ACTION ITEMS.

- None.

INFORMATIONAL ITEMS.

1. Welcome and Announcements. The committee commenced business at 9:47 a.m. Eastern time Wednesday, June 20, 2018.

2. Membership Committee Roster and Conflict of Interest. Committee members were reminded of the NCAA Conflict of Interest Policy and proper procedures for recusal if a conflict of interest might arise. Committee members reviewed the roster and conflict of interest documentation and updated as necessary. Committee members followed the recusal procedures during all deliberations.

3. Review Updated Policies and Procedures. The committee reviewed and approved the committee policies and procedures documents. The committee asked staff to amend the document to include a list of questions to ask institutions any time an institution fails to meet the NCAA Convention attendance requirement.


5. Division III Governance Update. NCAA governance staff reviewed the following key items with the committee:
   a. Legislative review of governance-sponsored proposals;
   b. Progress of the Division III Diversity and Inclusion working group;
   c. Ice hockey international student-athlete certification survey and pilot;
   d. LGBTQ working group promotional kit;
   e. Division III Week April 1-7, 2019;
   f. The Gameday the DIII Way sportsmanship initiative; and
   g. FAR best practices document that will be forthcoming from the FAR working group.
6. **Review of Division III Membership Survey data relative to the Membership Committee.** The committee discussed issues with membership implications and discussed potential policy changes, based on data from the Division III membership survey. The committee noted that a portion of the membership seems in favor of a reduction of sports-sponsorship minimums from six per gender to five per gender. In its discussion of sports-sponsorship minimums, the committee noted a common trend among Division III institutions of using athletics as an enrollment management driver in the face of declining budgetary support for athletics departments. Committee members also noted the tensions between balancing enrollment management with retention of student-athletes and the quality of the student-athlete experience. The committee discussed whether a better change might be to increase the current enrollment cutoff from 1,000 full-time undergraduates to 2,000 full-time undergraduates; as well as the possibility of providing relief for institutions that have a significant drop in enrollment that leads to sports-sponsorship failures. The committee asked NCAA staff to work with research to determine the following items: review sports-sponsorship data and determine the percentage of student-athletes in relation to overall student enrollment; the number of institutions that sponsor only the minimum number of sports and the enrollment of those institutions; how many institutions that have run into sports-sponsorship problems were admitted to the division after the year 2006; which sports are institutions most often adding; which sports are being dropped; the distribution of the number of sports sponsored by institutions with 1,500 students; and the distribution of the number of sports sponsored by institutions with 2,000 students. The committee also asked the staff to provide a legislative history of the current sports-sponsorship minimums.

In further discussion of the survey data, the committee also noted a portion of the membership is in disfavor of the Institutional Self-Study Guide (ISSG). The committee noted that some institutions remarked that the instrument is duplicative of its own on-campus strategic assessments or those that have been conducted by outside auditing entities; however, the committee generally noted that if those assessments are being done, the documentation and findings from those reviews can easily be submitted into the ISSG system. The committee asked the staff to form a subgroup to develop a best practices document to send to institutions that are due to complete the ISSG and share the document in the Division III Monthly Update. William Fell, Charles Harris and Kristyn King agreed to form this subgroup.

7. **Division III Provisional/Reclassifying Membership.**

   a. **Current Roster.** The committee reviewed the current roster of provisional and reclassifying institutions and their mentors.

   b. **Process Advancement. – 2017-18 Provisional and Reclassifying Institutions.** The committee reviewed annual reports from the following provisional and reclassifying institutions and took the following actions:

   (1) **Year One to Year Two – Approval.** The committee accepted the annual report from the following institutions with feedback in areas where the institutions could enhance their current practices and approved their advancement in the membership process from year one to year two.

      (a) Brevard College (reclassifying); and

      (b) Dean College.
(2) **Year One to Year Two – Resubmission.** The committee reviewed the annual report from Pfeiffer University and directed the institution to resubmit its annual report in advance of the committee’s July 19, 2018, teleconference. Specifically, the committee noted the institution did not provide schedules for the 2018-19 academic year or rosters from the 2017-18 academic year. Following the adjournment of the meeting, the staff found that the apparent submission error appeared to be related to how the report was printed and that the information was in fact submitted.

(3) **Year Three to Year Four – Approval.** The committee accepted the annual report from Belhaven University and approved its advancement in the membership process from year three to year four.

(4) **Election to Active Membership.** The committee accepted the annual reports of the following provisional institutions with feedback in areas where the institutions could enhance their current practices, and approved their election to active membership status per NCAA Constitution 3.2.3.3 (election):

(a) Alfred State College;

(b) Illinois Institute of Technology;

(c) Iowa Wesleyan College; and

(d) McMurry University (reclassifying).

c. **Provisional and Reclassifying Membership New Member FAQ Document.** Staff provided the committee an updated version of the new member FAQ document. The committee provided the staff with feedback and approved the document as amended.

d. **Discuss New Member Campus Visits.** NCAA staff reminded the committee of which members are scheduled to attend campus visits during fall 2018 and verified the travel dates.

