



**REPORT OF THE
NCAA DIVISION II MEMBERSHIP COMMITTEE
JULY 11-12, 2023, IN-PERSON MEETING**

ACTION ITEMS.

1. Legislative Items.

a. Noncontroversial Legislation – NCAA Division II Bylaws 7.3.1.5.19.1 and 7.3.1.5.23 – Conditions and Obligations of Active Membership – Student-Athlete Health and Safety Survey and Financial Data – Failure to Submit.

- (1) Recommendation. Adopt noncontroversial legislation to specify that the timing of the withholding of Division II Institutional Equal Distribution funds for failure to submit the student-athlete health and safety survey and financial data will be done with the next distribution.
- (2) Effective Date. Immediate.
- (3) Rationale. Current legislation prescribes the withholding of funds for failure to submit the student-athlete health and safety survey and financial data to occur during the following academic year. However, new systems have been implemented and the process has been streamlined to take place without delay. Therefore, in practice, if an institution fails to submit the survey or data by the legislated deadline, the penalty for withholding of equal distribution funds is done with the next distribution. Changing the legislated timing of withholding of equal distribution funds for failure to submit the student-athlete health and safety survey and financial data would align with current practices.
- (4) Estimated budget impact. None.
- (5) Estimated student-athlete impact. None.

b. Noncontroversial Legislation – Division II Bylaws 7.3.1.5.19.1 and 7.3.1.5.23 – Conditions and Obligations of Active Membership – Student-Athlete Health and Safety Survey and Financial Data – Failure to Submit – Waiver Opportunity.

- (1) Recommendation. Adopt noncontroversial legislation to establish a waiver opportunity for an institution's failure to submit the student-athlete health and safety survey and financial data by the legislated deadlines; further to specify that the NCAA Division II Membership Committee shall have final authority over waivers for an institution's failure to submit the student-athlete health and safety survey and financial data by the legislated deadlines.
- (2) Effective Date. Immediate.

- (3) Rationale. Current legislation does not provide a waiver opportunity for institutions that fail to submit the student-athlete health and safety survey and financial data by the legislated deadlines. By establishing a waiver opportunity, this will provide institutions with greater opportunities for relief. In addition, it will allow the Membership Committee to have final authority over waiver decisions, ensuring that decision making remains with the individuals on the committee who are considered the subject matter experts.
- (4) Estimated budget impact. None.
- (5) Estimated student-athlete impact. None.

2. Nonlegislative Items.

- **NCAA Division II Membership Committee – Policy Related to Reporting Requirements during the Provisional Membership Process.**
 - (1) Recommendation. Amend the Membership Committee’s policy to require institutions in the provisional membership process to submit the student-athlete health and safety survey and financial data starting in year two of the provisional process.
 - (2) Effective Date. Immediate.
 - (3) Rationale. Currently, institutions in the provisional membership process are required to submit the student-athlete health and safety survey in year one of the provisional process, while requiring submission of financial data in year two of the provisional process. This change aligns with NCAA legislation that requires institutions in the provisional membership process to follow all Division II legislation beginning in provisional year two.
 - (4) Estimated budget impact. None.
 - (5) Estimated student-athlete impact. None.

INFORMATIONAL ITEMS.

1. **Review of annual reports from institutions in the membership process.** The committee reviewed the annual reports submitted by the seven institutions in the membership process. The committee agreed to the following actions:
 - a. **Move the following institution to active member status, effective September 1, 2023:**
 - D’Youville University.

b. Move the following institutions to provisional year three, effective September 1, 2023:

- (1) Allen University;
- (2) Edward Waters University; and
- (3) Emory & Henry College.

[NOTE: Christina Whetsel, assistant director of athletics and senior woman administrator, Augusta University, recused themselves from the discussion and voting regarding Allen University.]

c. Move the following institutions to provisional year two, effective September 1, 2023:

- (1) Thomas More University;
- (2) University of South Carolina Beaufort; and
- (3) Westmont College.

[NOTE: Christina Whetsel, assistant director of athletics and senior woman administrator, Augusta University, recused themselves from the discussion and voting regarding University of South Carolina Beaufort and Westmont College. Debbie Snell, executive director of athletics, Hawaii Pacific University, recused themselves from the discussion and voting regarding Westmont College.]

2. Review of the applications of the following institutions to enter provisional year one, effective September 1, 2023:

a. Approved the following institutions to enter provisional year one, effective September 1, 2023:

- (1) Jessup University;
- (2) Menlo College;
- (3) Roosevelt University;
- (4) Sul Ross State University; and
- (5) Vanguard University.

b. Did not accept the application of the following institution to enter provisional year one:

- Talladega College.

