DRAFT  
CUSAD Minutes  
Wednesday, November 17, 2010  
Conference call  
1:30-3:00 p.m. CT

Present:
Valerie Heilman, DCB  
Sandy Klein, DSU  
Katie Nettle, LRSC  
Shirley Hanson, MaSU  
Dale Gehring, MISU  
Shelley Blome, NDSCS  
Jeanette Enebo and Bonnie Litton, NDSU  
Rohit Kulkarni, UND  
Lynn Haverlock, WSC  
Betty Schumacher, VCSU  
Dennis Junk and Jennifer Kunz, Campus Solutions  
Peggy Wipf and Gina Padilla, NDUS

Approval of September 16, 2010 CUSAD Meeting Minutes  
It was moved by Betty Schumacher, seconded by Sandy Klein, to approve the minutes of the September 16, 2010 CUSAD meeting. The motion was approved unanimously.

Additional Agenda Items
Access to pop-up student groups  
Exit Counseling  
MSLP on SAP changes  
Federal Pell Shortfall

Gainful Employment Regs  
Sandy Klein said any school which offers non-degree programs will be affected by the gainful employment regs. She said if the program is one academic year in length they would have to report the completion date, amount of loans, the occupations by SOC and placement rates from 2006-2007. Dale Gehring asked if this information could be pulled by campus solutions. Dennis said the final rules have been delayed until early 2011 so this may be included in the spring training. Dale asked Sandy to stay on top of this reg and to share any information she receives.

Study Abroad Programs - Shirley  
Shirley Hanson said she has had students expressing interest in study abroad but her campus does not have a study abroad program. She asked if it is possible to process aid for study abroad students by using a consortium agreements and what regulations she would have to meet.

The campuses said they have the students fill out a contractual agreement with a copy going to the registrar to make sure the credits transfer and then the business office gets involved. They said the courses are handled as remote credits and the transcripts are needed or they will not show up on SAP. It was stated that the costs that the international school charges is what the campuses charge. They stated that there are also study abroad agencies which provide the cost and school information. Sandy
said the forms DSU uses can be found on her website under financial aid – forms. Peggy said Christina and Robin work closely with study abroad and may be able to provide information, but that the agreements campuses have the students fill out are essential for aid.

**Access to pop-up student groups**
Rohit said they are looking at a way to load a group of emplid’s at once into a student group as opposed to manually entering them one at a time. Dennis said to accomplish this change they need to petition the student records group, and in order to do that they need a request from CUSAD. Katie Nettle made a motion, Shirley seconded, to request the necessary access from student records to upload multiple records into student groups at the same time. The motion was approved unanimously.

**Exit Counseling**
Dennis suggested that a work group be formed to address exit counseling. The following people were appointed as members of the group: Tammy Fraase - NDSU, Rohit Kulkarni - UND, Lori Weber - MiSU and Lori Schara - DSU. Dennis will work with the group on how to proceed with exit counseling.

**SAP changes**
Sandy Klein said she noticed a change in how probation is being handled so that probation is no longer probation, but a warning when a student appeals and gets approved. She said students can’t be on probation two payment periods in a row, which would cause problems if a student switched degrees to a two year degree. Sandy said she would send information to the group.

Jeannie Enebo asked that a work group be formed to work with Sue to endure we are in compliance by July 1, 2011 on the SAP changes. Dale asked if they spoke on grandfathering in students, and Sandy said it was not discussed. The following individuals were appointed to be group members: Brigit Sprenger - NDSU, Carmen Marohl - NDSCS, Katie Nettell - LRSC, Dale - MiSU. Dale said campuses can contact Sue if they would like to be added to the work group.

**Pell Shortfall**
Peggy said Chancellor Goetz had sent a letter to the congressional delegation earlier this year about the Pell-shortfall. Peggy asked if it would be appropriate to send the letter to the incoming delegation. The CUSAD members agreed it would be appropriate.

**2011-12 Book Expenses**
Peggy Wipf asked the group to define the book expense amount for 2011-12. She said BSC and UND were suggesting $1,000 and DSU and LRSC were looking at $1,200. Katie said some students are using alternate means such as the internet to get cheaper books and it was said that campuses using book rental helps keep the cost of books in check. It was moved by Sandy Klein to set the 2011-12 book expense rate at $1,200. The motion died for lack of second. It was moved by Shelley Blome, seconded by Betty Schumacher that the book expense amount remains at $1,000. The motion carried.

Sandy said she had questions on the disbursement rules for timely book allowance for Pell students and how students can opt out. The group suggested using Ask Regs from NASFAA to address this question.

**ND State Grant and Census Date**
Dale Gehring stated that the CUSAD group had requested a review of the process and timing of the state grant awards, as well as the letters and notifications going out. Dale asked Peggy Wipf to form a committee to review the process and letters to make the program accommodating to students.

Jeannie Enebo said NDSU had issues with the census date. They had students who were not full time at census, and it was said that the Pell census rules would be followed for the state grant. Jeannie said in the past NDSU would give the student SEOG if there were administrative errors. Jeannie said Bonnie has been researching if exceptions are allowable or not. Bonnie said she queried other campuses to find out what they are doing out of state, and they inquired on the Ask Regs. The result of the research was that they are within their rights to write a policy to accommodate those students as long as there are specific reasons in policy to allow adjustments to state grant and the Pell grant and that the state grant adheres to the same guidelines as the Pell. The key is that they have to be exceptional cases, whereby through no fault of the student, an administrative error may have occurred. The institution is also required to address the administrative error to circumvent future issues. It was clarified that for late awards the census date is used the same as for other awards. For determining the Pell enrollment status, it is when the initial award was made.

Peggy Wipf stated that she is willing to have a committee review the state grant process. Members of the committee include Shirley Hanson, Jeannie Enebo, Shelley Blome, and Kathy Nelson. Peggy said she would check with Dave Hanson from the private schools and maybe Donna Seaboy or Skip Longie to represent the tribal colleges. Dale encouraged the schools not on the committees to share their concerns with other members so they can be brought forward.

**Update on Net-Price Calculator**

Dale Gehring said he is not sure how to make the net-price calculator a true representation of what students can expect. Bonnie Litton said the federal net-price calculator was easy to use, but it is a product of what you have to work with and it does not give valid information. Rohit Kulkarni has worked on UND’s and said when he compared the two, the formula for the federal calculator was so basic that it is not correct. The template has 2008-09 amounts which also creates a problem. Rohit said UND would be willing to share their calculator and he will send the group the link so they can review it. UND’s shows the net price plus work study, scholarships and loans. UND’s calculator uses their packaging philosophy, so if the schools have different philosophy it would have to be changed extensively.

The next CUSAD meeting is scheduled for December 16, 2010.

The meeting was adjourned at 2:45 p.m.