

**REPORT OF THE NCAA DIVISION III
DIVERSITY AND INCLUSION WORKING GROUP
SEPTEMBER 27, 2016, TELECONFERENCE**

INFORMATIONAL ITEMS.

1. **Welcome and roster.** The NCAA Division III Diversity and Inclusion Working Group commenced business at 12:05 p.m. Eastern time Tuesday, September 27, 2016. Chancellor Dennis Shields welcomed the group. Staff conducted a roll call.

2. **Report of August 16, 2016, teleconference.** The working group reviewed the report and had no changes.

3. **Discuss best practices resource.** Each subgroup provided an update on its recent teleconference and best practices hiring resource written report:
 - a. Developing a diverse candidate pool. Working group feedback included:
 - (1) Providing the resources within a single URL; and
 - (2) For document formatting consistency, adding “questions to consider” to the section headers as well as numbering each section.

 - b. Search committee. Working group feedback included:
 - (1) For document formatting consistency, adding “questions to consider” to the section headers;
 - (2) Highlight the search committee’s role in relation to the hiring manager; and
 - (3) Convert the checklists into graphic boxes.

 - c. Search process and engagement with search firms. Working group feedback included:
 - (1) Adding questions to consider to the job description section;
 - (2) Adding a question to the Search Firm section that highlights the possible ease of work burden on the athletics department; and
 - (3) For document consistency, adding numbering to each section.

- d. Retention and exit interview training. Working group feedback included:
 - For document formatting consistency, adding “questions to consider” to the section headers as well as numbering each section.
4. **Division III Student Immersion Program selections.** Staff noted that the application process closed Friday, Sept. 30, and anticipated there would be 60 applications for the 40 available slots. Staff also provided the application review timeline for the three working group members that volunteered to be reviewers.
5. **Next steps.** The working group asked staff to combine the work of the four subgroups into one document. [Attachment] This new best practices hiring document will be shared with Division III Management and Presidents Councils. The working group will be seeking feedback and endorsement. In addition to having two NCAA outside contractors review the document, each working group member will review and provide feedback in preparation for its November teleconference.
6. **Other business.** Staff noted that a graduate student at a Division III institution requested the working group review her design proposal related to Division III student-athletes. The working group was in favor of participating in the review.
7. **Adjournment.** The call adjourned at 1 p.m. Eastern time.

Staff Liaisons:

Louise McCleary, Division III Governance
Nicole Hollomon, Research
Sonja Robinson, Office of Inclusion
Sarah Sadowski, Leadership Development
Amy Wilson, Office of Inclusion

Teleconference date: September 27, 2016
Attendees:
Heather Benning, The Midwest Conference
Keith Brandon, Penn State University, Abington
Gerard Bryant, John Jay College of Criminal Justice
Valerie Cleary, Willamette University
Jason Fein, Drew University
Callie Olson, Lakeland College
Joe Onderko, Presidents Athletic Conference
Dennis Shields, University of Wisconsin-Platteville
Natalie Winkelfoos, Oberlin College
Nicolle Wood, Salem State University
Absentees:
Nnenna Akotaobi, Swarthmore College
Nicole Monick, Johnson State College
NCAA Staff Support in Attendance:
Reed Fogle, Nicole Hollomon, Louise McCleary, Sonja Robinson, and Sarah Sadowski.