NCAA Division III Strategic Initiative Grant.

(5) Student-Athlete Impact. None.

2. Nonlegislative Items.

a. NCAA Constitution 3.6.3.1.1 (Fee – Provisional Members) - 2012-13 Exploratory Institutions.

(1) Recommendation. To approve the 2012-13 nonrefundable fee structure as recommended. Specifically, exploratory members will pay $500 on application to the exploratory process and will pay the remaining provisional fee balance of $37,180.00 by September 1 of the first year of provisional membership.

(2) Effective Date. The fee is effective for 2012-13 exploratory members and 2013-14 first year provisional members.

(3) Rationale. The committee is annually charged with analyzing the expenses and benefits associated with the membership process and making a fee recommendation to the Division III Management Council. This analysis is based on a four-year rolling average Provisional members in years one through four shall also pay NCAA dues.

(4) Estimated Budget Impact. Exploratory and provisional member institutions will pay fees that cover the cost of administering the division's provisional and exploratory program.

(5) Student-Athlete Impact. None.

b. NCAA Constitution 3.2.4.15 (Convention and Regional Rules Seminar Attendance) - Convention Attendance – Waiver Requests.

(1) Recommendation. To approve institutional waiver requests of NCAA Constitution 3.2.4.15 (convention and regional rules seminar attendance) for those institutions that failed to either attend or cast a vote at the NCAA Convention. The committee recommended waiver approval for the following institutions that were unable to attend or cast a vote at the NCAA Convention due to technical issues, institutional emergencies or personal circumstances:

(a) Agnes Scott College;

(b) Albertus Magnus College;

(c) Anna Maria College;

(d) Suffolk University; and

(e) The U.S. Coast Guard Academy.

(2) Effective Date. Immediate. Waiver relief is applicable for attendance at the 2012 NCAA Convention.

(3) Rationale. The institutions provided mitigating circumstances regarding inability to cast a vote at the business session. The committee reviewed the institutions' requests or circumstances and found that the mitigation presented warranted relief.

(4) Estimated Budget Impact. None.

(5) Student-Athlete Impact. None.

c. Trinity College (District of Columbia) – Sports-Sponsorship Requirements – Waiver Request of NCAA Bylaw 20.11.3 (Sports Sponsorship) per Bylaw 20.11.3.8.9.1 (Minimum Contests and Participants).

(1) Recommendation. Approve a sports-sponsorship waiver request of Bylaw 20.11.3 (sports sponsorship) for Trinity (District of Columbia) for the 2010-11 academic year per Bylaw 20.11.3.8.9.1 (minimum contests and participants).

(2) Effective Date. The waiver would provide relief for the 2010-11 academic year.

(3) Rationale. The committee noted that the institution's women's lacrosse head coach and assistant coach departed the institution two weeks prior to the start of the season. The committee considered the timing of the coaches' departure, the institution's efforts to search for a replacement, and the fact that the institution is currently sponsoring two club sports that will be activated as varsity sports. The committee also noted that the institution has a full roster of student-athletes for participation in the 2011-12 season. Finally, the committee considered the institution’s low enrollment and pool with which to draw student-athlete participants late in the academic year.

(4) Budget Impact. None.

(5) Student-Athlete Impact. None.

INFORMATIONAL ITEMS.

1. **Welcome and Announcements**. The committee commenced business at 2:07 p.m. Eastern time Wednesday February 15, 2012. New committee members were welcomed and committee members and NCAA staff introduced themselves.

2. **Election of Chair.** The committee elected Charlyn (Charlie) Robert, Nichols College, as chair of the Membership Committee and thanked Shana Levine, Washington and Lee University, for her leadership during her tenure as committee chair.

3. **Membership Committee Roster and Conflict of Interest.** Committee members were reminded of the NCAA Conflict of Interest Policy and proper procedures for recusal in the event that a conflict of interest might arise. Committee members followed the procedures during all deliberations.

4. **Division III Governance and Identity Update.** NCAA Governance Staff provided the committee with updates on the Division III Identity Initiative, the division's partnership with Special Olympics, academic reporting, status of sickle cell trait legislation and new initiatives subject to budget approval. The committee provided feedback regarding academic reporting including whether the Institutional Self-Study Guide (ISSG) could be an effective vehicle for collecting institutional academic reporting information. The committee also provided feedback regarding issues associated with sickle-cell trait legislation, education and initiatives.

5. **Applications for Exploratory Membership and Mentor Assignments.** The committee accepted and approved exploratory applications of the following:

a. Alfred State College;

b. Berea College; and

c. Iowa Wesleyan College.

