ACTION ITEMS.

1. Legislative Items.


      (1) **Recommendation.** Sponsor noncontroversial legislation to clarify that Division III member institutions whose conferences host a Division III Conference Rules Seminar, as approved by the Membership Committee, may satisfy the Regional Rules Seminar attendance requirement in NCAA Constitution 3.2.4.15 by attending a Conference Rules Seminar.

      (2) **Effective Date.** Immediate.

      (3) **Rationale.** Currently, the Membership Committee allows member institutions whose conferences host a regional-based Division III Conference Rules Seminar to attend a Conference Rules Seminar in order to comply with the Regional Rules Seminar attendance requirement in Constitution 3.2.4.15. Amending the legislation would codify this practice.

      (4) **Estimated Budget Impact.** None.

      (5) **Student-Athlete Impact.** None.


      (1) **Recommendation.** Sponsor noncontroversial legislation to remove lists of specific self-study criteria from both the Conference Self-Study Guide and Institutional Self-Study Guide, as described in Constitution 3.3.4.6 (self-study report) and Constitution 6.3.1 (self-study report), respectively.

      (2) **Effective Date.** Immediate.

      (3) **Rationale.** As the needs and concerns of the Division III membership change, various subject areas may no longer be relevant. Conversely, subject areas not currently listed may become central to a model athletics program. Removing the lists of specific criteria from the self-study legislation provides the Membership Committee flexibility to modify to
subject areas of the self-studies with greater ease and within its policies and procedures. Further, the self-study instruments are readily available to member schools if the institution or conference needs to see what subject areas are covered within the review documents.

(4) **Estimated Budget Impact.** None.

(5) **Student-Athlete Impact.** None.

c. **Membership – Provisional Membership — Credit for Time Served in the Membership.**

(1) **Recommendation.** Sponsor noncontroversial legislation to remove the restriction in NCAA Bylaw 20.3.3.1.2 (credit for time completed previously as provisional member) that an institution's previous time in the provisional or reclassifying membership process must be completed within the last 10 years.

(2) **Effective Date.** Immediate.

(3) **Rationale.** Currently, the legislation allows the Membership Committee to waive any portion of the first two years of a four-year provisional or reclassifying membership process an institution previously completed as a provisional or reclassifying member, provided the portion was completed within the last 10 years. By removing the timeline, it allows the committee to be more discerning in its review of an institution that might be repeating the membership process. The committee noted that situations may occur in which an institution that failed to complete the provisional or reclassifying process more than 10 years prior could merit credit for previous time in the process; however, the committee also noted that it is more likely that an institution would change enough in just a few years to warrant a full repeat of the process.

(4) **Estimated Budget Impact.** None.

(5) **Student-Athlete Impact.** None.

2. **Nonlegislative Items.**

- **Discussion of Punitive Measures Related to Restricted Membership Status – Recommendation of Policy Change to Division III Strategic Planning and Finance Committee.**

  (1) **Recommendation.** That Management Council refer to the Strategic Planning and Finance Committee, for potential policy change, a recommendation that when a member institution is on restricted
membership status, the Strategic Planning and Finance Committee does not change the denominator used for calculating the total amount of conference grant funding that a conference would receive in that year, but instead direct the conference commissioner to prohibit any of the grant funding from being provided directly to the institution on restricted status, as required in the legislation.

(2) **Effective Date.** Immediate.

(3) **Rationale.** The committee discussed the impact of punitive measures on institutions placed in restricted membership status. The committee noted that the conference of an institution on restricted status suffers the most immediate impact with the reduction in conference grant funding. The legislation for an institution in restricted membership status prohibits them from receiving NCAA grant funding; however, the committee felt that the conference office could easily control the distribution of funding and prohibit the institution(s) on restricted status from receiving direct grant funding. This policy change would ensure that the current legislation is not being violated, while improving the current distribution process which indirectly has a negative impact on all conference schools when an institution is placed on restricted membership status.

(4) **Estimated Budget Impact.** Approximately $4,000 for every institution placed on restricted status.