[NOTE: Debbie Snell, executive director of athletics, Hawaii Pacific University, and Christina Whetsel, assistant director of athletics and senior woman administrator, Augusta University, recused themselves from the discussion and voting regarding Jessup University, Menlo College and Vanguard University. Keri Becker, director of athletics, Grand Valley State University, recused themselves from the discussion and voting regarding Roosevelt University. Curtis Janz, director of athletics, University of Arkansas, Fort Smith, recused themselves from the discussion and voting regarding Sul Ross State University.]

3. **Update on recent active member issues.** The committee received an update on the potential merger between Bloomfield College and Montclair State University (Division III). Specifically, NCAA staff provided an update on communications with the institution regarding the committee's request for additional information during its April 13, 2023, videoconference.

Additionally, the committee received an update that Alliance University forfeited its active member status in Division II on June 30, 2023, due to a loss of regional accreditation by the Middle States Commission on Higher Education and the institution's decision to discontinue its athletics programs [see Division II Bylaw 7.3.4.2 (removal of accreditation)].

4. **Update regarding institution seeking reclassification from Division II to Division I.** The committee received an update that Le Moyne College submitted a membership application by the June 1, 2023, deadline, to reclassify all sports to Division I.

5. **Update on compliance blueprint review program.** The committee discussed the performance of vendors for the compliance blueprint review program during the 2022-23 academic year. In addition, the committee received an update regarding the status of the compliance blueprint review program for the 2023-24 academic year.

6. **Discussion regarding the legislation and policies for data submissions impacting the NCAA Division II Institutional Equal Distribution Fund.** The committee discussed the legislated penalties and the timing by which the penalties are enforced for failure to submit the student-athlete health and safety survey and financial data. Additionally, the committee discussed a potential waiver of the withholding penalty for failure to submit the student-athlete health and safety survey or financial data by the legislated deadlines, a process which currently does not exist. The committee recommended noncontroversial legislation to: (1) Amend the timing of withholding of funds for failure to submit student-athlete health and safety survey and financial data to align with the current practice of if an institution fails to submit the survey or data, withholding of funds will be done at the next distribution; (2) Allow the Membership Committee the authority to grant waivers for an institution's failure to submit the health and safety survey and financial data if it deems

that unusual circumstances warrant such action; and (3) Allow the Membership Committee to have final authority over waiver decisions. [See Legislative Action Item Nos. 1-(a) and (b).]

Further, the committee discussed the data submission requirements for institutions in the provisional membership process, which currently requires institutions to submit the student-athlete health and safety survey in year one of the provisional membership process, while requiring submission of financial data in year two of the provisional membership process. The committee recommended a policy change to require institutions in the membership process to submit the student-athlete health and safety survey and financial data starting in year two of the provisional membership process. [See Nonlegislative Action Item No. 2.]

7. **Discussion regarding consideration of a new institutional engagement program to replace the Institutional Self-Study Guide (ISSG).** The committee continued its discussion regarding the consideration of a new institutional engagement program/tool to replace the ISSG. Specifically, the committee reviewed the document prepared by the Division II Athletics Directors Association (ADA) that outlines how the model Division II athletics department should operate, while also referencing the data from the Division II membership survey administered at the request of the committee in the spring of 2023. The committee agreed to continue this discussion at a future meeting following the approval of the 2026-32 Division II Strategic Plan.
8. **Review of Bylaws 18.4.2 (Institutional Eligibility) through 18.4.2.2.2 (Exemption from Maximum Awards Limitation) and 31.3.3.6 (Exclusion of Institution Reclassifying from Division II to Division I).** The committee discussed a referral from the NCAA Division II Implementation Committee regarding current legislation that outlines the requirements for championships selection. Upon review, the Membership Committee determined that eliminating the specified bylaws would diminish the importance of requirements for championships selection. As such, the committee agreed with the NCAA Division II Championships Committee's recommendation to move the specified bylaws to Bylaw 7 (NCAA Division II membership and institutional control) as it better aligns with the regulations set forth in Bylaw 7 for Division II membership.
9. **Discussion regarding a request from the Division II Conference Commissioners Association (CCA) to consider an expedited reclassification process for institutions that meet predetermined benchmarks in the provisional membership process.** The committee discussed a request from the Division II CCA that the committee consider an expedited, two-year reclassification process for institutions that meet predetermined benchmarks in the provisional membership process. The committee requested additional information on any waivers of the process previously granted and agreed to continue the discussion during its September 2023 videoconference.
10. **Update on discussion regarding membership retention and recruitment.** The committee received an update regarding a presentation to the CCA related to membership retention and recruitment.

