REPORT OF THE  
NCAA DIVISION II MEMBERSHIP COMMITTEE  
JULY 12-14, 2016, IN-PERSON MEETING

ACTION ITEMS.

1. Legislative Action Items.
   
     
     (1) **Recommendation.** Sponsor legislation for the 2017 NCAA Convention to amend Bylaw 20.10.3.3 (minimum contests and participants requirements for sports sponsorship), as follows: (a) In women’s lacrosse, to increase the number of contests for sports sponsorship from eight to 10 contests; and (b) In women’s volleyball, to increase the number of contests for sports sponsorship from nine to 15 contests.
     
     (2) **Effective date.** August 1, 2017.
     
     (3) **Rationale.** The minimum contests requirements for sports sponsorship in women’s lacrosse and women’s volleyball should be consistent with the number of contests required for championship selections. In addition, increasing the minimum number of contests for sports sponsorship in these sports aligns the Division II sports-sponsorship minimum requirements with those in Divisions I and III, providing consistency across all divisions.
     
     (4) **Estimated budget impact.** None.
     
     (5) **Student-athlete impact.** None.

2. Nonlegislative Action Items.
   
   - None.

INFORMATIONAL ITEMS.

1. **Review of Annual Reports from Institutions in the Membership Process.** The NCAA Division II Membership Committee reviewed the annual reports submitted by the 13 institutions in the membership process. In light of the standards established in the White Paper Regarding Strategic Growth of NCAA Division II Membership, the committee agreed to the following actions:
a. Move the following institutions to active member status, effective September 1, 2016:

(1) Holy Names University;

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

(2) Mississippi College;

(3) Rogers State University; and

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

(4) Southern Wesleyan University.

[NOTE: Jeff Eisen, director of athletics, University of Mount Olive, recused himself from voting on this item.]

b. Move the following institutions to the provisional period in the membership process, effective September 1, 2016:

(1) California State University, San Marcos;

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

(2) Concordia University Irvine;

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

(3) Concordia University Portland;

(4) Embry-Riddle Aeronautical University; and

(5) Oklahoma Baptist University.

[NOTE: Kevin Schriver, faculty athletics representative, Southwest Baptist University, recused himself from voting on this item.]
c. Move the following institution to the provisional period in the membership process with conditions, effective September 1, 2016:

- Spring Hill College.

d. Remove the following institution from the membership process, effective September 1, 2016:

- Emmanuel College (Georgia).

  [NOTE: Jeff Eisen, director of athletics, Mount Olive, recused himself from voting on this item.]

e. Move the following institution to year two of the provisional period, effective September 1, 2016:

- Westminster College (Utah).

  [NOTE: The institution above is following the membership process adopted at the 2014 NCAA Convention, which eliminated language regarding the candidacy period so that each year of the three-year process is considered the provisional period (see NCAA Division II Proposal No. 2014-10).]

f. Require the following institution to repeat year one of the provisional period of the membership process, effective September 1, 2016:

- Auburn University at Montgomery.

  [NOTE: Margaret Poitevint, faculty athletics representative, University of North Georgia, recused herself from voting on this item.]

  [NOTE: The institution above is following the membership process adopted at the 2014 Convention, which eliminated language regarding the candidacy period so that each year of the three-year process is considered the provisional period (see Proposal No. 2014-10).]

2. Review of Applications from Institutions Applying to Enter the Membership Process in the 2016-17 Academic Year. The committee reviewed applications submitted by three institutions to enter the Division II membership process in the 2016-17 academic year following presentations from The Compliance Group on its visits to the applicant institutions. In light of the standards established in the White Paper Regarding Strategic Growth of NCAA Division II Membership, the committee agreed to the following actions:
a. **Approved the applications of the following institutions to enter year one of the provisional period, effective September 1, 2016:**

(1) Biola University; and

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

(2) Davenport University.

[NOTE: Tom Daeger, commissioner, Great Midwest Athletic Conference, and Tim Selgo, director of athletics, Grand Valley State University, recused themselves from voting on this item.]

