REPORT OF THE
NCAA DIVISION II MEMBERSHIP COMMITTEE
FEBRUARY 8-9, 2016, IN-PERSON MEETING

ACTION ITEMS.

1. Legislative Items.

   - Noncontroversial Legislation – Bylaw 20.2.2.2 – Membership Process - Administrative Requirement Prior to Active Membership – Conference Membership at Time of Application.
     a. Recommendation. Adopt noncontroversial legislation to amend Bylaw 20.2.2.2 (Administrative Requirement Prior to Active Membership – Conference Membership) to specify that before an institution may apply for Division II membership, it must receive a bona fide invitation for membership from an active Division II conference.
     b. Effective Date. Immediate, for institutions applying for Division II membership by February 1, 2017, and thereafter.
     c. Rationale. Currently, the legislation requires that before the Division II Membership Committee may invite an institution to become an active member, the institution must demonstrate that an active Division II conference has taken action to allow the institution to become a full conference member. The committee agreed that an institution applying to Division II membership shall have a commitment from an active conference at the time of application to become a full conference member when the institution becomes active. Doing so ensures that the institution has appropriate support and is involved at the conference level throughout the process. The institution may use a memorandum, signed by the chair of the chancellors and presidents’ group of the conference, as evidence of the active member conference’s offer to become a full member upon the institution becoming an active institution. The committee emphasized the positive impact on the student-athlete experience that is a direct result of having a commitment from an active conference.
     d. Estimated Budget Impact. None.
     e. Student-Athlete Impact. None.

2. Nonlegislative Action Items.

   - None.
INFORMATIONAL ITEMS.

1. **Discussion Regarding NCAA Division II Foundation for the Future Initiative.** The committee reviewed several proposals related to the Foundation for the Future initiative, and supported four proposals for consideration by the Foundation for the Future Task Force. The committee ranked the following proposals in priority order: (a) online coaches’ education program; (b) general membership education; (c) online education program sponsored by the National Association for Athletics Compliance (NAAC); and (d) Division II Athletic Director Association (ADA) initiatives and mentor programming.

2. **Review of Minimum Requirements Related to Institutions Applying to and in the Division II Membership Process.** The committee reviewed and clarified language in the application for NCAA Division II membership. Specifically, the committee agreed that an institution applying for membership must demonstrate that it is in good standing with its regional accrediting agency by July 1 of the year of application. The committee agreed that the same standard related to good standing with a regional accrediting agency is required for institutions in the membership process, and requested that such language be included in policies and procedures related to the process. Additionally, the committee noted that it would review this issue for each applicant institution and institution in the process on a case-by-case basis.

   The committee also reviewed the minimum requirements for applicant institutions related to conference membership and determined that before an institution may apply for Division II membership, it must receive a bona fide invitation for membership from an active Division II conference. The committee agreed to recommend noncontroversial legislation to reflect this change. [Legislative Action Item]

3. **Update Regarding Membership Requirements Related to Accreditation Status for Active Division II Institutions.** Staff provided an update on discussions that occurred during the Presidents Council’s in-person meeting at the 2016 NCAA Convention regarding the accreditation status of active Division II institutions. The Council discussed whether a legislative change to establish minimum requirements related to an active member institution’s accreditation status was necessary. Staff noted that the Council was not supportive of a legislative change at this time.

4. **Review Division II Conference Membership Requirements and the Application Process.** The committee discussed the minimum requirements for a conference to be considered for membership in Division II. The committee reviewed the current Division II conference landscape and identified the minimum requirements that are essential to the foundation of new and emerging conferences. Key recommendations for change to the minimum requirements include, but are not limited to, the following: (a) conference office personnel in the roles of commissioner, compliance, sports information/media
relations and a fourth position that provides flexibility to meet the demands and/or needs of that conference (e.g., championships, marketing, sponsorships); (b) the designation of a conference office senior woman administrator; (c) a strategic plan that demonstrates a commitment to gender equity, diversity and inclusion; (d) a multi-year budget (three to five years) including the anticipated conference financial model; and (e) the conference structure for officiating.