(5) **Estimated Student-Athlete Impact.** None.

**INFORMATIONAL ITEMS.**

1. **Welcome and Announcements.** The chair commenced business at 8:38 a.m. Eastern time Wednesday, February 10, 2016. New members of the committee were welcomed to their first in-person meeting.

2. **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 reviewed the conflict of interest document and updated any conflicts as necessary. Committee members followed the recusal procedures during all deliberations.

3. **Review December 2015 teleconference report.** The committee reviewed the December 10, 2015, teleconference report and made one adjustment to correct the outgoing committee member roster. In its review, the committee noted that the report had already
been reviewed by the Management Council and as such did not require formal approval at the committee level.

4. **Policies and Procedures.** The NCAA staff provided the committee with its policies and procedures for review. The committee reviewed the document and amended the policies to stipulate that committee mentors of provisional and reclassifying institutions as well as institutions in the exploratory process will be designated among the institutional or conference athletics administrators and faculty athletics representatives of the committee; Additionally, the committee noted athletics direct reports on the committee would be assigned to mentor institutions as needed. This decision was based on the increase in volume of institutions that are in the membership process. The staff also noted a change in the policies and procedures to reflect a three-cent reduction in the committee member per diem reimbursement, per an adjustment in federal mileage requirements.

5. **Division III Governance Update.** Dan Dutcher, Vice President for Division III, and Louise McCleary, Director of Division III, provided the committee with updates from the 2016 NCAA Convention and other pertinent items being discussed by the division.

6. **Applications for Exploratory Membership and Mentor Assignment.** The committee accepted exploratory applications from the following institutions:

   a. Brevard College (North Carolina). Exploring reclassification from Division II.;

   b. Dean College (Massachusetts). In its acceptance of the application, the committee noted the institution has both two- and four-year academic programs and discussed whether the institution may encounter challenges with eligibility certification of student-athletes. The committee also discussed the institution's accreditation and noted that the institution would be going through the re-accreditation process during the 2016-17 exploratory year.

   c. Pfeiffer University (North Carolina) Exploring reclassification from Division II.; and

   d. Saint Anselm’s College (New Hampshire) Exploring reclassification from Division II.

   In its review, the Membership Committee found that the institutions met the conditions and obligations for application to explore Division III.

7. **Referral from NCAA Division III Championships Committee – Pool B Automatic Qualification Standards.** The committee discussed a question referred from the Championships Committee. The Championships Committee solicited the Membership
Committee's opinion regarding whether automatic qualification pools B and C should potentially be consolidated into one pool (Pool B/C) in various sports, due to a decrease in the number of independent Division III institutions. The Membership Committee noted that independent institutions alone do not comprise the candidates for Pool B berths, and noted that the pool is also comprised of institutions in multi-sport conferences that sponsor sports not represented at the conference level. The Membership Committee also noted that retaining Pool B is a beneficial method to assist newly-minted Division III institutions that do not have a conference home, specifically noting there are currently four independent institutions within the provisional/reclassifying membership process. The committee was not in favor of removing Pool B in its entirety, due to the importance of the access it provides to athletics programs that would otherwise not have championship opportunities and the potential difficulties in reinstating the pool if sponsorship trends change in the future. The committee preferred establishing an intermediate step to address the issue. Two concepts the Membership Committee discussed: 1) to set a specific time limit an institution may have access to participate in Pool B; and 2) to establish sponsorship threshold requirements to activate the use of Pool B. An example of a threshold requirement model would be to establish a minimum number of independent institutions sponsoring a sport before Pool B can be activated, and then applying the normal calculation ratios to the candidates within the pool. Lastly, the Membership Committee felt that a global change may be inappropriate and advised any solutions should be applied individually by sport as needed.

8. **Discussion of Codifying Conference Membership Requirements and Privileges.** Currently, the Division III legislation in Bylaw 3.3.2.1 (privileges of member conferences) lists only the requirements for Division III conferences and does not fully define conference rights and privileges. The committee discussed whether to codify membership requirements and privileges for Division III conferences and declined to recommend legislation, noting that codifying specific rights and privileges in the legislation would require a legislative change that restricts the committee's ability to respond quickly to membership needs.