8. **Conference Membership.**

a. **2017-18 NCAA Division III Conference Self-Study Guide (CSSG) Update.** NCAA staff informed the committee that all but two Division III multisport conferences successfully completed the 2017-18 CSSG per the once-in-five-years requirement in Constitution 3.3.4.6 (self-study report).

   - **Extension Requests.** The committee approved extension requests from the State University of New York Athletic Conference, to be completed not later than July 16, 2018, and the Northwest Conference to complete the CSSG no later than July 1, 2019.
The committee requested that NCAA staff add language to the CSSG completion reminder to make member conferences aware of the legislated penalty for failure to complete the CSSG.

b. **Single-Sport Conference Application Questions.** The committee reviewed and approved a list of potential questions for single-sport conference applicants compiled by NCAA staff at the committee’s request. The list of questions was developed using the CSSG instrument. On review of the list, the committee agreed that the proposed questions would be appropriate for inclusion in the single-sport conference application.

9. **Division III active membership.**

a. **Probation Institutions - Athletics Program Assessment Reviews.** The committee reviewed and took action on the athletics program assessments from the following institutions, which were required to complete the program assessment during year one of their probationary period.

(1) Lyndon State University – accepted with recommended areas of enhancement;

(2) Earlham College – accepted;

(3) College of Saint Elizabeth – The committee accepted the institution’s program assessment with recommended areas of enhancement; however, the committee expressed concern and noted the institution did not meet sports-sponsorship requirements for women’s sports due to a misapplication of the playing rules in women’s tennis. The committee granted the institution a waiver of restricted status based on the nuances of the tennis rule.;

(4) William Peace University – accepted with recommended areas of enhancement; and

(5) City College of New York – The committee rejected the program assessment from City College of New York and voted to move the institution to restricted status for the 2018-19 academic year, effective September 1, 2018. During its review, the committee noted the institution’s submission was incomplete. For this reason, the committee directed the institution to resubmit its athletics program assessment not later than May 15, 2019.

Following the post-meeting notification by staff to the institution, the institution noted that they have been working with an outside consultant on improving all department policies and procedures. As a result, the committee will review details from the institution as ‘new information’ during its July teleconference. At that time, the committee will re-evaluate the institution’s membership status.

b. **Co-ed Transition Update – NCAA Bylaw 20.11.3.10.2 (single-gender institution transitioning to co-educational institution).** The committee reviewed updates from two institutions that summarized their respective progress on transitioning from a single-gender institution to a co-educational institution:
(1) **Wilson College.** The committee reviewed an update from Wilson College summarizing the institution’s progress on transitioning from a single-gender institution to a co-educational institution. The second waiver the institution received for the 2016-17, 2017-18 and 2018-19 academic years under the legislation in Bylaw 20.11.3.10.2 requires the institution to submit an annual update through the conclusion of the 2018-19 academic year. The committee noted the institution provided an exemplary and thorough update to its transition plan and showed substantial progress toward its goal.

(2) **College of Saint Elizabeth.** The waiver the institution previously received for the 2016-17, 2017-18 and 2018-19 academic years requires the institution to submit an annual update through the conclusion of the 2018-19 academic year. The committee noted the institution provided a thorough update to its transition plan and showed substantial progress toward its goal. The committee noted the institution has met its men’s sports-sponsorship minimum requirements one year ahead of schedule.

c. **Sports-Sponsorship Waiver Requests.** The committee reviewed sports-sponsorship waiver requests from two institutions and made the following decisions:

(1) **State University of New York Polytechnic.** The committee deferred its decision on a request for a waiver of Bylaw 20.11.3 (sports sponsorship) for the 2017-18 academic year for failure to satisfy sports-sponsorship requirements in softball. The committee requested additional information from the institution regarding documentation of good faith efforts to rearrange its schedule to meet the competition minimums.

(2) **Maranatha Baptist University.** The committee approved a waiver of Bylaw 20.11.3 (sports sponsorship) for the 2017-18 academic year for failure to satisfy sports-sponsorship requirements in baseball. In its approval, the committee noted the institution provided documentation that it had scheduled more than the minimum number of contests, multiple opponents canceled contests that they had agreed to play that academic year, and the institution demonstrated a good faith effort to rearrange its schedule to meet the competition minimums.

d. **Probation Institution Summary.** Staff noted that three institutions will complete the probationary period and return to active status in good standing September 1, 2018. Staff reported the results of their review of independent institutions on probation per the committee’s request at the February 2018 in-person meeting. The staff was asked to cross reference the past five years’ probation charts with the list of independent institutions to determine if there was a direct correlation of conference membership with respect to sports sponsorship. In its research, staff noted that out of four institutions that were placed on restricted status, three of the four were independent institutions.