[NOTE: The institutions above will follow the membership process adopted at the 2014 NCAA Convention, which eliminated language regarding the candidacy period so that each year of the three-year process is considered the provisional period (see NCAA Proposal No. 2014-10).]

b. **Did not accept the applications of the following institution:**

- Purdue University Northwest.

[NOTE: Tom Daeger, commissioner, Great Midwest, and Tim Selgo, director of athletics, Grand Valley State, recused themselves from voting on this item.]

3. **Review Waiver Request of Bylaw 20.10.3 (Sports Sponsorship) by Lane College.** Lane College submitted a waiver requesting relief of the minimum sports-sponsorship criteria for the 2015-16 academic year. Specifically, the institution failed to sponsor an adequate number of men’s and women’s sports with the minimum required number of participants. The committee denied the institution's request for relief, noting that the mitigation presented did not warrant relief of the legislation as there were no unique or extenuating circumstances and that the circumstances were within the institution’s control. Therefore, Lane College will be placed on probation for the 2016-17 academic year. If the institution fails to meet the sports-sponsorship criteria set forth in Bylaw 20.10.3 at the end of the probationary year, the institution shall be placed in restricted membership for the 2017-18 academic year.

4. **Review of a Request to Reclassify Francis Marion University Women’s Soccer Program from Division I to Division II.** The committee reviewed and approved a request to reclassify the institution’s women’s soccer program from Division I to Division II,
effective September 1, 2016. The committee agreed that if the institution successfully completes the two-year reclassification process, the institution’s women’s soccer program will be an active Division II sport during the 2018-19 academic year.

5. **Review Waiver Request of NCAA Constitution 6.3.1 (Self-Study Report) by Queens University of Charlotte.** Queens University of Charlotte submitted a waiver requesting relief from the requirement to complete the Institutional Self-Study Guide (ISSG) during a five-year period. The committee denied the institution’s request for relief, noting that the institution did not present any mitigation supporting relief from the legislation and the circumstances were within the institution’s control. The institution will be placed on probation for the 2016-17 academic year and is not eligible to receive Division II enhancement funds. In order to be removed from probationary status, the institution must submit a completed ISSG with action plans not later than 5 p.m. Eastern time June 1, 2017.

6. **Review Waiver Request of Constitution 6.3.1 (Self-Study Report) by the University of Wisconsin, Parkside.** The University of Wisconsin, Parkside submitted a waiver requesting relief from the requirement to complete the ISSG during a five-year period. The committee denied the institution’s request for relief, noting that the institution did not present any mitigation supporting relief from the legislation and the circumstances were within the institution’s control. The institution will be placed on probation for the 2016-17 academic year and is not eligible to receive Division II enhancement funds. In order to be removed from probationary status, the institution must submit a completed ISSG with action plans not later than 5 p.m. Eastern time June 1, 2017.

7. **Review Waiver Request of Constitution 6.3.1 (Self-Study Report) by California State University, San Bernardino.** California State University, San Bernardino, submitted a waiver requesting relief from the requirement to complete the ISSG during a five-year period. The committee denied the institution’s request for relief, noting that the institution did not present any mitigation supporting relief from the legislation and the circumstances were within the institution’s control. The institution will be placed on probation for the 2016-17 academic year and is not eligible to receive Division II enhancement funds. In order to be removed from probationary status, the institution must submit a completed ISSG with action plans not later than 5 p.m. Eastern time June 1, 2017.

8. **Discussion Regarding Division I Reclassification Process and Accreditation Requirement.** The committee discussed the process for Division I institutions seeking reclassification in all sports to Division II, and whether the requirements related to conference membership and accreditation for institutions applying for and in the provisional membership process should also apply to Division I institutions. The committee agreed that a Division I institution must obtain a bona fide invitation for membership from an active Division II conference prior to applying for Division II membership. Additionally, the committee agreed that a Division I institution seeking reclassification in all sports to Division II must demonstrate that it is in good standing with
its regional accrediting agency by July 1 of the year of application and maintain its good standing throughout the reclassification process.

