ACTION ITEMS.

- None.

INFORMATIONAL ITEMS.

1. Welcome. The chair, Heather Benning, commenced the teleconference at 2 p.m. Eastern time, and welcomed the subcommittee.

2. Minutes of the June 29, 2017, teleconference. The subcommittee reviewed and approved the minutes.

3. Educational Session topics. The subcommittee reviewed the final descriptions of the following Division III educational sessions for the 2018 Convention and provided areas of emphasis and education:

   a. Athletics Integration: Establishing a Campus-Wide Culture of Compliance. The subcommittee noted the importance of including the process for creating a culture of collaboration is key in working with campus departments.

   b. Ethics and Athletics: Establishing a Positive Departmental Culture Grounded in Ethical Decision-Making. The subcommittee noted the importance of detailing foundations for ethical decision making. Ethics is a philosophy that transcends NCAA and conference rules.

   c. NADIII: Providing Support for Student-Athletes, Coaches and Staff Around Mental Health Needs.

   Overall, the subcommittee noted that the presenters need to fully engage the audience and provide a question and answer period.

4. Association-wide Educational Sessions. The subcommittee reviewed the descriptions of the Association-wide educational sessions.

5. Division III Governance Related Sessions.

   a. Athletics Direct Report Institute. This session is closed (by nomination only). The selection committee chose 42 athletics direct reports. The Institute will take place Wed., Jan. 17, from 2 to 5:30 p.m. and Thurs., Jan. 18, from 8 a.m. to 4 p.m.
b. **Division III Student Immersion Program.** Nominations closed September 30 and staff anticipates 75 completed applications. A subgroup of the Diversity and Inclusion Working Group will select 40 participants in early October. This program will begin Wed., Jan. 17, from 3 to 5:30 p.m. and have events each day, with a debrief session Saturday, Jan. 20, from 11 a.m. to noon.

c. **Gameday the DIII Way training session.** This session, available to 100 delegates, will be Thurs., Jan. 18, from 1 to 2:30 p.m. The session will provide a 90-minute guest service training program. The program’s goal is to achieve better fan decorum at Division III athletics events by providing a consistent level of expectations and guest services throughout the division.

d. **Chancellors/Presidents Programming.**

(1) **Presidents and Chancellors Engagement Programming.** This session is open to all chancellors and presidents in Divisions I, II and III. The session will take place Thurs., Jan. 18, from 8 to 9:30 a.m. All presidents and chancellors within their first 12 months of their presidency will receive a $200 honorarium.

(2) **Presidents and Chancellors Forum and Luncheon.** This session is open to all Division III chancellors and presidents and will take place Thurs., Jan. 18, from 11:30 a.m. to 1 p.m.

(3) **Educational Programming.** Similar to last year, the NCAA will host an educational session Thurs., Jan. 18 from 2:30 to 4 p.m. specifically for presidents and chancellors.

As of Sept. 18, 2017, 34 Division III chancellors and presidents had registered for the Convention.

e. **Student-Athlete Advisory Committee (SAAC) Programming.**

(1) **Special Olympics Unified Sports Activity.** This activity is scheduled for Thurs., Jan. 18, from 1 to 3 p.m. It is open to all Convention attendees. Special Olympics Indiana is working with the Division III national SAAC to determine the sport activity.

(2) **Programming for Students.** SAAC has identified several sessions that will be most beneficial to Division III student attendees [Attachment]. As of Sept. 18, 2017, 47 students, beyond national SAAC members, are registered for Convention. Staff noted the NCAA Convention registration fee for students is $25.
e. **Issues Forum.** Friday, Jan. 19.

- The subcommittee confirmed the Issues Forum format will include brief presentations with 10 to 15 minute roundtable discussions followed by Q&A via texting and microphones. The subcommittee reviewed and confirmed the discussion topics and provided feedback on the content.

(a) Part II: Ethics and Athletics – Establishing a Positive Departmental Culture Grounded in Ethical Decision-Making. The subcommittee noted the importance of providing foundations for ethically-based decision making. The subcommittee also suggested providing broad concepts for the roundtable discussions.

