ACTION ITEMS.

1. Legislative Items.
   - None.

2. Nonlegislative Items.
   - None.

INFORMATIONAL ITEMS.

1. Welcome and Announcements. The chair commenced business at 8:08 a.m. Eastern time Wednesday, February 8, 2017. The chair welcomed the following new members of the committee to their first in-person meeting: Jessica Huntley, Centennial Conference; Kristyn King, Rockford University; and Laura Mooney, Massachusetts College of Liberal Arts. The chair also welcomed Tonya King-Aguster, who recently started as an administrative assistant of Academic and Membership Affairs. Last, the chair noted that due to President Javier Cevallos’ (Framingham State University) transition to the NCAA Division III Presidents Council, the NCAA Division III Nominating Committee is currently in the process of naming a replacement representative to the Membership Committee.

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.


4. Review December 8, 2016 email actions report. The committee reviewed and approved the December 8, 2016 email report.

5. Policies and Procedures. The NCAA staff provided the committee with its policies and procedures for review. The committee reviewed the document and had no changes.
6. **Division III Governance Update.** Dan Dutcher, Vice President for Division III, and Louise Mc Cleary, Director of Division III, provided the committee with updates from the 2017 NCAA Convention and other pertinent items being discussed by the division.

7. **Referral from NCAA Division III Interpretations and Legislation Committee – Graduate Consortium Participation.** The committee discussed a September 23, 1983 Official Interpretation referred from the Interpretations and Legislation Committee (ILC). ILC solicited the Membership Committee's opinion regarding whether a graduate student who has attended an undergraduate institution within an athletics consortium should be permitted to remain eligible while attending a graduate program at a different institution within that same consortium. Specifically, should a student-athlete from the Claremont McKenna-Harvey Mudd-Scripps College athletics consortium or the Pomona-Pitzer Colleges athletics consortium be permitted to continue athletics participation as a graduate student at any (current or future) graduate institution within the Claremont Colleges academic consortium? On its review, the Membership Committee advised that it feels the interpretation should be updated to apply to any graduate school similarly situated within the Claremont Colleges. In formulating the opinion, the committee noted that a student-athlete who graduates from a consortium institution and attends a graduate institution within the same consortium is continuing his or her academic enrollment within the academic consortium and is still representing the same athletics program. This opinion does not apply to a student-athlete who wishes to compete for a different athletics consortium (i.e., a graduate from an institution in the Claremont McKenna-Harvey Mudd-Scripps College athletics consortium would not be permitted to compete for the Pomona-Pitzer Colleges athletics consortium while enrolled in a Claremont graduate institution).

8. **Division III Active Membership.**
   
   a. **Multi-sport and single-sport conferences.** The committee reviewed and approved conference member applications from the following conferences:

   (1) American Collegiate Athletic Association – Multi-sport conference;

   (2) Men’s United Hockey Conference – Single-sport conference; and


   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) Albertus Magnus College;

   (2) Bluffton University;

   (3) Greensboro College;
(4) Howard Payne University;
(5) Johnson State College;
(6) MacMurray College;
(7) Maine Maritime Academy;
(8) New England College;
(9) Rochester Institute of Technology;
(10) Saint Joseph's College (Maine);
(11) Suffolk University;
(12) Susquehanna University;
(13) University of Scranton;
(14) University of Southern Maine; and
(15) University of Wisconsin-Superior.

b. **Staff Review of ISSG Audits and Deadline Extensions.** The committee noted significant precedent for approving extensions of the ISSG deadline in situations involving extenuating circumstances surrounding administrative transition (e.g., change in athletics director or presidential leadership during the year that the ISSG is due), and granted NCAA staff the authority to grant ISSG extension requests under those circumstances. The committee also granted NCAA staff authority to approve institutional completion of the annual ISSG audit. In granting the authority, the committee noted improvements in technology that enable NCAA staff to determine immediately whether an institution has complied with the ISSG submission requirement.

c. **Overview of the 2016-17 Sports-Sponsorship Audit.** The staff informed the committee that all six institutions randomly audited for minimum sports sponsorship during 2016-17 were found to be in compliance. Additionally, 10 institutions were audited "for cause" based on information submitted in their respective sports-sponsorship and demographic form. The College of Mount Saint Vincent was placed on probation without pursuing a waiver and Trinity University (Washington) moved to restricted status. The remaining eight institutions were identified to have made submission errors and were revealed to have met sports-sponsorship requirements.
d. 2017 NCAA Convention Attendance – Constitution 3.2.4.15. Staff informed the committee that all Division III institutions satisfied the attendance requirement at the 2017 NCAA Convention.

e. Institutional Self-Study Guide waiver request – NCAA Constitution 6.3.1 (Self-Study Guide) – Capital University. The committee approved the request from Capital University for a waiver of Constitution 6.3.1 (self-study guide) for the 2016-17 academic year. In its decision to approve the waiver, the committee cited extenuating circumstances surrounding administrative transition that would prevent the successful completion of the ISSG prior to the deadline. The committee noted the institution must complete the Self-Study Guide by June 1, 2018.

9. Division III Provisional and Reclassifying Membership.

a. Applications for Exploratory Membership. The committee reviewed exploratory applications from the following institutions:

(1) Delhi State University;
(2) Johnson and Wales University, Denver; and
(3) Mississippi University for Women.