The committee agreed to continue its discussions regarding provisional conferences and any additional requirements related to acceptance to the Division II membership process. The committee directed staff to share the proposed minimum requirements with the Division II Conference Commissioners Association (CCA) and provide feedback for the July in-person meeting.

5. **Overview of Institutions that Submitted Applications for Division II Membership in 2016.** The committee received an overview of the following institutions that submitted applications to enter the Division II membership process in the 2016-17 academic year:

a. Biola University (CA);

b. Davenport University (MI); and

c. Purdue University Calumet (IN).

6. **Presentations from Vendors Regarding the Progress of Institutions in the Provisional Period.** The committee received presentations from vendors regarding visits conducted in fall 2015 to institutions in the provisional period of the membership process. The following institutions were discussed:

a. Holy Names University (CA);

   [NOTE: Bob Hogue, commissioner, Pacific West Conference, recused himself from voting on this item.]

b. Mississippi College (MS);

c. Rogers State University (OK); and

   [NOTE: Leslie Schuemann, associate commissioner, Heartland Conference, recused herself from voting on this item.]

d. Southern Wesleyan University (SC).
[NOTE: Jeff Eisen, athletics director, University of Mount Olive, recused himself from voting on this item.]

7. **Review of Constitution 6.2.3 and the NCAA Agreed Upon Procedures.** Staff reviewed Constitution 6.2.3 (requirement) and discussed the differences between an overall institutional audit that includes athletics versus an audit of the athletics department using the NCAA Agreed Upon Procedures (AUP). Staff provided guidance on various types of audits and the probable differences in costs. Staff highlighted the intent and application of current legislation as it applies to the use of the AUP, and that requiring institutions to use the AUP supports the submission of accurate, consistent, and valid info through the NCAA financial reporting system that will be used to populate the IPP system. The committee directed staff to clarify the language in the legislation via an editorial revision to specify that institutions shall conduct an audit once every three years using the AUP and that institutions do not have to use the AUP in years outside the once in every three year cycle.

8. **Update on Use of NCAA Registered Marks.** The committee received an update on a previous discussion related to the use of NCAA registered marks by institutions in the membership process. The committee directed staff to editorially revise Constitution 3.6.2.2 (NCAA registered marks) to clarify that institutions in year three of the membership process may use all NCAA registered marks; however, prior to the provisional year three designation, institutions in the membership process are limited to using Division II specific logos, as well as a specially designed NCAA logo for provisional institutions.

9. **Approval of the Membership Committee November 2015 In-Person Meeting Report to the Management Council.** The committee reviewed and approved the report from the November 10, 2015, in-person meeting.


11. **Discussion Regarding NCAA Division II Strategic Plan and 2015-16 Priorities.** Staff provided an update on the current strategic plan and noted that the plan and 2015-16 priorities will continue to guide the committee’s current and future discussions. Staff also noted that the plan and priorities should be used as a resource.

12. **Update from the NCAA Board of Governors and Division I Governance.** Staff provided an update regarding the Board of Governors pilot program that will permit the
sale of alcohol at the 2016 Division I Baseball College World Series and 2016 Division I Women’s College World Series. Current legislation in all three divisions [see Division II Bylaw 31.1.13 (availability of alcoholic beverages)] prohibits the sale of alcohol at NCAA championship events. The Board of Governors will review the results of the pilot program following these events.

Staff also noted that the Division I Sport Organizational Oversight Working Group met to discuss feedback from a recent survey generated to review the requirements of Division I membership (e.g., sports sponsorship). Next steps will include the development of several models and potential concepts highlighting broad-based sport sponsorship issues, academic expectations, Olympic aspirations, the student-athlete experience and student-athlete participation opportunities. Thereafter, the concepts will be distributed to the Division I membership to generate feedback. A comprehensive review will begin in early 2017 to determine areas where flexibility can be provided without risking or compromising essential components, elements and the brand of Division I.

