ACTION ITEMS.

- Legislative Items.
  - None.

INFORMATIONAL ITEMS.

1. Welcome and Announcements. The committee commenced business at 9:08 a.m. Eastern time Tuesday, June 20, 2017. The chair welcomed Jori Jasper, the 2017-18 Division III governance postgraduate intern, and Kayla Robles, the 2017-18 academic and membership affairs postgraduate intern.

2. Membership Committee 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 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, noting a change to the policy to reflect the staff’s limited authority to grant extensions of the Institutional Self-Study Guide in cases of past-precedent related to senior athletics department personnel changes. The committee asked staff to amend the document to include the previously approved committee mentor expectations document as an addendum.

4. Review April Teleconference Report. The committee reviewed and approved its April 2017 teleconference report.

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’s Diversity and Inclusion working group;
   c. Formation of an LGBTQ working group;
   d. Ice hockey international student-athlete certification survey and pilot;
   e. NCAA ID and online compliance forms;
f. Outcomes of discussions regarding the NCAA Board of Governors;

g. 2017-19 budget biennium;

h. Changes to the football playing and practice season;

i. Process for enacting health and safety recommendations from the NCAA Sport Science Institute; and

j. A working group to address the role of the FAR at the local and conference level.

6. 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 – 2016-17 Provisional and Reclassifying Institutions. The committee reviewed annual reports from the following provisional and reclassifying institutions and took the following actions:

(1) Year Two to Year Three – Approval. The committee accepted the annual report from Belhaven University with feedback in areas where the institution could enhance its current practices, and approved its advancement in the membership process from year two to year three.

(2) Year Three to Year Four - Approval. The committee accepted the annual reports of the following provisional and reclassifying institutions with feedback in areas where the institutions could enhance their current practices, and approved their advancement in the membership process from year three to year four:

(a) Alfred State College;

(b) Illinois Institute of Technology;

(c) Iowa Wesleyan College; and

(d) McMurry University (reclassifying).

(3) 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) Berea College;

(b) Bryn Athyn College; and
7. **Review of Exploratory Campus Visit Assessment Document.** The committee discussed the proposed format of the exploratory campus visit and provided staff with recommendations regarding program elements and evaluation guidelines.

8. **Division III active membership.**

   a. **Probation Institution Athletics Program Assessment Review – College of Mount Saint Vincent.** The committee reviewed and took action on the athletics program assessment from the College of Mount Saint Vincent. The institution was required to complete the program assessment during year one of its probationary period. The committee rejected the program assessment from Mount Saint Vincent and voted to move the institution to restricted status for the 2017-18 academic year, effective September 1, 2017. During the review of Mount Saint Vincent, the committee noted the institution’s submission was incomplete. For this reason, the committee directed the institution to resubmit the athletics program assessment not later than May 15, 2018.

   Following the completion of the meeting, staff determined that the failure to submit all necessary program assessment components was due to an inadvertent electronic error. As such, the committee chair agreed (post-meeting) that the Mount Saint Vincent report would be reviewed anew during the committee’s July teleconference.

   b. **Co-ed Transition Update – Bylaw 20.11.3.10.2 (single-gender institution transitioning to co-educational institution).** The committee reviewed updates from three institutions that summarized their respective progress on transitioning from a single-gender institution to a co-educational institution:

      (1) **Pine Manor College.** The waiver the institution previously received for the 2014-15, 2015-16 and 2016-17 academic years requires the institution to submit an annual update through the conclusion of the 2016-17 academic year. The committee noted the institution is sufficiently progressing toward its goal with the addition of men’s sports.

      (2) **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.
(3) 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 met the update requirement for men’s athletics programs; however, in reviewing the reported information the staff identified that the institution failed to meet sports sponsorship requirements for its women’s sports, which are not covered by the coeducational transition waiver. Staff noted that the institution will submit a sports-sponsorship waiver request for women’s sports to the committee, for review on a future teleconference.

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

(1) Earlham College. The committee denied a request for a waiver of Bylaw 20.11.3 (sports sponsorship) for the 2016-17 academic year for failure to satisfy sports-sponsorship requirements in a women’s sport during the spring sport season. In its denial, the committee noted the institution’s mitigation for failure to satisfy minimum sports-sponsorship requirements was not extenuating or extraordinary, and did not warrant relief of the legislation. The committee also noted that regardless of academic conflicts and a small roster size, the institution is still responsible to meet Division III requirements and responsibilities.