9. **Discussion of Annual Conference Membership Acceptance Limits.** The committee discussed whether to limit the number of applicant conferences that may be accepted to Division III in a particular year. The committee declined to recommend legislation, noting that conference membership growth does not warrant limits at this time.

10. **Discussion of termination of Membership for Failure to Pay Dues – NCAA Constitution 3.2.5.3.** Currently Division III Constitution 3.2.5.3 states, “if an active member fails to pay its annual dues for one year, its membership shall be automatically terminated.” The committee discussed whether to deregulate the legislation and declined to recommend making a change to the penalty. In its decision, the committee noted it is exceedingly rare that an institution does not fulfill its dues requirements, as failing to do so triggers additional violations and leads to penalties in other legislative areas.
11. **Discussion of establishing minimum requirements and audits of conference sports sponsorship.** The committee discussed whether to establish minimum sports-sponsorship requirements and audit requirements for conferences. The committee noted that when the review and modification of Division III sports-sponsorship requirements for institutions occurred in 2006, conference sports-sponsorship requirements were not addressed. The committee declined to recommend legislation, noting that conferences are indirectly accountable to sponsorship requirements because their member institutions are required to meet minimum sports-sponsorship requirements.

12. **Discussion of Division III Institutions that Sponsor Division I Sports.** The committee discussed the conflicts between Division III legislation and Division I legislation for institutions that sponsor sports in both divisions. Currently, Bylaw 20.7.1.1 stipulates a Division III institution that has a sport classified in Division I must apply the rules of both divisions, or the more stringent rule if both divisions have a rule concerning the same issue, except that in either instance, the institution may apply the Division I playing and practice season regulations of Bylaw 17 in the Division I sport. Some committee members discussed how the legislation detrimentally impacts the eligibility of Division I student-athletes at Division III institutions in comparison to their peers at Division I institutions, particularly in the areas of transfer, recruiting and seasons of competition; however, the committee was strongly opposed to allowing financial aid to be included in any potential modification of the legislation. The committee asked the staff to provide research for the committee to review at its June 2016 in-person meeting and further noted that the Division III Interpretations and Legislation Committee also is planning to review this issue.

13. **Modification of Playing and Practice Seasons Chart – NCAA Figure 17.1.** The committee asked that the staff issue an editorial revision to incorporate Bylaw 20.11.3.8 (minimum contests and participants requirements for sports sponsorship) into the playing and practice seasons chart in Figure 17.1. In its request, the committee noted that currently, Figure 17-1 (playing and practice seasons chart) identifies the maximum dates of competition/contests for each sport and that there is regular confusion among the Division III membership regarding the maximum contest limits in Bylaw 17 and the minimum contest and participant requirements in Bylaw 20. Incorporating minimum contest and participant requirements will reduce confusion and provide a quick reference to both sets of requirements.

14. **Division III Active Membership.**
   a. **Institutional Self-Study Guide (ISSG) Random Audit.** The committee reviewed ISSG submissions and supporting materials and confirmed satisfactory completion of the ISSG by the following randomly audited Division III active member institutions:
(1) Babson College;
(2) Centenary College (Louisiana);
(3) Keene State College;
(4) Lewis and Clark College;
(5) New Jersey City University;
(6) State University of New York at Cortland;
(7) Wilmington College; and
(8) Wittenberg University.

b. Overview of the 2014-15 Sports-Sponsorship Audit. The staff informed the committee that all five institutions randomly audited for minimum sports sponsorship were found to be in compliance with the legislation. Additionally, 16 institutions were audited "for cause" based on information submitted in their respective sports-sponsorship and demographic form. Four of those institutions requested waivers which were approved; one institution had its waiver denied and moved to restricted status; three institutions had waivers denied and were placed on probation, and three institutions were placed on probation without pursuing a waiver. One institution was a provisional member, whose sports sponsorship is reviewed in a separate process. The last four institutions were identified to have made submission errors and were revealed to have met sports-sponsorship requirements.