The committee assigned Charlie Robert to Alfred State College, Shana Levine to Berea College and Karen Thompson-Wolfe to Iowa Wesleyan College to serve as committee mentors to the institutions. In addition, Shana Levine was assigned as mentor to Centenary College to replace Stephanie Baker-Watson. The committee recognized that Illinois Institute of Technology was accepted to the exploratory process during a previous committee teleconference call.

6. Provisional/Reclassifying Membership Fee Structure. The committee determined the costs that comprise the annual provisional/reclassifying membership fees by calculating a variable fee based on the average program costs over a rolling four-year period. Current estimates place the fee at approximately $41,000. [See Nonlegislative Action Item 2a.]

7. Division III Active Membership.

a. Institutional Self-Study Guide (ISSG) Audit. The committee reviewed ISSG submissions and supporting materials from audited Division III active member institutions and took the following action:

(1) Approvals. The committee approved the ISSGs of the following institutions:

(a) Blackburn College;

(b) Bridgewater College (Virginia);

(c) Bridgewater State University;

(d) Greensboro College;

(e) North Central College;

(f) Rhode Island College;

(g) Rose-Hulman Institute of Technology;

(h) St. Norbert College;

(i) Stevenson University; and

(j) The University of Southern Maine.

(2) Approvals with Opportunities for Enhancement. The committee approved the ISSGs of the following institutions and provided feedback in areas where the institutions could enhance their current practices:

(a) Baruch College;

(b) DePauw University;

(c) Eureka College;

(d) Howard Payne University;

(e) Monmouth College;

(f) Mount Holyoke College;

(g) Muhlenberg College;

(h) Pine Manor College;

(i) Rust College;

(j) St. Lawrence University;

(k) Wheaton College (Massachusetts); and

(l) Williams College.

(3) Approvals with Opportunities for Enhancement, on Condition of Supplemental Information Submission. The committee approved the ISSGs of Alfred University and Otterbein University, and provided feedback in areas where those institutions could enhance their current practices. The committee conditioned its approval on receipt of supplemental materials that were not submitted with the institutions' ISSG submission.

(4) Request for Resubmission. The committee requested that Macalester College and Suffolk University review their ISSGs and resubmit to the committee not later than June 1, 2012.

b. Sports-Sponsorship Audit. The committee received an update on institutions that were audited for verification of sports sponsorship compliance during the 2010-11 academic year. The committee noted that four of these institutions will

either seek waiver relief for failure to meet sports-sponsorship legislation or will be placed on probation for the 2012-13 academic year. The committee will review these institutions at its next meeting.

c. 2012 Convention Attendance - Constitution 3.2.4.15. The committee received notice from Birmingham-Southern University that the institution failed to attend and register a vote at the 2012 NCAA Convention Business Session. The institution declined to pursue a waiver of the legislation and will enter a three-year probationary period beginning September 1, 2012. Specifically, the institution will be on probation academic years 2012-13, 2013-14 and 2014-15. Other institutional waiver requests were considered. [See Nonlegislative Action Item 2b.] Further, the committee adopted a waiver directive that would provide NCAA staff and institutions guidance when an institution is unable to attend the NCAA Convention or cast a vote and has exhausted all options for representation. In its directive consideration, the committee noted that a waiver of the NCAA Convention business session voting and attendance requirement in Constitution 3.2.4.15 may be approved if an institution demonstrated it exhausted its options for transferring its vote prior to the Convention business session. The committee also noted that in its review of NCAA Convention attendance waivers, waiver relief has consistently been provided when mitigating circumstances demonstrate that the institution made exhaustive attempts to transfer its voting responsibility to an appropriate substitute when its original delegate was unable to attend the NCAA Convention business session.

d. Trinity (District of Columbia) – Sports-Sponsorship Waiver Request. The committee considered a sports-sponsorship waiver request per Bylaw 20.11.3.8.9.1 (minimum contests and participants). [See Nonlegislative Action Item 2c.]

e. Franciscan University of Steubenville – Sports-Sponsorship Waiver Update. The committee received an update from Franciscan University of Steubenville on the institution's plan to sponsor the minimum number of sports for sports sponsorship and noted that the institution has continued to fulfill its requirement to adhere to its plan. The institution was previously granted a waiver to permit the use of men's rugby as a sport for purposes of meeting the legislative requirement in Bylaw 20.11.3 (sports sponsorship).

