KEY ITEMS.

- None.

ACTION ITEMS.

- None.

INFORMATIONAL ITEMS.

1. Welcome and Announcements. The chair commenced business at 1:03 p.m. Eastern time Thursday, November 10, 2016.

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 followed the recusal procedures during all deliberations.


4. Update on international membership pilot program. Staff provided the committee an update on the international membership pilot program. Staff noted the NCAA Division III Management Council reviewed the concept at its last meeting. Discussion at the Management Council meeting focused on the autonomy of each division as the basis of support for ending the pilot program and establishing a permanent avenue for international membership should any individual division so choose.

5. Institutional Self-Study Guide waiver request – NCAA Constitution 6.3.1 (Self-Study Guide) – Cornell College. The committee approved the request from Cornell College 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.

6. Discussion and planning for provisional/reclassifying member education session at the 2017 NCAA Convention. The committee suggested topics for the educational portion of the provisional and reclassifying member reception. The committee recommended that the educational programming should include best practices for provisional and
reclassifying mentoring relationships. The committee also noted that a discussion of the rationale for membership process size limits (2017 NCAA Division III Convention Proposal No. 2017-8) would be appropriate ahead of the vote on that proposal at the Convention Business Session. The committee requested that staff provide the committee a draft itinerary for the education session for discussion prior to the Convention.

7. **Announcement of new Membership Committee members.** Staff informed the committee that Jessica Huntley, assistant executive director, Centennial Conference; and Kristyn King, director of athletics, Rockford University; will begin their terms as the two newest members of the committee effective January 22, 2017.

8. **Other Business.** The committee thanked Heather Benning, Kimberly Fierke and Chris Ragsdale for their service on the committee, in the event that there is no business necessitating a December teleconference.

9. **Adjournment.** The committee concluded its business and adjourned at 1:26 p.m. Eastern time.

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Committee Chair: Heather Benning, Commissioner, Midwest Conference  
Staff Liaisons: Jay Jones, Division III Governance, primary liaison  
Kristin DiBiase, Academic and Membership Affairs  
Jean Orr, Academic and Membership Affairs

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**Attendees:**

- Heather Benning, Midwest Conference, chair
- Keith Cecil, Transylvania University
- William Fell, United States Merchant Marine Academy
- Kim Fierke, Hartwick College
- Charles Harris, Averett University
- Julie Kline, University of La Verne
- Chris Ragsdale, Heartland Collegiate Athletic Conference

**Absentees**

- Terri Deike, LeTourneau University
- Rob Larson, Luther College

**Guests in Attendance**

- None.

**NCAA Staff Support in Attendance**

- Kristin DiBiase, Jay Jones and Jean Orr.