(2) Lyndon State University. The committee denied a waiver of Bylaw 20.11.3 (sports sponsorship) for the 2016-17 academic year for failure to satisfy sports-sponsorship requirements in men’s cross country and men’s track and field. In its denial, the committee noted the institution did not attempt to schedule additional men’s cross country meets until the latter half of the 2017 spring term, despite failing to satisfy sports-sponsorship requirements in men’s cross country during the 2016 fall term. Further, the committee noted that the institution did not provide compelling evidence to warrant relief of legislation as it pertained to men’s outdoor track and field.

(3) Pine Manor College. The committee denied a waiver of Bylaw 20.11.3 (sports sponsorship) for the 2016-17 academic year for failure to satisfy sports-sponsorship requirements in softball. The committee noted that the institution has submitted three previous waiver requests within the last five years and that small roster sizes are a recurring institutional issue that the committee cannot continue to waive. As a result, the institution will be placed on restricted membership status for the 2017-18 academic year, effective September 1, 2017.

d. Probation Institution Summary. Staff noted that four institutions will complete the probationary period and return to active status in good standing September 1, 2017. Staff informed the committee that historical records of institutional probationary and restricted status are kept on file should future issues arise.
e. **Overview of the 2016-17 Sports-Sponsorship Audit.** Staff informed the committee that five institutions were randomly selected to be audited to insure satisfaction of sports-sponsorship requirements for the 2016-17 academic year. The random selection occurs annually following the NCAA Sports Sponsorship and Demographic Form submission deadline of August 15, 2017. Staff also informed the committee that, to date, one institution has been identified to be audited for cause for the 2016-17 academic year. 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 2017.

9. **Educational Initiatives.**

a. **2017 NCAA Regional Rules Seminar Attendance – Constitution 3.2.4.15.** Staff informed the committee that the following institutions that were required to attend the 2017 NCAA Regional Rules Seminars were not in attendance:

(1) Brooklyn College; and

(2) Eastern Mennonite University.

These two institutions are being placed on probationary membership status for a three-year penalty period (September 1, 2017, to August 31, 2020), for failure to satisfy the attendance requirement.

The committee recognized the following institutions that have had perfect attendance since initially reporting Regional Rules Seminar attendance in 2007:

(1) College of Wooster;

(2) Colorado College;

(3) Morrisville State College;

(4) Plattsburgh State University of New York; and

(5) University of Chicago.

The committee discussed a way to recognize these institutions more formally, due to a decade of perfect attendance. The staff agreed to explore this request further and report back to the committee with options to consider.

b. **Getting in the Game Video Update.** Staff noted the 2017-18 Getting in the Game videos will be ready for release August 1, 2017.

c. **Division III Rules Test.** Staff provided the committee an updated version of the 2017-18 Division III Rules Test that incorporated the committee's previous suggestions. The committee approved the test as amended.
d. **2016-17 NCAA Division III Institutional Self-Study Guide (ISSG) Update.** NCAA staff informed the committee that 155 Division III institutions were required to submit the 2016-17 ISSG per the once-in-five-years requirement in Constitution 6.3.1 (self-study report).

The staff further noted that a total of nine 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.

- **Salve Regina.** The committee noted that Salve Regina University’s failed to submit the NCAA Division III Institutional Self-Study Guide (ISSG) by the June 1, 2017, 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 probation period beginning in the next academic year after noncompliance is discovered. In accordance with these provisions, Salve Regina will be placed on probation beginning September 1, 2017, with the probation period to conclude September 1, 2020.

e. **Provisional and Reclassifying Membership Process Question and Answer Document.** Staff provided the committee an updated version of the membership process question and answer document. The committee approved the document as amended and asked that the staff include the exploratory year timeline flowchart as an addendum within the question and answer document and within the exploratory application.

f. **Requests and Self-Reports Online (RSRO) Video and Regional Rules Seminar Requirement.** The Division III Technology Users Group requested feedback on the possibility of requiring Regional Rules Seminar and Conference Rules Seminar attendees to view the RSRO and LSDBi instructional videos as a condition of satisfactorily fulfilling the once-in-three-year Regional Rules Seminar attendance requirement. The committee declined to establish such a requirement and noted that requiring would add undue burden to institutions. Instead, the committee recommended better publication of these videos and agreed to add them to the informational document that provides a detailed annual list of NCAA membership requirements and recommendations.

g. **Role of President or Chancellor.** The committee reviewed a draft of an informational document designed to give presidents and chancellors of exploratory, provisional and reclassifying Division III institutions clarity and insight into the expectations and potential pitfalls for institutions as they navigate the membership process. The committee approved the document with amendments.