11. **Discussion regarding the National Association of Intercollegiate Athletics (NAIA) recruiting efforts to active Division II institutions.** The committee received an update regarding recent efforts by the NAIA to recruit Division II institutions. The committee will continue to track on any future NAIA recruitment efforts.
12. **Education update.** The committee received an update on the six required courses for the 2023-24 coaches certification requirement. As of July 5, 2023, over 3,600 users completed the required curriculum while over 9,700 users were enrolled, which is on pace with the 2022-23 curriculum. Additionally, the committee received an update that the 2024 Regional Rules Seminar will be conducted as an in-person event June 12-14, 2024, in Las Vegas, Nevada.
13. **Review of Requests/Self-Reports Online (RSRO) use by provisional institutions.** The committee received an update on the usage of RSRO by provisional institutions during the 2022-23 academic year.
14. **Review of annual report changes.** The committee reviewed and approved changes to the annual report which provisional institutions are required to complete each year by June 1. Specifically, the committee removed references made to the ISSG and approved additions to include required submissions related to graduation rates and the student-athlete health and safety survey. As recommended by the committee during its April 13, 2023, videoconference, the changes are intended to capture information that was addressed in the ISSG but not covered within the scope of the consultant's work throughout the membership process.
15. **Review of Membership Committee policies and procedures.** The committee reviewed and approved an updated version of its policies and procedures for the 2023-24 academic year.
16. **Update on the Division II 50th Anniversary Celebration.** Staff provided an update regarding the plan to celebrate the Division II 50th anniversary for the 2023-24 academic year.
17. **Approval of the Membership Committee April 13, 2023, videoconference report.** The committee reviewed and approved the report from its April 13, 2023, videoconference.
18. **Review of the April 2023 NCAA Division II Management Council and NCAA Division II Presidents Council summary of actions.** Staff provided an update on the summary of actions from the Management Council and Presidents Council spring 2023 meetings.
19. **Update from the NCAA Board of Governors.** The committee received an update from the NCAA Board of Governors most recent meeting, specifically highlighting the work of the Board of Governors Subcommittee on Congressional Engagement and Action. Further, staff led the committee through a review of the May report from the Division I Transformation Committee, specifically highlighting items that fall under the committee's purview. The

committee will continue to receive updates during future meetings and discuss whether any changes in Division II are necessary.

- 20. Election of chair and vice chair.** The committee elected Debbie Snell, executive director of athletics, Hawaii Pacific University, as chair; and Christina Whetsel, assistant director of athletics and senior woman administrator, Augusta University, as vice chair, effective September 1, 2023.
- 21. Recognition of outgoing members.** The committee recognized the service of four outgoing members: Andrew Carter, Missouri Western State University; Kirby Garry, California State University, Monterey Bay; Bashar Hanna, Bloomsburg University of Pennsylvania; and Curtis Janz, University of Arkansas, Fort Smith.
- 22. Future meetings/videoconferences schedule.**
 - a. September 2023, videoconference; to be determined.
 - b. November 8, 2023, videoconference; time to be determined.
 - c. February 13, 2024, in-person meeting; Indianapolis.
 - d. April 2024, videoconference; time to be determined.
 - e. July 9-10, 2024, in-person meeting; Indianapolis.

Committee Chair: Kirby Garry, California State University, Monterey Bay

Staff Liaisons: Jeremy Christoffels, Academic and Membership Affairs

Jordan Lysiak, Academic and Membership Affairs

NCAA Division II Membership Committee July 11-12, 2023, In-Person Meeting	
Attendees:	
Keri Becker, Grand Valley State University.	
Melanie Brunson, Winona State University.	
Andy Carter, Missouri Western University.	
Kirby Garry, California State University, Monterey Bay.	
Bashar Hanna, Bloomsburg University of Pennsylvania. (via videoconference)	
Curtis Janz, University of Arkansas, Fort Smith.	
Jessica McIntyre, Lee University.	
Carrie Michaels, Shippensburg University of Pennsylvania. (Management Council chair)	
Will Prewitt, Great American Conference.	
Debbie Snell, Hawaii Pacific University.	
Christina Whetsel, Augusta University.	
Absentees:	
None.	
Guests in Attendance:	
Amy Mallett, The Compliance Group.	
NCAA Liaisons in Attendance:	
Jeremy Christoffels and Jordan Lysiak.	
Other NCAA Staff Members in Attendance:	
Dana Conner, Terri Steeb Gronau, Kendee Hilliard, Maritza Jones, Ryan Jones, Angela Red and Aundrea Rog.	