In its review, the Membership Committee found that the institutions met the conditions and obligations for application to explore Division III and determined that NCAA staff and a representative from the committee should conduct a visit to Delhi State University during the exploratory year, while Johnson and Wales and Mississippi University for Women will attend an exploratory session in Indianapolis in the fall and have campus visits conducted during provisional year one.

b. 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) Delhi State University – Charles Harris;
(2) Johnson and Wales University, Denver – Julie Kline; and
(3) Mississippi University for Women – Laura Mooney.
c. **Applications for Provisional and Reclassifying Membership.** The committee reviewed provisional and reclassifying membership applications from the following institutions:

(1) Brevard College – reclassifying from NCAA Division II;

(2) Dean College – provisional; and

(3) Pfeiffer University – reclassifying from NCAA Division II.

In its review, the Membership Committee found that the institutions met the conditions and obligations for application to begin year one of the Division III provisional and exploratory membership process.

d. **Constitution 3.6.3.1.1 (fee – provisional/reclassifying members) – provisional and reclassifying membership 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 accounting staff and noted that because the figure is still below the average cost for a three-year period, that making adjustments to the fee at this time is premature. The committee recommended that the fee remain at its current level for the 2017-18 academic year ($500 for exploratory application and $37,000 for year one membership applications) and agreed to continue its review on an annual basis.

10. **Update on Sportsmanship and Game Environment Working Group.** NCAA staff provided the committee an update on the Sportsmanship and Game Environment Working Group. The working group will meet with representatives from The Disney Institute in mid-February to begin developing standards for Division III to help member institutions manage a positive game environment on their campuses.

11. **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 in the application that clarifies that acceptance into the exploratory year does not guarantee admittance to the provisional/reclassifying membership process.

12. **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.

13. **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.
14. **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.

15. **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.

16. **Review of Recommended Changes to Provisional and Reclassifying Membership FAQ Document.** NCAA Staff provided the committee an updated draft of the updated Provisional and Reclassifying Membership FAQ Document and directed staff to amend the document to reflect the staff's and committee's suggestions.

17. **Educational Initiatives.**

   a. **2017 NCAA Regional Rules Seminars.** Staff provided the committee with a list of institutions that are required to attend the 2017 Regional Rules Seminars in either Indianapolis, Indiana, or San Diego, California or the Conference Rules Seminar in Worcester, Massachusetts. 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 Worcester, Massachusetts. The committee previously approved the northeast group's request to hold the seminar on June 14, 2017.

   c. **NCAA Inclusion Forum.** NCAA staff reminded the committee that the 2017 NCAA Inclusion Forum will be held April 21-23 in Providence, Rhode Island. 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. Additionally, at least one senior-level administrator (e.g., chancellor or president, athletics direct report, Title IX officer, dean of students) that does not work in an athletics department at a provisional or reclassifying must attend the NCAA Inclusion Forum at least once during the membership process.

   d. **Conference Self-Study Guide.** NCAA staff reminded the committee that the 2017-18 Conference Self-Study Guide (CSSG) is due not later than June 1, 2018 for all multi-sport Division III conferences.
18. Feedback and Discussion of Timing for Annual Reception at Convention. The committee provided NCAA staff with feedback on the timing of the annual provisional and reclassifying member reception at NCAA Convention. Committee members agreed that the reception is a vital part of the membership process. NCAA staff noted conflicts with Association-wide programming often hampers NCAA staff’s ability to avoid creating scheduling conflicts. The committee discussed holding a breakfast reception to take place prior to the business session on Saturday morning, but wondered whether 45 minutes was sufficient to create the experience. The committee agreed that the current timing is still appropriate, but agreed that the staff should invite previous members of the Membership Committee to attend to provide additional assistance to speak with provisional and reclassifying institutions.


20. Other Business. The committee reviewed a request from Alfred State College. The institution’s interim director of athletics wanted to know if the ATIXA Civil Rights Investigator Level One Certifying Event satisfied the professional development requirement for a senior woman administrator, as part of the provisional membership process. The committee noted that since the subject matter of the event was not specifically related to athletics it did not satisfy the professional development requirement.

21. Adjournment. The committee concluded its business and adjourned at 4:30 p.m. Eastern time.

Committee Chair: Julie Kline, Director of Athletics, University of La Verne
Staff Liaisons: Jay Jones, Division III Governance, primary liaison
Kristin DiBiase, Academic and Membership Affairs
Jean Orr, Academic and Membership Affairs

NCAA Division III Membership Committee
February 8, 2017, In-Person Meeting

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<tr>
<td>Keith Cecil, Transylvania University</td>
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<td>Terri Deike, LeTourneau University</td>
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<td>William Fell, United States Merchant Marine Academy</td>
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<td>Charles Harris, Averett University</td>
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<td>Jessica Huntley, Centennial Conference</td>
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<td>Julie Kline, University of La Verne, chair</td>
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<td>Kristyn King, Rockford University</td>
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<td>Rob Larson, Luther College</td>
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<td>Laura Mooney, Massachusetts College of Liberal Arts</td>
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<td><strong>Absentees</strong></td>
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<td><strong>Guests in Attendance</strong></td>
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<td><strong>NCAA Staff Support in Attendance</strong></td>
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<td>Debbie Brown, Kristin DiBiase, Dan Dutcher, Jay Jones, Tonya King-Aguster, Louise McCleary and Jean Orr.</td>
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