9. **NCAA Division II ISSG Class Assignment for Institutions Approved for Active Membership as of September 1, 2016.** The committee reviewed the total number of institutions in each of the five ISSG classes to ensure that a balanced number of institutions would have their ISSGs due each academic year.

The committee assigned the following institutions to Class 2, noting that for Class 2, the ISSG submission deadline is 5 p.m. Eastern time June 1, 2017:

a. Holy Names; and

b. Rogers State.

The committee assigned the following institution to Class 3, noting that for Class 3, the ISSG submission deadline is 5 p.m. Eastern time June 1, 2018:

- Mississippi College.

The committee assigned the following institution to Class 4, noting that for Class 4, the ISSG submission deadline is 5 p.m. Eastern time June 1, 2019:

- Southern Wesleyan.

10. **Discussion Regarding Division II Conference Membership Requirements and the Application Process.** The committee engaged in discussions regarding provisional conferences and the additional requirements related to their acceptance in the Division II membership process. The committee received an update on the feedback of unanimous support from the Division II Conference Commissioners Association in regards to the proposed minimum requirements the committee identified during its February in-person meeting. The committee directed staff to prepare a legislative draft of the concept for its review and possible recommendation to the NCAA Division II Presidents Council to sponsor legislation for the 2018 NCAA Convention. The committee agreed to review the draft proposal during its November 2016 in-person meeting.

11. **Update on the International Pilot Program.** Staff provided an update on the international pilot program and next steps. The committee endorsed the recommendation that the NCAA Board of Governors end the pilot program, and establish an Association-wide policy related to international membership in the NCAA.

12. **Review of Sports-Sponsorship Minimum Requirements and Institutional Sponsorship Levels.** The committee reviewed the sports-sponsorship minimum
requirements and discussed the feedback from each sport committee regarding institutional sponsorship levels. The committee reviewed the data compared to the requirements for championships selections, to ensure that the requirements are appropriate for Division II and align with the requirements in Divisions I and III. The committee agreed to recommend a legislative change to increase women’s lacrosse from eight contests to 10 contests and women’s volleyball from nine contests to 15 contests.

13. **Approval of the Membership Committee February 2016 In-Person Meeting Report.** The committee reviewed and approved the report from the February 2016, in-person meeting.

14. **Review of the April 2016 NCAA Division II Management Council and Presidents Council Summary of Actions.** The summary of actions from the Management Council and Presidents Council April 2016 meetings was presented to and reviewed by the committee.

15. **Review of NCAA Division II Strategic Plan.** Staff provided an update on the current strategic plan and noted that the plan will continue to guide the committee’s current and future discussions.

16. **Update on Division I Governance.** The committee received an update on the Division I Sport Organization Working Group and the distribution of a survey to Division I institutions, conferences and affiliate members highlighting broad-based questions regarding sports sponsorship, academic expectations, Olympic aspirations, the student-athlete experience and student-athlete participation. Staff noted that the data will be presented to the NCAA Division I Board of Directors in January 2017. Staff further noted that it will share the information with the committee during its February 2017, in-person meeting.

17. **Update from Board of Governors.** Staff provided an update regarding the current work of the Board of Governors, while also noting future agenda items.

18. **Update of NCAA GOALS study.** The committee reviewed and discussed a presentation regarding the NCAA GOALS study, noting it would like to revisit the information during the November in-person meeting.

19. **Discussion Regarding Campus Visits to Applicant Institutions and Vendor Reports.** The committee discussed the campus visits to the three applicant institutions, including the reports and presentations provided by The Compliance Group. The committee directed staff to prepare a request for proposal (RFP) and share all proposals during its November in-person meeting.
20. **Discussion Regarding Performance of Vendors for Institutions in the Membership Process for the 2015-16 Academic Year.** The committee discussed the performance of vendors for institutions in the membership process during the 2015-16 academic year. Furthermore, the committee engaged in discussions regarding the process for the 2016-17 academic year. The committee agreed to review the questions in the annual report to determine whether they are appropriate for future vendor visits to institutions within the process.