13. Discussion Regarding 2016 NCAA Convention Membership Educational Sessions. The committee discussed the candidacy and provisional member sessions that were conducted at the 2016 Convention and were provided with an update on the feedback received from institutions participating in the sessions. The success of the round tables was noted, and support was given for providing additional time for round-table discussions in the future. The committee requested that the feedback from the evaluations be used to make changes to the sessions for the 2017 Convention.

14. Review 2016 Campus Visit Schedule to Institutions in the Membership Process. The committee reviewed the schedule for provisional year one and candidacy year two institutional visits that will be conducted in the spring.

15. Update and Training on the NCAA Program Hub. The committee received a tutorial on accessing the NCAA Program Hub, which will be used to review applications for membership and annual reports submitted by candidacy and provisional institutions prior to its July in-person meeting.

16. Update on NCAA Division II Compliance Blueprint Program. The committee received an update on the Compliance Blueprint Review program. Staff noted that 15 institutions requested a review in the 2015-16 academic year and that an evaluation tool was being developed for schools to provide feedback on their experiences.

17. Update on For Cause and Random Sports Sponsorship Audits from 2014-15. Staff provided an update on the status of for cause sports-sponsorship audits from the 2014-15 academic year, noting that results of the review of for cause institutions are still being finalized and would be provided at a future committee meeting.
18. **Review of Simon Fraser University’s Progress with Accreditation by a U.S. Regional Agency.** The committee received information from Simon Fraser University, noting that it was on track for accreditation by the Northwest Commission on Colleges and Universities and that the institution remains in good standing with its Canadian accrediting agency.

19. **Discussion Regarding the NCAA Division II Institutional Performance Program.** The committee received an update on the Institutional Performance Program (IPP). Highlights from the educational session and official launch of the system at the 2016 Convention were reviewed and projected enhancements to the Division II IPP were shared.

20. **Discussion Regarding Single Sport Conferences in Division II.** Staff provided historical information on single sport conferences across each division. The committee discussed current Division II legislation that permits affiliate members to join active multisport conferences and earn an automatic qualifier in eligible sports. The committee discussed the potential impact of single sport conferences within the landscape of Division II, and did not support making a legislative change to permit single sport conferences.

21. **Overview of Initiatives from the NCAA Sports Science Institute.** Staff provided an overview of initiatives related to student-athlete health and well-being, with specific emphasis on mental health. Existing and future resources were identified that will be used to engage and collaborate with student-athletes. The Sport Science Institute goals were shared, along with information that has been developed to assist in creating an environment of resources for student-athletes based on best practices that have been communicated by experts in the mental health field.

22. **Update on NCAA Regional Compliance Seminars.** Staff provided an update on the status of the Regional Compliance Seminar Program and future programming beginning in the 2016-17 academic year. Feedback provided from the Midwest Regional Compliance Seminar was shared and the outline for the remaining 2015-16 seminar dates was reviewed. Beginning in 2016-17, the new format will annually provide the opportunity for the six regions outside of the locations of the two NCAA Regional Rules Seminars to host a regional compliance seminar. The committee was informed of the process and timeline for the Division II Conference Commissioners Association (CCA) to determine seminar dates for eligible regions to host a seminar in the 2016-17 academic year.

24. **Review Division II Educational Strategic Plan.** Staff reviewed the Division II educational strategic plan, including current and upcoming educational projects. The
committee provided suggested edits and recommendations to enhance the plan and directed staff to provide periodic updates to confirm when items have been completed.

25. **Review of Report from the NCAA Division II Membership Fund Selection Committee.** The committee reviewed the December 2015 report from the NCAA Division II Membership Fund Selection Committee.

