ACTION ITEMS.

1. Legislative Items.


      (1) **Recommendation.** Adopt noncontroversial legislation to amend Bylaws 20.2.2.1.2 (sponsorship requirement) and 20.2.2.2 (administrative requirement prior to active membership – conference membership) to eliminate the requirement that an applicant institution must be sponsored by an active member institution or conference; further, to specify that a provisional institution shall maintain conference affiliation during the membership process.

      (2) **Effective date.** Immediate.

      (3) **Rationale.** The requirement that an applicant institution must be sponsored by an active member institution or conference is no longer necessary due to the adoption of legislation requiring institutions to receive a bona fide invitation from an active Division II conference before applying for Division II membership. Specifying that a provisional institution shall maintain conference affiliation during the membership process clarifies the original intent of the legislation, which was to ensure that conferences are committed to providing a conference home to institutions in the membership process.

      (4) **Estimated budget impact.** None.

      (5) **Student-athlete impact.** None.

   b. Noncontroversial Legislation – NCAA Bylaw 21.8.5.7.1 - Committees – Membership Committee – Composition – Chancellor or President Representative.

      (1) **Recommendation.** Adopt noncontroversial legislation to amend Bylaw 21.8.5.7.1 (composition) to increase the size of the NCAA Division II Membership Committee from 11 to 12 members; further, to specify that one member of the committee shall be a chancellor or president from an active
member institution not represented on the NCAA Division II Presidents Council.

(2) **Effective date.** Immediate.

(3) **Rationale.** Due to the subject matter under the purview of the committee, a member of the Division II Presidents Council has historically been assigned as an informal liaison to provide presidential-level guidance on issues impacting provisional and active member institutions. Amending the composition to include a chancellor or president would ensure continued presidential guidance while decreasing the travel impact of having a Presidents Council member also serving in the liaison role.

(4) **Estimated budget impact.** Increase in committee expenses associated with one additional member attending in-person meetings (e.g., travel, lodging, per diem).

(5) **Student-athlete impact.** None.

2. **Nonlegislative Items.**

   - None.

**INFORMATIONAL ITEMS.**

1. **Review of Annual Reports from Institutions in the Membership Process.** The Membership Committee reviewed the annual reports submitted by the 12 institutions in the membership process. The committee agreed to the following actions:

   a. **Move the following institutions to active member status, effective September 1, 2017:**

      (1) California State University, San Marcos;

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

      (2) Concordia University Irvine;

      [NOTE: Barbara Hannum, faculty athletics representative, Hawaii Pacific University, recused herself from discussion and voting on this item.] 

      (3) Concordia University Portland;
b. Move the following institution to year three of the provisional period, effective September 1, 2017:

- Westminster College (Utah).

c. Move the following institutions to year two of the provisional period, effective September 1, 2017:

1. Auburn University at Montgomery;
   [NOTE: Margaret Poitevint, faculty athletics representative, University of North Georgia, recused herself from discussion and voting on this item.]

2. Biola University;
   [NOTE: Barbara Hannum, faculty athletics representative, Hawaii Pacific University, recused herself from discussion and voting on this item.]

3. Davenport University; and
   [NOTE: Tom Daeger, commissioner, Great Midwest Athletic Conference, recused himself from discussion and voting on this item.]

4. Purdue University Northwest.
   [NOTE: Tom Daeger, commissioner, Great Midwest Athletic Conference, recused himself from discussion and voting on this item.]

d. Remove the following institutions from the membership process, effective September 1, 2017:

1. Emmanuel College (Georgia); and
2. **Review of a Request to Reclassify Frances Marion University Women's Soccer Program from Division I to Division II.** The committee reviewed and approved a request to waive the second year of reclassification process for the women's soccer program from Division I to Division II, effective September 1, 2017. Thus, the institution's women's soccer program will be an active Division II sport during the 2017-18 academic year.

3. **Review of a Request to Reclassify New York Institute of Technology Baseball Program from Division I to Division II.** The committee reviewed and approved a request to waive the two-year reclassification period for the institution's baseball program from Division I to Division II, effective September 1, 2017. Thus, the institution's baseball program will be an active Division II sport during the 2017-18 academic year.