8. Core-Consistency Project – Expiration of Grace Period. The committee reviewed NCAA Division III Proposal No. 2012-2 and considered what would happen to an active member conference whose two-year grace period expired. [See Legislative Action Item.]

9. Educational Initiatives.

a. 2012 NCAA Regional Rules Seminars.

(1) Content. The committee reviewed the schedule and educational sessions for the 2012 NCAA Regional Rules Seminars. Committee members provided suggestions as to areas that a recruiting-related session(s) may address, including opening a dialogue as to how and which sports could be impacted by recruiting reforms. Committee members discussed ideas for future compliance seminars conducted in tandem with, or as an alternative to, the standard Regional Rules Seminars.

(2) Attendance record. The committee was given a list of institutions that are required to attend the 2012 NCAA Regional Rules Seminars or the New England Pilot and was notified of the NCAA staff's process for providing reminders to those Division III institutions.

(3) National Association of Division III Athletics Administrators (NADIIIAA) Summer Forum. The committee was notified about the general schedule and programming of the NADIIIAA Summer Forum. The committee noted that the NADIIIAA Summer Forum will be held in conjunction with the Regional Rules Seminars in Atlanta, Georgia, June 4-8, 2012. Further, the committee considered the concept that NADIIIAA programming and attendance may be impacted by any future modification in compliance seminar programming or restructure.

b. New England Compliance Seminar. The committee reviewed a draft schedule of the New England Compliance Seminar scheduled for June 12 at Babson College. NCAA staff also noted that two video presentations would be provided to attendees to provide noncompliance-related educational programming (i.e., Division III Governance Update; Student-Athlete Programming) that is equivalent to the programming provided to 2012 NCAA Regional Rules Seminar attendees. Committee members noted that particular attention should be paid to the length of the seminar in terms of whether key educational points are thoroughly covered and made suggestions as to the order of various educational sessions. Finally, the committee noted that no other topical areas could be presented in video format or offered concurrent to one another in order to ensure committee educational priorities were met.

c. 2012-13 NCAA Division III Rules Test. The committee conducted its annual review of the Division III Rules Test and provided feedback as to subject areas that should be included on the 2012-13 version of the exam. Further, the committee suggested offering a hard copy of the test and providing a PowerPoint version of the test in an effort to assist institutions that administer the exam in a group format (e.g., athletics department staff meeting).

d. "Getting In The Game" webpage. The committee received an update on the "Getting In The Game" webpage and provided feedback regarding presentation, updates and the nature of the content of the site.

e. Digital Self-Study Guides. The NCAA staff provided the committee with a digital overview of the ISSG and explained the process that institutions could expect while completing the self-study in a digital-only format. Committee members noted that the 2012-13 class of institutions will be the first group to complete the ISSG in the new format. The staff noted that the Conference Self-Study Guide (CSSG) also will be converted to digital format prior to the 2012-13 academic year. The committee conducted its annual review of ISSG content and provided Staff with feedback.

9. In-Person Meetings and Teleconferences. The committee agreed to conduct its 2013 in-person meetings February 13-15, 2013, and June 17-19, 2013. The committee will continue to conduct monthly conference calls from 1 to 3 p.m. Eastern time on the second Thursday of each month.

10. Other Business. The committee provided NCAA staff with feedback on the NCAA Sports Sponsorship and Demographic Form, as well as suggestions for revision of the Division III Exploratory Membership Viability Statement.

11. Adjournment. The committee concluded its business and adjourned at 12:47 p.m. Eastern time Thursday, February 16, 2012.

Committee Chair: *Shana Levine, Washington and Lee University, Old Dominion Athletic Conference*

Staff Liaison: *Azure Davey, Academic and Membership Affairs*
Kristin Nesbitt, Academic and Membership Affairs
Jean Orr, Academic and Membership Affairs

Meeting Date: February 15-16, 2012	
Attendees	Absentees
Stephanie Baker-Watson, North Central College	Charles Harris, Averett University
Kris Diaz, Baldwin-Wallace College	Dale Knobel, Denison University
Shana Levine, Washington & Lee University	Marybeth Lennox, Green Mountain College
Charlie Robert, Nichols College	
Rubin Stevenson, Frostburg State University	
Karen E. Tompson-Wolfe, Westminster College (Missouri)	
Joseph Walsh, Great Northeast Athletic Conference	
Other Participants Gary Brown, NCAA Dan Dutcher; NCAA Houston Hum, NCAA extern Louise McCleary, NCAA Jeff Myers, NCAA Andrea Worlock, NCAA	