DRAFT
CUSAD Minutes
Thursday, January 20, 2011
Conference call
1:30-3:00 p.m. CT

Present:
Jeff Jacobs, Linda Greenstein, and Joshua Jeffers, BSC
Valerie Heilman, DCB
Sandy Klein, DSU
Katie Nettle, LRSC
Shirley Hanson, MaSU
Dale Gehring, MiSU
Shelley Blome, NDSCS
Jeanette Enebo, Sandy Hill, Bonnie Litton and Brigit Sprenger, NDSU
Robin Holden and Rohit Kulkarni, UND
Betty Schumacher, VCSU
Lynn Haverlock, WSC
Sue Applegren and Dennis Junk, Campus Solutions
Peggy Wipf and Gina Padilla, NDUS

Approval of December 16, 2010 CUSAD Meeting Minutes
The minutes of the December 16, 2010 CUSAD meeting were approved by consensus.

Adaptation of NDU_0053 Post Census Class Load to NDU_0053_1 – Query to monitor all Federal Aid not just Federal Grant Assistance
Jeff Jacobs said BSC runs this report, but it only picks up students who receive PELL, ACG and SMART grant students. Jeff checked with Dennis Junk, who said this could be adjusted to include federal funds. Jeff said this report may help with federal regulations, to watch students who drop classes when title IV funds should be refunded. Dennis suggested that instead of just reporting loans, the report should include all federal aid so it would only have to be run once. It was moved by Jeff Jacobs, seconded by Shelley Blome, to adjust the report to show all federal aid and that it would be a high priority. The motion was approved.

SAP Comm – Event ID letter code update
Sue Applegren said changes have been made and the event id is pointing to Spring. She is hoping that this will help manage duplicate communications until PeopleSoft provides a fix. She said all campuses are done except DSU, at their request. Shelley Blome asked what will happen to communications after July 1. Sue said she is waiting for feedback from the SAP committee. Sue said there is a service query mismatch that shows whose service indicator does not match. Sue said she would send this to the committee. Sue said the queries are also in the SAP binder.

FA term set-up and three day model
Jeff said he talked to Dennis who explained the term set-up and the three day model to him. Dennis said that a census term should be scheduled to run for Saturday morning, January 22.

**Isir load report from pdf to csv format**
It was moved by Jeff Jacobs, seconded by Robin Holden to change the ISIR load report to csv from pdf with a medium-high priority. It was approved unanimously. Dennis said if this is changed it will only be available in a csv format.

**2012 ISIR Load**
Dennis Junk said in August it was approved that they use a job set to load the ISIR’s more efficiently. So far the process runs well with the exception of the reports being downloaded to Sophie. Dennis asked if it was okay to send them to Sophie instead of the Report manager. Dale asked that Dennis keep them posted on the progress of the ISIR Loads.

**Check list for direct loans**
Dale Gehring said on the MPN checklist, when the MPN is recorded, it does not complete it on the student’s checklist. Dale was wondering if there is a way it can complete the checklist when this happens. Dennis said currently once the loan is disbursed the checklist will be completed. A motion to change the current process to mark checklists as “completed” instead of “received” when an MPN is recorded was passed with a medium-high priority.

**Collaborative student queries**
A motion was made by Dale, seconded by Betty Schumacher that the collaborative student queries be completed with a medium-high priority. Dennis said this should be taken to the campus community for a decision. Rohit said he would take this to the next campus community meeting.

**Deactivate FA Term Build**
Betty said when she was working on SAP for fall, she would deactivate students not coming back, but when she ran the term build they would show up again. Sue Applegren described the example Betty sent to her and asked if this example describes the problem. If it was not, she needs a ticket so it can be addressed. Sue asked Betty to submit a couple more example cases so she can review it closer. Dale suggested that if there are additional questions the CUSAD members should contact Sue.