4. **Review Waiver Request of NCAA Constitution 6.3.1 (Self-Study Report) by Saint Augustine's University.** The institution submitted a waiver requesting relief from the requirement to complete the Institutional Self-Study Guide during a five-year period. The committee partially approved the institution's request for relief, noting that the institution submitted its self-study eight minutes past the legislated deadline of 5 p.m. Eastern time June 1, 2017. The institution will be placed on probation for the 2017-18 academic year and is not eligible to receive Division II enhancement funds; however, it will not be required to submit a completed ISSG with action plans by June 1, 2018.

5. **Review Waiver Request of Constitution 6.3.1 (Self-Study Report) by Angelo State University.** The institution submitted a waiver requesting relief from the requirement to complete the ISSG during a five-year period. The committee partially approved the institution's request for relief, noting that the institution submitted its self-study one hour and 20 minutes past the legislated deadline of 5 p.m. Eastern time June 1, 2017. The institution will be placed on probation for the 2017-18 academic year and is not eligible to receive Division II enhancement funds; however, it will not be required to submit a completed ISSG with action plans by June 1, 2018.

6. **Review Waiver Request of Bylaw 20.10.3 (Sports Sponsorship) by the University of Puerto Rico, Bayamon.** The institution submitted a waiver requesting relief from the minimum sports sponsorship requirements during the 2015-16 and 2016-17 academic years. The committee denied the institution's request for relief for the 2015-2016 academic
year, noting a lack of mitigating circumstances and supporting documentation. Thus, the institution will be placed on probation for the 2017-18 academic year. In addition, the committee deferred action on the waiver request for the 2016-17 academic year as sports sponsorship reporting will not occur until August 1. The committee agreed to review the waiver request for the 2016-17 academic year during its September teleconference pending the submission and review of complete sports sponsorship data for the 2016-17 academic year.

7. **NCAA Division II ISSG Class Assignment for Institutions Approved for Active Membership as of September 1, 2017.** 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 5, noting that for Class 5, the ISSG submission deadline is 5 p.m. Eastern time June 1, 2020:

a. Embry-Riddle Aeronautical University (Florida);
b. California State University, San Marcos; and
c. Oklahoma Baptist University.

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, 2022:

a. Concordia University Irvine; and
b. Concordia University Portland.

8. **Discussion Regarding the Review of Institution and Conference Application Process.** The committee approved the updated applications for institutions and conferences seeking membership. Institutional applications will be available on the NCAA website on or before September 30, 2017. The conference application will be available on request.

9. **Review of Draft Schedule for the 2018 NCAA Convention Provisional Membership Meeting.** The committee reviewed the Convention meeting schedule for provisional members. Staff noted that all provisional members, regardless of year in the process, will meet in the same session.

10. **Review of Requests/Self-Reports Online Use by Provisional Institutions.** The committee received an update on the usage of RSRO by provisional institutions in the 2016-17 academic year.

11. **Discussion Regarding the Process for Streamlining Annual Reports.** The committee discussed an initiative to review the annual report and the potential of streamlining the
questions and format. Staff was directed to develop a potential new model for annual reporting that will be reviewed during the committee's November 2017 in-person meeting.

12. **Review Updated Year Three Campus Visit Structure.** The committee reviewed and approved an updated year three campus visit structure for institutions in the membership process. Staff was directed to work with Double L Consulting to draft potential questions, as well as the overall structure, of the visit and the development of a communication plan. Staff will provide an update on this issue at a future in-person meeting or teleconference.

13. **Discussion Regarding Annual Reporting Requirements Document.** The committee approved an updated annual reporting requirements document that will be shared with institutions in the provisional membership process.

14. **Review of For-Profit Institutions Without Conference Affiliation.** Staff provided an overview of the current legislation in Constitution 3.3.2.1.1 (exception – for-profit institutions) that restricts member benefits to for-profit institutions, and noted that one of the Division II for-profit institutions no longer has conference affiliation. The committee agreed to amend the educational column dated December 18, 2014, to clarify that financial distributions (except for reimbursement of expenses for participation in NCAA championships) to for-profit institutions that are not a member of an active conference are not permissible.

[Note: Tom Daeger, commissioner, Great Midwest Athletic Conference, recused himself from discussion and voting on this item.]