26. **Review of Potential Division II Member Institutions.** Staff noted that a review of non-Division II member institutions will be conducted in the spring to get a better sense of the landscape in the area of membership. The outcomes of the review will be shared with the committee during its July in-person meeting.

27. **Discussion Regarding Removal of the Period of Reconsideration at Convention.** The committee discussed a referral from the Division II Presidents Council with regard to the reconsideration of proposals during the business session at NCAA Conventions. The committee focused on whether current legislation should be eliminated that permits the reconsideration of a vote on a proposal(s) before adjournment of the business session. The committee was not supportive of a legislative change at this time; however, it noted that there was general support to modify the window of reconsideration (e.g., permit reconsideration of a proposal at any time during the business session rather than only during a window of reconsideration).

28. **Participation of Institutions in the Membership Process in Conference Championships.** The committee discussed whether provisional member institutions should be permitted to participate in conference championship events. The committee agreed that provisional institutions could be permitted to do so, provided their conference allows this to occur. The committee noted that allowing provisional institutions to participate in these post-regular season conference championship events has a positive impact on the student-athlete experience. The committee agreed to refer this issue to the Division II Championships Committee for discussion on potential impacts on conference automatic qualifications in team sports.

29. **Participation of Conference Office Personnel during Campus Visits to Institutions in the Membership Process.** The committee discussed the participation of conference office personnel on campus visits and noted that the purpose of conference participation is to provide insight into the membership process and to increase awareness of what is expected of such institutions. The committee reiterated its preference that conference commissioners participate in the visit; however, it noted that if the conference commissioner is not available to attend, it would be acceptable for another representative from the conference to participate. The committee noted that only one representative from the conference shall participate in a campus visit. The committee directed staff to update the conference office best practices document.
30. Future Scheduled Meetings.

a. April 13, 2016, teleconference.

b. July 12-14, 2016, in-person meeting; Indianapolis.

c. December 14, 2016, teleconference.

d. November 8-9, 2016, in-person meeting; Indianapolis.

e. February 7-8, 2017, in-person meeting; Indianapolis.

f. April 12, 2017, teleconference.


Committee Chair: Kevin Schriver, Southwest Baptist University
Staff Liaisons: Katie Willett, Academic and Membership Affairs
               Chris Brown, Academic and Membership Affairs
               Chelsea Crawford, Academic and Membership Affairs
               Angela Tressel, Academic and Membership Affairs
### NCAA Division II Membership Committee
February 8-9, 2016, In-Person Meeting

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<tr>
<td>Melody Cope, Dowling College.</td>
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<td>Tom Daeger, Great Midwest Athletic Conference.</td>
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<td>Jeffrey M. Eisen, University of Mount Olive.</td>
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<td>Bob Hogue, Pacific West Conference.</td>
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<td>Margaret Poitevint, University of North Georgia.</td>
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<td>Kevin Schriver, Southwest Baptist University.</td>
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<td>Leslie Schuemann, Heartland Conference</td>
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<td>Tim Selgo, Grand Valley State University.</td>
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<td>Chris Snyder, Seton Hill University.</td>
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<td>Roger Thomas, University of Mary.</td>
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<td>Tonia Walker, Winston-Salem State University.</td>
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<td>William LaForge, Delta State University</td>
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<th>Guests in Attendance:</th>
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<tr>
<td>Chuck Smrt, The Compliance Group. (Joined via teleconference)</td>
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<td>Jill Willson, Double L Consulting.</td>
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<th>NCAA Liaisons in Attendance:</th>
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<tr>
<td>Chris Brown, Chelsea Crawford, Angela Tressel and Katie Willett.</td>
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<th>Other NCAA Staff Members in Attendance:</th>
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<tr>
<td>Katrina Buell, Jennifer Fraser, Maritza Jones, Jeff O’Barr, Julie Rainey, Stephanie Quigg Smith, Terri Steeb Gronau, Gregg Summers, Jill Waddell, Mary Wilfert, and Andrea Worlock.</td>
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