(b) Enrollment Management and Financial Pressures (e.g., budgets, resource disparity between schools). The subcommittee suggested the presentation discuss the current tensions on campus to increase enrollment via athletics, and the pressures placed on athletics departments. Pressures include recruiting, management of larger rosters and financial pressures due to reduced or limited budgets. The pressures are also leading to greater stress and burnout. Possible roundtable questions may include:

1. Are there legislated solutions to relieve these financial pressures (e.g., recruiting calendars, etc.); and

2. How do the current pressures intersect with the Division III philosophy?

Finally, the subcommittee noted the importance of providing key points and/or steps to take back to campus.

(c) Convention Legislative Proposals Q&A/Open Forum. The subcommittee discussed the format, and determined it preferred a format that provided pros and cons followed by an open Q&A. On the Nov. 7 teleconference the subcommittee may earmark proposals that should be discussed in greater detail.

f. **Business Session:** Saturday, Jan. 20. The subcommittee discussed and endorsed the following format:

- 8 to 8:15 a.m. Welcome.
- 8:15 to 8:45 a.m. Updates from the FAR Engagement and the LGBTQ Working Groups.
- 8:45 to 11 a.m. Voting on 2018 Legislative Proposals.

1. FAR Working Group – The working group will take 15 minutes at the beginning of the Business Session to discuss the findings from its recent surveys that analyzed FAR engagement at the campus, conference and national levels.
(2) LGBTQ Working Group – The working group will take 15 minutes at the beginning of the Business Session to discuss its recent survey findings. The survey will provide feedback on the division’s current LGBTQ climate and landscape.

(3) Voting – 2018 Legislative Proposals – there are nine proposals, five sponsored by the governance structure and four from the membership. While there are only a few proposals, staff anticipates a healthy discussion and debate. Staff advised the subcommittee members to book their return flight no earlier than 2 p.m.

6. 2018 NCAA Division III Convention schedule. The subcommittee reviewed the draft schedule noting the Division III specific programming that will take place during Convention.

7. 2018 Convention-Planning Timeline. The subcommittee reviewed the timeline and noted the Nov. and Dec. teleconference dates.

8. Teleconferences. The next teleconferences are scheduled for:
   a. 1 p.m. Eastern time Tues., Nov. 7.
   b. 2 p.m. Eastern time Wed., Dec. 13.

9. Other business: The subcommittee noted the opening of the NCAA Convention registration. Early registration ends October 10 at which time the registration fees increase from $225 to $350. As of Sept. 18, 740 Division III attendees have registered. The Association-wide luncheon on Friday is sold out and the JW Marriott is sold out as well. On the Nov. teleconference, the registration summary will reflect the senior woman administrators that have registered.

10. Adjournment. The teleconference was adjourned at 2:56 p.m. Eastern time.

Committee Chair:  
Heather Benning, Midwest Conference

Staff Liaisons:  
Louise McCleary, Division III Governance  
Debbie Brown, Division III Governance  
Jay Jones, Division III Governance

NCAA Division III Convention Planning Subcommittee  
September 28, 2017, Teleconference

Attendees:  
Brad Bankston, Old Dominion Athletic Conference  
Heather Benning, Midwest Conference  
William Fritz, College of Staten Island
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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Brian Granata</td>
<td>Arcadia University</td>
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<td>Joe Hakes</td>
<td>Illinois Institute of Technology</td>
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<td>Sharon Hirsh</td>
<td>Rosemont College</td>
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<td>Greg Johnson</td>
<td>North Central University</td>
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<td>Brit Katz</td>
<td>Millsaps College</td>
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<td>Scott Kilgallon</td>
<td>Webster University</td>
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<td>Julie Kline</td>
<td>University of La Verne</td>
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<td>Keri Luchowski</td>
<td>North Coast Athletic Conference</td>
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<td>Angela Marin</td>
<td>University of Texas at Dallas</td>
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<td>Lisa Melendy</td>
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<tr>
<td>Joe Onderko</td>
<td>Presidents’ Athletic Conference</td>
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<td>Matthew Shank</td>
<td>Marymount University</td>
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<tr>
<td>Kandis Schram</td>
<td>Maryville College (Tennessee)</td>
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<td>Kellen Wells-Mangold</td>
<td>University of Wisconsin-River Falls</td>
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**Absentees**

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Kayla Porter</td>
<td>Frostburg State University</td>
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**Guests in Attendance**

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Crystal Reimer</td>
<td>Juanita Sheely and Emily Tisdale</td>
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**NCAA Staff Support in Attendance**

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<tbody>
<tr>
<td>Debbie Brown</td>
<td>Eric Hartung, Jay Jones, Louise McCleary</td>
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