21. **Review of Requests/Self-Reports Online (RSRO) Use by Candidacy and Provisional Institutions.** The committee received an update on the usage of RSRO by candidacy and provisional institutions.

22. **Review of Agendas for the Division II Provisional Year-One Orientation.** The committee reviewed and discussed the agenda for the provisional year-one orientation scheduled for August 29, in Indianapolis, Indiana. It was noted that institutional administrators required to attend the orientation include the chancellor or president, director of athletics, senior woman administrator, faculty athletics representative, a compliance administrator and the individual to whom athletics reports if it is not the chancellor or president. Staff was directed to continue to solicit feedback from institutions entering active status to continue to enhance the orientation for the institutions entering the process.

23. **Discussion Regarding New Membership Process and Structure for Campus Visits.** The committee discussed the new Division II membership process and the structure for campus visits taking place during the 2016-17 academic year. The committee recommended performing a campus activation for the institutions within year three of the membership process. The committee noted that the campus activation should consist of an assessment component and the game day experience. The committee directed staff to prepare an outline of the proposed changes to the campus visit for review during its November in-person meeting.

24. **Review of ISSG Class 2 and Plans for ISSG Update and Education.** The committee reviewed the list of institutions in ISSG Class 2 that are scheduled to complete the ISSG during the 2016-17 academic year. The committee agreed that the educational materials provided to Class 1 were effective and recommended providing the same materials to ISSG Class 2. The committee noted the deadline for completing the ISSG for institutions in Class 2, is 5 p.m. Eastern time Thursday, June 1, 2017, and that a request for an extension to complete the ISSG must be submitted not later than 5 p.m. Eastern time Wednesday, March 1, 2017. The committee also directed staff to send notifications to those conferences that have institutions in ISSG Class 2.
The committee also received feedback on the changes to the Division III ISSG. The committee discussed the format and content of the current Division II ISSG and next steps on implementing a new structure for the Division II ISSG.

25. **Update on Paine College’s Removal of Accreditation.** The committee received information from Paine College regarding the removal of its accreditation by the Southern Association of Colleges and Schools and its plans to appeal the decision. The institution further noted that its accreditation status will remain unaffected during the appeals process. An update on the status of the institution’s appeal will be provided to the committee as the institution shall forfeit immediately its membership in the Association if the institution’s accreditation is removed by its regional accrediting agency [see Constitution 3.3.5.2 (removal of accreditation)].

26. **Discussion Regarding the Current Financial Reporting Requirements for Division II Institutions.** The committee discussed the financial reporting requirements for Division II institutions. The committee did not take action and agreed to continue with the current process.

27. **Update on the NCAA Division II Institutional Performance Program.** The committee received an update on the NCAA Division II Institutional Performance Program (IPP) and the progress made on providing a conference view. Additionally, the committee received an update on the rebranding process with Division I IPP.

28. **Update on Regional Compliance Seminars.** The committee was updated on the Regional Compliance Seminars that took place during the 2015-16 academic year and was provided with an overview of the schedule for the 2016-17 academic year. The committee agreed to provide flexibility to allow conferences hosting a regional compliance seminar to reserve space for representatives from institutions outside of the region to participate in those instances where it is economically more feasible for the institutions to attend the seminar located outside of its designated region. The committee also agreed to reduce the number of minimum participants required to participate in a Regional Compliance Seminar from 100 to 85 participants. The committee directed staff to provide feedback from the Regional Compliance Seminar participants during its July 2017, in-person meeting.

29. **Update on Division II Educational Strategic Plan.** Staff noted that there were no changes to the plan, and that the committee will receive an update during its November in-person meeting.