10. **Discussion of Potential 2018 Convention Proposals.** The committee discussed potential membership-sponsored legislative proposals being considered for the 2018 Convention that would, if adopted, impact the work of the committee. The following potential proposals were discussed:

a. **Elimination of ISSG and CSSG Requirements.** The committee noted that some conferences are considering sponsorship of a proposal designed to eliminate the ISSG and CSSG requirements within Division III. The committee agreed that supporting legislation to eliminate the ISSG or the CSSG would be antithetical to the function of a healthy athletics
program. Committee members recognized that there are institutions and conferences that do have their own athletics-based self-evaluation process, and noted issue that perhaps those institutions and conferences can provide the documentation from their own assessments as an alternative to completing the division’s required version. The committee also agreed that there are institutions and conferences that do not conduct the ISSG in a serious manner and do not value the ISSG. The committee expressed concern with this issue and noted that the ISSG and CSSG are designed to serve as a framework for how to conduct a Division III program. To that end, if an institution or conference does not engage in periodic self-reflection, there is a danger of that institution drifting away from the core concepts of what Division III represents. Committee members have received feedback that the new format of the ISSG has more value for institutions than the previous format. The committee also noted that the self-study is only required once in every five years, which is not overly burdensome on an institution’s staff. The committee agreed to continue discussion on a future teleconference, with the knowledge that the governance structure will forward any membership-sponsored proposal to the committee for official comment.

b. **Sports Sponsorship and Single-Gender Institutions.** The committee discussed whether a single-gender institution with less than 1,000 full-time undergraduates should have the ability to meet sports-sponsorship requirements with any NCAA-sponsored sports, with no conditions placed on whether the sponsored sports are individual or team sports. Currently, an institution must sponsor a minimum of three team sports. Committee members noted that this concern is not likely exclusive to single-gender institutions and there are other institutions that face similar challenges to satisfy minimum sports-sponsorship requirements; however, the Division III membership at large has set the minimum requirements in place and the majority of the membership believes the minimums have merit. Consequently, the committee did not feel compelled to propose legislation to the Management Council in furtherance of this concept.

c. **Athletics Consortium Renewals.** The committee discussed whether institutions that are currently in an NCAA approved athletics-based consortium should be required to reapply for consortium status every four years, a condition of the current legislation, if the status of the consortium relationship has not changed since the last reapplication. The committee noted that there are currently very few institutions in athletics consortiums and the reapplication process is not burdensome and therefore continues to be appropriate.

d. **Conference Membership Requirements.** The committee discussed the new conference member application process and whether additional requirements should be instituted. Specifically, the committee noted that there is frustration within the membership regarding institutions that potentially form conferences solely for the purpose of attaining automatic qualification bids for NCAA championships. The staff informed the committee that the Division III Championships Committee will review automatic qualification standards at a future meeting and solicited the Membership Committee’s feedback as to whether the Membership Committee should establish additional requirements for conference applicants, and whether the Membership Committee should be consulted in any discussions that the Championships Committee has on eligibility for automatic qualification. The Membership Committee agreed that additional requirements should be established and agreed to continue this discussion in conjunction with the Championships Committee.
11. **Review of Final Plans for 2018 Conference Rules Seminar.** Staff provided the committee with an update on the plans for the 2018 Conference Rules Seminar, to be conducted in York, Pennsylvania, and hosted by the Mid-Atlantic Regional Commissioner's Association.

12. **Review of Timeline for 2019 and 2020 Conference Rules Seminars.** Staff provided the committee the application and timeline for the 2019 and 2020 Conference Rules Seminars.

13. **Selection of 2018 In-Person Meeting Dates.** The committee will review the dates for the June 2019 in-person meeting during its February 2018 in-person meeting. The committee will continue to conduct monthly teleconferences from 1 to 3 p.m. Eastern time on the second Thursday of each month.

14. **Committee Member Farewells.** The committee thanked Keith Cecil and Terri Deike for their service on the committee, noting that this was Ms. Deike’s last in-person meeting and that Keith Cecil would be departing the committee as a result of a job change outside of Division III.

15. **Other Business.** Staff provided the committee an update on the “Gameday the DIII Way” sportsmanship and game environment program.

16. **Adjournment.** The committee concluded its business and adjourned at 12.11 p.m. Eastern time Wednesday, June 21, 2017.

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**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
Jean Orr, Academic and Membership Affairs

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**June 20-21, 2017, In-Person Meeting**

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<tr>
<th>Attendees:</th>
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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>Susan Steubner, Colby-Sawyer College (via teleconference)</td>
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**Absentees:**

None.

**Guests in Attendance:**

None.

**NCAA Staff Support in Attendance:**

Jay Jones, Kristin DiBiase and Jean Orr

**Other NCAA Staff Members in Attendance:**

Debbie Brown, Dan Dutcher, Jori Jasper, Tonya King-Aguster, Debbie Kresge, Louise McCleary and Kayla Robles.