c. 2016 NCAA Convention Attendance – Constitution 3.2.4.15. Staff informed the committee that all but two Division III institutions satisfied the attendance requirement at this year's Convention. The institutions that failed to satisfy the attendance requirement, Ohio Northern University and Sul Ross University, both intend to submit a waiver request due to extenuating circumstances. If a waiver is not approved, each institution will be placed on probation effective September 1, 2016. The staff noted that based on conversations with the institutions it was likely that waivers would be able to be provided through the staff’s authority relative to Convention attendance waiver requests.

15. Division III Provisional and Reclassifying Membership.

a. Provisional/Reclassifying/Exploratory Chart and Mentor Assignments. The committee reviewed the provisional/reclassifying/exploratory member chart and assigned committee mentors to each of the institutions accepted into the exploratory process:
(1) Brevard College – Charles Harris;
(2) Dean College – Rob Larson;
(3) Pfeiffer University – Keith Cecil; and
(4) Saint Anselm’s College – William Fell.

b. Discuss NCAA Convention attendance for provisional/reclassifying institutions. Per the Membership Committee's provisional/reclassifying membership program policy, presidents and directors of athletics of provisional and reclassifying institutions are required to attend the Division III Business Session at the Convention. The staff informed the committee that the president of Valley Forge University did not attend the Division III Business Session. Additionally, per the program policy, the directors of athletics of provisional and reclassifying institutions must attend the Division III provisional and reclassifying member reception at the Convention. Staff informed the committee that the director of athletics of Southern Virginia University did not attend the Division III provisional and reclassifying member reception. The Committee expressed disappointment that neither institution notified NCAA staff prior to, or at the time of, the absences. Staff notified the committee that staff intends to establish a more formal method of verifying provisional and reclassifying member attendance at the Convention. The committee asked staff to notify conference commissioners of the provisional/reclassifying membership NCAA Convention attendance requirements when scheduling conference business that involves their provisional/reclassifying members.

c. Review of Bylaw 20.3.2 – Class Size and Assignment. The committee discussed criteria for admission and placement in the provisional/reclassifying membership process. Committee members noted the maximum number of institutions permitted to enter the process at any one time is a rolling average of no more than four institutions. Over the last five years, the number of institutions entering the membership process has increased, and the current average is three institutions per class. The committee discussed whether the current admissions and placement policies and procedures are sufficient for comparative evaluations when there are more applicants for provisional/reclassifying membership than available openings in the process. The committee selected Terri Deike, Julie Kline and Rob Larson to form a working group to explore admittance and placement in the membership process and the timeline of education and review for the provisional/reclassifying membership process.

d. Constitution 3.6.3.1.1 (fee – provisional members) – exploratory institution fees. The committee noted that it must annually review the three-year rolling average of costs that comprise the annual provisional/reclassifying membership fee. The
committee reviewed information from the NCAA administrative services staff and recommended that the fee remain at its current level for the 2016-17 academic year ($500 for exploratory application and $37,000 for year one membership applications). The committee discussed whether to recommend a legislative change establishing a review of the fee every other year, but ultimately decided to continue its annual review.

16. **Review of Recommended Changes to Exploratory Application.** The committee reviewed the exploratory application and directed staff to amend the document to reflect the staff's and committee's suggestions. Among the amendments, the committee asked that the staff add language onto the application document that clarifies that acceptance into the exploratory year does not guarantee admittance to the provisional/reclassifying membership process.

17. **Review of Recommended Changes to the Provisional/Reclassifying Membership Application.** The committee reviewed the provisional/reclassifying membership application and directed staff to amend the document to reflect the staff's and committee's suggestions.

18. **Review of Recommended Changes to the Athletics Program Assessment.** The committee reviewed the Athletics Program Assessment and directed staff to amend the document to reflect the staff's and committee's suggestions.