30. **Update on Compliance Blueprint Program.** The committee received an update on the Compliance Blueprint Program. It was noted that a maximum of 16 openings are available for the 2016-17 academic year, and that institutions must submit applications through the NCAA Program Hub for a visit in either the fall or spring.
31. **Discussion Regarding Long-Range Budget and Membership Projections.** The committee received an update on the Division II long-range budget through 2023-24.

32. **Review of Report from the NCAA Division II Membership Fund Selection Committee.** The committee discussed the status of the Division II Membership Fund, which was established in 2008 as a resource to retain current active institutions and help attract new schools or conferences to the division. The fund is an annual line item in the Division II budget. Nearly 100 grant requests have been allocated from the fund since its creation, and the sense is that the fund has helped stabilize Division II membership numbers. In addition, because of legislation adopted in recent years to tighten requirements to form a new conference and to streamline the Division II membership process, the division’s growth is strategically managed and, therefore, the division is able to predict membership growth much better. In turn, applications for the membership fund have changed in nature over the past few years, with most applications related to exploring potential conference expansion/strengthening of members and only a few applications focused on promoting the conference and Division II. As such, the Division II governance structure is reviewing whether the fund should be retained as it currently exists, or whether it should be modified or perhaps even eliminated. The committee agreed to continue with distributing the funds, but to broaden its scope. The committee also directed staff to possibly expand the name from the Division II Membership Fund to the Division II Membership and Positioning Initiatives Funds.

33. **Review of NCAA Division II Philosophy Statement.** The committee reviewed and recommended slight revisions to the proposed updates to the Division II philosophy statement.

34. **Discussion Regarding the Current Landscape of Division II Membership.** The committee discussed the outcomes of a review conducted by staff regarding non-Division II member institutions. Specifically, the committee received and reviewed data which provided the committee with a better understanding of the Division II landscape and the potential for Division I, Division III and National Association of Intercollegiate Athletics (NAIA) institutions to become future applicant schools.

35. **Other Business.**

   - **Request from NCAA Championships Committee to Conduct For-Cause Audits.**
     The committee was informed that the Championships Committee discussed a recurring concern regarding how contests in men’s and women’s basketball against institutions in Puerto Rico should count in championship selection criteria. Currently, such contests only count in the overall Division II record and overall win/loss record for those Division II institutions competing against them. However, repeated efforts to encourage the three institutions located in Puerto Rico to meet scheduling and score-reporting requirements have not produced desired outcomes.
As such, the Championships Committee agreed to recommend retaining the status quo for 2016-17 and 2017-18 but recommended that the Division II Membership Committee conduct for-cause audits of the minimum sports sponsorship and minimum financial aid requirements of the three institutions located in Puerto Rico to determine whether they are meeting minimum membership requirements. Based on those findings, the Championships Committee noted that results against those institutions may not count for selection purposes beginning in the 2018-19 academic year. The committee agreed to include the three institutions located in Puerto Rico in the for-cause audit selection to determine if the institutions are meeting the minimum membership requirements for the 2015-16 academic year.

36. Future Scheduled Meetings.

a. September 2016, teleconference.

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

c. December 2016, teleconference.

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

e. July 11-13, 2017, in-person meeting; Indianapolis.

Committee Chair: Kevin Schriver, Southwest Baptist University,
Staff Liaisons: Katie Willett, Academic and Membership Affairs
             Chris Brown, Academic and Membership Affairs
             Angela Tressel, Academic and Membership Affairs
             Chelsea Crawford, Academic and Membership Affairs
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<th>Attendees:</th>
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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>Jacqie McWilliams, Central Intercollegiate Athletic Association.</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>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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<th>Guests in Attendance:</th>
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<tr>
<td>William LaForge, Delta State University (Joined via teleconference).</td>
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<td>Amy Mallett, The Compliance Group.</td>
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<th>NCAA Liaisons in Attendance:</th>
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<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>Lydia Bell, Jada Buckner, Zandria Conyers, Jennifer Fraser, Maritza Jones, Ryan Jones, Faith Morrison, Tom Paskus, Stephanie Quigg Smith, Rachel Stark, Greg Summers and Jill Waddell.</td>
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