e. **Overview of the 2017-18 Sports-Sponsorship Audit.** Staff informed the committee that five institutions will be randomly selected to be audited to insure satisfaction of sports-sponsorship requirements for the 2017-18 academic year. The random selection occurs
annually following the NCAA Sports Sponsorship and Demographic Form submission deadline of August 15, 2018. The staff also noted that there will likely be additional institutions to be audited for cause after the membership sports-sponsorship data review is completed by research staff in mid-August 2018.

f. Hartwick College—Revoking Multidivisional Membership. Staff notified the committee that Hartwick College filed a notice formally revoking its membership in Division I soccer and the discontinuation of its Division I water polo program. Staff noted that with this revocation, there remain 10 Division III institutions that sponsor a sport in Division I.

g. Update on Convention Voting Requirement. Staff provided the committee with sample language to better communicate the NCAA Convention voting requirement to institutions. The committee reviewed the language and provided suggestions. Staff noted that this language will be incorporated into the confirmation message that a Division III institution receives when cancelling a Convention registration, as well as the required acknowledgement when finalizing a Convention registration.

10. Educational Initiatives.

a. 2018 NCAA Regional Rules Seminar Attendance—Constitution 3.2.4.15. Staff informed the committee that due to the unusual timing of the 2018 Regional Rules Seminars, the seminar held in San Antonio, Texas, has not yet taken place. As a result, the staff will provide the committee with the annual seminar attendance update during its July teleconference.

b. Getting in the Game Video Update. Staff noted the 2018-19 Getting in the Game videos will be ready for release August 1, 2018.

c. Division III Rules Test. Staff provided the committee an updated version of the 2018-19 Division III Rules Test that incorporated the committee's previous suggestions. The committee approved the test as amended.

d. 2017-18 NCAA Division III Institutional Self-Study Guide (ISSG) Update. NCAA staff informed the committee that 83 Division III institutions were required to submit the 2017-18 ISSG per the once-in-five-years requirement in Constitution 6.3.1 (self-study report).

The staff further noted that a total of two extensions to complete the ISSG were granted, by the staff, due to extenuating circumstances surrounding administrative transition that would prevent the successful completion of the ISSG prior to the deadline.

(1) Amherst College. The committee noted that Amherst College failed to complete the ISSG by the June 1, 2018, deadline. The result of an institution’s noncompliance with the self-study requirement is that the institution’s entire athletics program shall be placed in a three-year period beginning in the next academic year after noncompliance is discovered. In accordance with the legislation, the institution shall be placed on probation beginning September 1, 2018, with the probation period to conclude September 1, 2020.
(3) **Frostburg State University.** The committee noted that Frostburg State University failed to complete the ISSG by the June 1, 2018, deadline. The committee declined to grant the institution an extension of the deadline, noting that mistaking the deadline is not mitigation sufficient to warrant a waiver of the legislation. The result of an institution’s noncompliance with the self-study requirement is that the institution’s entire athletics program shall be placed in a three-year probation period beginning in the next academic year after noncompliance is discovered.

However, the committee noted that because of the specific circumstances surrounding the institution’s exploration of a potential reclassification to Division II, the result of applying the legislation as stated would end in an unintended consequence that is overly burdensome to the institution. In accordance with this decision, Frostburg State will remain in active membership standing pending the institution’s acceptance to the Division II Membership process for the 2018-19 academic year. In the event that Frostburg State does not begin the Division II membership process for the 2019-20 academic year, the institution would be placed on probation of Division III membership beginning September 1, 2019, with the probation period to conclude September 1, 2021.

11. **In-person meeting and teleconference schedule.** The committee reviewed a schedule for future meetings and teleconferences.

12. **Committee Member Farewells.** The committee thanked Rob Larson and Julie Kline for their service on the committee, noting that this was the last in-person meeting for both of them, but that they would continue to serve on the teleconferences until their terms expire in January 2019.

13. **Other Business.** None.


*Committee Chair: Julie Kline, University of La Verne, chair, Southern California Intercollegiate Athletic Conference*

*Staff Liaison: Jay Jones, Division III Governance*

*Kristin DiBiase, Academic and Membership Affairs*

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<tr>
<th>June 20-21, 2018, In-Person Meeting</th>
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<tbody>
<tr>
<td><strong>Attendees:</strong></td>
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<tr>
<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>Kristyn King, Rockford University.</td>
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<td><strong>Julie Kline</strong>, University of La Verne.</td>
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<td><strong>Rob Larson</strong>, Luther College.</td>
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<td><strong>Laura Mooney</strong>, Massachusetts College of Liberal Arts.</td>
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<td><strong>Steven Rackley</strong>, Alma College.</td>
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<tr>
<td><strong>Absentees:</strong></td>
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<tr>
<td>Susan Stuebner, Colby-Sawyer College.</td>
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<td><strong>Guests in Attendance:</strong></td>
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<td>None.</td>
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<td><strong>NCAA Staff Support in Attendance:</strong></td>
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<tr>
<td>Jay Jones and Kristin DiBiase.</td>
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<td><strong>Other NCAA Staff Members in Attendance:</strong></td>
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<tr>
<td>Maureen Hardy, Louise McCleary and Jeff Myers.</td>
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