19. **Review of Recommended Changes to the Annual Report.** The committee reviewed the provisional/reclassifying member annual report and directed staff to amend the document to reflect the staff's and committee's suggestions.

20. **Review of Recommended Changes to Conference Guidelines and Applications.** The committee reviewed the single- and multi-sport conference applications and their corresponding guidelines and directed staff to amend the documents to reflect the staff's and committee's suggestions.

21. **Review of Recommended Changes to Affiliated Membership Application.** NCAA staff provided the committee with the Affiliated Membership application for review. The committee noted that the application is for association-wide membership and agreed that NCAA research staff continues to be the best group to administer the application.
22. **Review of Recommended Changes to Application to Revoke Multidivision Classification.** The committee reviewed the Application to Revoke Multidivision Classification and directed staff to amend the documents to reflect the staff's and committee's suggestions.

23. **Final Changes to Conference Self-Study Guide.** NCAA Staff provided the committee an updated draft of the updated Conference Self-Study Guide for review. The new draft included comments and suggestions from Division III conference commissioners. The committee approved the documents as amended.

24. **Educational Initiatives.**
   
a. **2016 NCAA Regional Rules Seminars.** Staff provided the committee with a list of institutions that are required to attend the 2016 Regional Rules Seminars in either of Orlando, Florida, or Dallas, Texas. Staff noted that institutions are provided regular reminders to encourage them to register as early as possible.

b. **Update on Conference Rules Seminars.** Staff provided the committee with an update on the 2017 Northeast Conference Rules Seminar to be held in Boston, Massachusetts. The northeast group has a May 1, 2016, deadline to provide the staff logistical information, which will be reviewed at the committee's June 2016 in-person meeting. The committee approved the northeast group's request to hold the seminar on June 14, 2017. Staff also notified the committee that the application process has been opened for the 2018 Conference Rules Seminar and will close on April 1, 2016.

c. **NCAA Inclusion Forum.** NCAA staff reminded the committee that the 2016 NCAA Inclusion Forum will be held April 16-18 in Indianapolis, Indiana. Committee members were encouraged to remind their mentee provisional/reclassifying institutions the Inclusion Forum satisfies the provisional/reclassifying educational requirement for FAR and SWA professional development.

25. **Update on Sweet Briar College Sports Sponsorship.** Staff provided the committee an update on Sweet Briar College. Although the institution will not meet sports sponsorship this year and will seek a waiver the institution is projected to have no problems meeting the requirements in the 2016-17 academic year. Staff also noted that the institution met all of the other requirements for active member institutions, including voting at the NCAA Convention Business Session.
26. **In-Person Meetings and Teleconferences.** The committee agreed to conduct future in-person meetings in Indianapolis June 23-24, 2016.

27. **Adjournment.** The committee concluded its business and adjourned at 10:30 Eastern time Thursday, February 11, 2016.

Committee Chair: *Heather Benning, Commissioner, Midwest Conference*

Staff Liaisons: *Jay Jones, Division III Governance, primary liaison*

*Kristin DiBiase, Academic and Membership Affairs*

*Jean Orr, Academic and Membership Affairs*

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<tr>
<th>NCAA Division III Membership Committee</th>
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<td><strong>February 10-11, 2016, In-Person Meeting</strong></td>
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**Attendees:**
- Heather Benning, Midwest Conference, chair
- Keith Cecil, Transylvania University
- Terri Deike, LeTourneau University
- William Fell, United States Merchant Marine Academy
- Kim Fierke, Hartwick College
- Charles Harris, Averett University
- Julie Kline, University of La Verne
- Rob Larson, Luther College
- Chris Ragsdale, Heartland Collegiate Athletic Conference

**Absentees**
- F. Javier Cevallos, Framingham State University

**Guests in Attendance**
None.

**NCAA Staff Support in Attendance**
- Debbie Brown, Kristin DiBiase, Jessica Duff, Dan Dutcher, Maureen Harty, Jay Jones, Louise McCleary, Jeff Myers, Jean Orr and Ethan Walker.