15. **Discussion Regarding Composition Requirements for Active Member Conferences.** The committee discussed the legislation regarding minimum composition requirements for active conferences, which specifies that a conference must have eight or more active member institutions by August 1, 2017, and 10 or more active member institutions by August 1, 2022 (see Constitution 3.4.1.2). The committee directed staff to highlight the review of this issue with the governance structure, specifically the NCAA Division II Management Council and Presidents Council. The committee agreed to continue its discussions during its November in-person meeting.

16. **Discussion of Current Member Institution Closures, Mergers and Consolidations.** The committee received an update on member institutions that have recently closed or merged/consolidated with other institutions. Staff provided information on the following institutions: (a) Saint Joseph's College (Indiana) – NCAA membership terminated as of July 12, 2017, as the Higher Learning Commission accepted the institution's voluntary resignation of its accreditation on that date; (b) Armstrong State University – consolidated with Georgia Southern University in spring 2017; (c) Brigham Young University, Hawaii – will no longer sponsor a Division II intercollegiate athletics program beginning in the 2017-18 academic year; (d) Oklahoma Panhandle State University – withdrew NCAA membership and returned to the NAIA in April 2017; (e) Philadelphia University – merged with Thomas Jefferson University in July 2017; (f) Urbana University – merged with
Franklin University in September 2016; and (g) the potential merger of Trevecca Nazarene University and Eastern Nazarene College. Staff was directed to continue the process used for evaluating institutions that are merging or consolidating with another institution, and to provide the committee updates as necessary.

17. **Update Regarding Institutions Seeking Reclassification from Division II to Division I.** Staff provided an update on active Division II institutions publicly reporting an interest in applying for reclassification of all sports to Division I. The committee discussed the potential reclassification of the University of California, San Diego, California Baptist University and the University of North Alabama. Staff was directed to monitor the potential reclassifications and update the committee as necessary.

18. **Update Regarding Institutions Seeking Reclassification from Division II to Division III.** Staff provided an update on the two institutions reclassifying all their sports from Division II to Division III. It was noted that Brevard College and Pfeiffer University will begin this transition during the 2017-18 academic year.

19. **Update Regarding Institutions Seeking Reclassification from Division I to Division II.** The committee discussed institutions potentially seeking reclassification from Division I to Division II in future years, and noted that Savannah State University may apply for membership as early as February 2018.

20. **Update on Random Sports Sponsorship Audits for the 2016-17 Academic Year.** The committee was provided an update on the anticipated number of institutions that will be subject to a random sport sponsorship audit during the 2016-17 academic year. Staff reviewed the process and timeline for completion. The committee will receive a report during its September teleconference.

21. **Update on For-Cause Audits from the 2015-16 Academic Year.** Staff provided an update on its review of the for-cause audits of the minimum financial aid requirements and/or the minimum sports sponsorship requirements from the 2015-16 academic year for the University of Puerto Rico, Bayamon; the University of Puerto Rico, Mayaguez; and the University of Puerto Rico, Rio Piedras. The committee denied the waiver request of the minimum sports sponsorship requirements for the 2015-16 academic year for the University of Puerto Rico, Bayamon (see Information Item No. 6). Therefore, all three institutions noted above will be on probation for the 2017-18 academic year for failure to meet membership requirements in the 2015-16 academic year.

22. **Review of Scheduled For-Cause Audits for the 2016-17 Academic Year.** The committee reviewed the process for for-cause audits during the 2016-17 academic year. The following institutions will participate in the for-cause audits: West Liberty University; Lane College; University of Puerto Rico, Bayamon; University of Puerto Rico, Mayaguez; and University of Puerto Rico, Rio Piedras. Staff will provide an update on the institutions' status during the committee's September teleconference.
23. **Review of ISSG Class 3 and Plans for ISSG Update and Education.** The committee reviewed the list of institutions in ISSG Class 3 that are scheduled to complete the ISSG during the 2017-18 academic year, which is due by 5 p.m. Eastern time June 1, 2018. The committee also noted that an institutional request for an extension of the deadline must be submitted not later than 5 p.m. Eastern time March 1, 2018. The committee agreed that the educational materials provided to Class 2 were effective and recommended providing similar materials to ISSG Class 3 with specific attention given to the signature page. The committee also directed staff to send notifications to those conferences that have institutions in ISSG Class 3.