**Duplicate ID Cleanup**
Dennis said he would send information out after the meeting, but there have been a lot of questions on duplicate cleanup and how to handle duplicate id’s. In the past the process was to take all the old information and to put it on the new ID account. It is becoming more difficult to move the information so they are now suggesting making a comment on the new id that the old id still contains information. Dennis said they are getting a lot of duplicate id’s, but many do not have aid. The ones that do have aid are difficult to move and plus the history information is lost. Dennis said this is done on a case-by-case basis and there should be a duplicate clean-up committee on each campus that should have a financial aid representative.
Bonnie stated that since NDSU is a land grant institution, they have access to a different calculator shell and are looking at adding a couple extra columns of information, such as state of residency and the dependency of the student as well as the loan and work study funds. Bonnie asked if those bits of information could be added to the report that feeds the data into the calculator. Katie asked if this is a major change, and how many schools will use the information. Dennis said the information on the Net Price Calculator was sent to the listserv in October and that he would resend it. It was moved by Katie Nettle to add these two columns to the net price calculator report if the information is available and if it is not too labor intensive or expensive. The motion died for lack of second. It was moved by Katie, seconded by Sandy, to table this item until the February meeting when Dennis can provide information on the resources that will be needed to complete the project. The item was tabled.

Com Gen
Dennis Junk said they are in the process of moving com gen to stage for 9 schools. He will send out information to test in stage within the next few days. This will allow pdfs to be sent to printers and will give the ability to send letters by email. Jeff asked if there are options on which email could be used, and Dennis said he believes there are choices to be made. Jeff asked if the student does not have an email address, how would the campus be notified that something was not sent. Dennis said if an email address is not found, it will send a paper copy, so the com gen is run twice, once for email, and then once for paper copies. Dennis said he would find out if the process creates a log of what is sent and to which addresses.

In brief, there will be no extensions granted beyond the July 1, 2011 deadline for compliance for institutions that offer distance education to other states. If any particular state has regulations in place, we will need to meet them by the deadline in order to offer online courses in that state.
Sandy Klein asked if anyone has information on what must be done to be in compliance. It was suggested that this could be done as a system. Peggy asked if anyone has asked Deb Tarply on what they have to do to be in compliance. Robin said their continuing education department is involved with this and they can contact Phillip Parnell in the continuing education department to gather additional information on where this should be put on the participation agreement. Peggy said if someone crafts the question, she is willing to contact Fred Sellers to ask the questions. Dale asked Robin and Sandy to meet with Peggy to form the question and the item will be brought back for the next meeting.

March face-to-face meeting in Bismarck
Dale said they discussed a face-to-face meeting in Bismarck. Jeff said federal student aid training is on March 22-23. Jeff said this is a face-to-face federal meeting. Sandy said Deb Tarply was contacted to be a presenter at the spring conference, but the dates did not work and BSC did not have space to host the meeting. UM has offered to host the discussion on the conversion to direct lending. She has not seen anything else being advertised. It was agreed to
check for availability of a March 21 CUSAD face-to-face meeting starting at noon. Jeff said he would set up a room for the meeting and check on hotel availability.

ND State Grant and census date
Jeannie reported that the committee members are working on priorities and will be meeting again at the end of January.

R2T4 housing – chgs/updates
Dennis did not have anything to report at this time.

SSIG – update
Peggy Wipf reported that there are no new awards being made for spring terms.

SAP – update
Brigit Sprenger said she talked to Sue and they set up a meeting to go through the setup change rules, and next month they will go through them again. Brigit asked if they are required to use cum GPA for SAP and how it effects financial aid running the report and the records office not using the cum GPA, or is it just for state program use. Peggy Wipf said the special GPA is for Academic and CTE Scholarship purposes at this time. Using it for SAP and long term implementation will be discussed at AAC in February. In response to a question from Jeff Jacobs, Peggy said she will resend the memo for what is included with the special cum gpa and how things should be reported. Dale asked that federal regulations be taken into consideration for the cum GPA discussions. It was mentioned that the problem with cum GPA is that schools are not reporting the same way so transfer students are handled differently and there is no equity in how students are treated.

PELL crossover
Dennis said a group met before the holidays, and are still looking into Pell crossover and are hoping to hear from PeopleSoft soon.

Encrypted Email
Gina Padilla said that FERPA concerns were raised over sharing information student information via email for the administration of financial aid. She said that as an outcome they have been exploring different ways of securing the emails being sent between the NDUS financial aid office, the campus financial aid offices and the campus registrars. As a result, Randall Thursby has offered to have ConnectND encrypt the email accounts that are used to send student information to ensure we are operating within FERPA regulations. Gina asked that the campuses submit names of people in the financial aid offices and registrar’s office who correspond with the NDUS so they can be included on the list of those receiving encrypted email. Dale asked that an update on this item be brought to the February CUSAD meeting.