24. **Discussion Regarding the Streamlining of Questions on the ISSG.** The committee discussed an initiative to review the ISSG questions and the potential for streamlining the information requested from member institutions. The committee directed staff to conduct the initial review and provide an update at its November in-person meeting.

25. **Discussion Regarding the Compliance Blueprint Program and the Performance of Vendors During the 2016-17 Academic Year and the Process for 2017-18.** The committee discussed the performance of vendors for the compliance blueprint program during the 2016-17 academic year. Furthermore, the committee discussed the process (e.g., length of visit; questions used during interviews with institutional staff) for the 2017-18 academic year. The committee directed staff to collect information from the vendors on how they conduct the blueprints to help ensure consistency of vendor performance moving forward.

26. **Discussion Regarding Regional Compliance Seminars and Recommendations from the Division II Conference Commissioners Association of the Future Format.** The committee received an update regarding the 2016-17 NCAA Regional Compliance and NCAA Regional Rules Seminars. A review of the 2017-18 schedule and potential changes in format were discussed and approved.

27. **Update on Division II Educational Priorities.** The committee received an update on the new structure of the Navigating Through Division II webpage and progress on the Online Coaches Education Program.

28. **Discussion Regarding the United States Collegiate Athletic Association.** Staff provided an overview of the association, and discussed its potential impact on Division II.

29. **Review of Membership Committee Policies and Procedures.** The committee reviewed and approved an updated version of the Membership Committee Policies and Procedures for the 2017-18 academic year.

30. **Approval of the Membership Committee February 2017 In-Person Meeting Report and May 2017 Teleconference Report.** The committee reviewed and approved the reports from the February 2017, in-person meeting and the May 2017 teleconference.
31. **Review of the April 2017 Management Council and Presidents Council Summary of Actions.** The summary of actions from the Management Council and Presidents Council April 2017 meetings was presented to, and reviewed by, the committee.

32. **Update from the NCAA Board of Governors and the International Pilot Program.** Staff provided an update on the Board of Governors April meeting and the international pilot program. It was noted that the Board of Governors took formal action in April 2017 to end the 10-year pilot program and establish a formal policy related to international membership in the NCAA. Staff noted that the policy permits membership from institutions located in Canada and Mexico, provided each division adopts legislation to allow institutions in those two countries to join its membership. Finally, the committee discussed that a membership-sponsored proposal to specify that an institution located in Mexico may join the Division II membership has been properly sponsored for the 2018 NCAA Convention.

33. **Review of NCAA Division II Priorities.** Staff provided an update on the 2016-17 NCAA Division II Priorities.

34. **Review of Questions related to the 2018 Division II Membership Census.** The committee reviewed the upcoming membership census and provided input on potential questions that reflect the interests of the committee.

35. **Future Meeting/Teleconference Schedule.**
   


c. December 2017, teleconference.

d. February 6-7, 2018, in-person meeting; Indianapolis.

e. July 10-12, 2018, in-person meeting; Indianapolis.

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Committee Chair: Kevin Schriver, Southwest Baptist University
Staff Liaisons: Amanda Conklin, Academic and Membership Affairs
              Angela Tressel, Academic and Membership Affairs
              Angela Red, Academic and Membership Affairs
              Susan Britsch, Academic and Membership Affairs
<table>
<thead>
<tr>
<th>Attendees:</th>
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<tr>
<td>Natalie Cullen, Pittsburg State University.</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>Barbara Hannum, Hawaii Pacific University.</td>
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<td>Eric Schoh, Winona State University.</td>
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<td>Leslie Schuemann, Heartland Conference.</td>
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<td>Chris Snyder, Seton Hill University.</td>
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<td>Jackson Stava, Seattle Pacific University.</td>
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<td>Absentees:</td>
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<tr>
<td>Natasha Wilson, William LaForge.</td>
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<td>Guests in Attendance:</td>
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<tr>
<td>Gary Gray, Madison Hahesy (academic and membership affairs intern), Matt Ward (governance intern).</td>
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<td>Susan Britsch, Amanda Conklin, Angela Red, Angela Tressel.</td>
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<tr>
<td>Other NCAA Staff Members in Attendance:</td>
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<tr>
<td>Scott Bearby, Chris Brown, Terri Steeb Gronau, Maritza Jones, Ryan Jones, David Lafiosca, Stephanie Quigg Smith, Naima Stevenson.</td>
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