DRAFT
CUSAD Minutes
Thursday, February 17, 2011
Conference call
1:30-3:00 p.m. CT
701-777-5900

Present:
   Jeff Jacobs, BSC
   Valerie Heilman, DCB
   Sandy Klein, DSU
   Katie Nettell, LRSC
   Shirley Hanson, MaSU
   Laurie Weber, MiSU
   Shelley Blome, NDSCS
   Jeanette Enebo, Bonnie Litton and Brigit Sprenger, NDSU
   Robin Holden, Cathy Krostue, Angela Osborn, and Rohit Kulkarni, UND
   Betty Schumacher, VCSU
   Lynn Haverlock, WSC
   Sue Applegren, Jennifer Kunz, and Dennis Junk, Campus Solutions
   Peggy Wipf and Gina Padilla, NDUS

Approval of January 20, 2011 CUSAD meeting minutes
It was moved by Shirley Hanson, seconded by Lynn Haverlock to approve the minutes of the
January 20, 2011 CUSAD meeting. The motion carried by consensus.

Approval of agenda
It was moved by Katie Nettell, seconded by Shirley Hanson to approve the agenda. The motion
carried by consensus.

COD authorization for HECN
Dennis Junk said they were requesting access to COD which would be used if they needed to
grab files. In order to accomplish this, each campus would have to authorize Sue and Dennis as
an employee. It was suggested that instead of having COD access for each campus, that they
use a three-way call with COD, the campus and campus solutions when Dennis and Sue need
information. It was agreed that this was a satisfactory solution.

Face-to-face meeting March 21st in Bismarck - room and hotel availability
Jeff Jacobs said he booked a meeting room in the BSC Prairie Room from 11:30-5:00 on March
21. Jeff suggested that the groups book their own rooms, since it may be difficult to find a
facility with an entire block of rooms available. Robin Holden suggested the meeting run from
1:00-5:00 and CUSAD agreed.
Adaptation of NDU-0053 post census class load to NDU 0053_1 - Query to monitor all federal aid, not just federal grant assistance

Dennis Junk provided a status report of the query to monitor all federal aid, saying it is still in design and is moving forward as expected. Sandy Klein asked what they should do for students who are not full-time and it was mentioned that some campuses assume the student is full-time for both terms until they are identified as otherwise.

Creating scheduled FA job sets for 2012 for FA term build

Dennis said they have been loading the 11-12 ISIRS and the reports are going to Sophie. The next step is to start building financial aid for 11-12 for the ISIRs that are loading. The term build should be able to run at midnight to process the ISIRs that have been loaded. In response to a question from Jeff Jacobs, Dennis said the term build would only run on evenings following the load of the ISIRs. Dennis said he would look into how ISIR’s load and how it effects prior term data. Jeff made a motion to go ahead with the 3 day cycle and that it can begin as soon as it is functional. Dennis suggested it start at the same time the bundle is upgraded on March 5, which is the soonest they can do packaging. Jeff amended his motion to for the job set to begin one once the bundle is in place. Robin Holden seconded the motion. The motion carried by consensus.

ISIR schedule job set for exports

Robin Holden asked if CUSAD was interested in asking Dennis to set-up a job set for ISIR exports so everyone’s exports could be done at the same time. Katie asked what is included on an ISIR export, and Dennis said it can do the whole thing, or just signatures, or institution changes. This would eliminate the possibility of schools trying to export at the same time. Dennis said it would be run once for the current aid year and then once for the upcoming aid year and it was suggested that if this is set-up that it be run daily. It was moved by Shirley Hanson, seconded by Lynn Haverlock to move forward with scheduling a job set for ISIR export. The motion was approved unanimously. This would be completed after the March 5th upgrade. Dennis said he would provide CUSAD with information on the time the job is set to run.

Discussion of citizenship status codes for Direct Lending after bundle 20 is installed

Dennis said in June of 2010 the Feds changed how citizenship was treated, so that it would be the same for direct lending and for Pell. Dennis said the current process requires the citizenship code to be sent. Dennis said this will be changed after bundle 20 is in production and it will only have to be sent as an exception when a student does not have a successful database match. Dennis mentioned that Jennifer Kunz would send out a list of what will be affected by the bundle update.

Successfully completed remedial courses and SAP

Sue Applegren said this SAP issue began with a remedy ticket Dale Gehring submitted on a student who was enrolled in and successfully completed a remedial course that was considered an attempt but not as earning credit. Sue asked if this is a problem at other schools and suggested that a group be formed to discuss and prioritize this item. Katie asked if something is set-up in the records side that is effecting how the credits are being recorded. Brigit said this
can also be an issue for students who take a pass/fail course. CUSAD approved the suggested fix be implemented and that it be given a high priority so it is completed by the end of the spring semester.

Repeating successfully completed courses and SAP
Brigit Sprenger said she spoke with Sue about students receiving federal aid for repeating courses in which they have already received a passing grade. Sue said although the Feds have indicated it was a SAP issue, there are no changes to the way SAP evaluates those courses. The new regulation indicates successfully completed courses cannot be included in the enrollment status for financial aid purposes. Sue has submitted a case to PeopleSoft, indicating the repeated coursework would have to be identified at FA census.

Sue checked with PeopleSoft and has not received a response and she is not sure they will get back to her by the end of summer's sat progress. She said Student Records identify the course as a repeat when the student registers. She said that since all schools are now on the same census date, they may be able to add an enhancement to the FA term build process to check if the student is enrolled in a repeated course, and then it would look if the grade the student received was passing. If it was, it would be removed from the number of credits the student is locked into at FA census. Jeff stated that he believed this is a good example of an item that can be used to show the congressional delegation these minute details are causing havoc.

It was suggested that this topic be put on hold until the training in Bismarck. Shelley confirmed that repeated course work is on the training agenda.

Verifying attendance for Pell Grants
Jeanne Enebo said the attendance issue is not new, but because of program reviews becoming more frequent, they would like to know how to identify if students are attending class. Students’ who receive a failing grade or did not start a class is what is affected by the regulation and she would like to know what campuses are doing to track these occurrences. Sandy said they are asking faculty to check for students who have F’s or U’s and meet the circumstances, and then the Pell is downward adjusted afterward. Williston and LRSC said the instructor can enter the information on the advisor transcript or unofficial transcript.

Verification follow-up letters
Robin Holden asked Dennis what can be done with the IRS match to reduce the paperwork involved in verification. Dennis said if the student’s records are marked with the code that they had the IRS match, they could make an amended list for what would have to be checked in verification. They would still request the W2 and the verification worksheet, but not the tax return or the various schedules except for the one dealing with business and farm income. This would be for AY 2011-12, and could be completed while they are working on Comm Gen. Dennis said they would move forward with developing the amended verification list.

Over award report
Rohit Kulkarni and Dennis stated that the over award query requires a user id, but only allows an 8 character user id. Since the user id has changed to first and last name, the report could not be run. Dennis asked if this report is used by the campuses and asked that the campuses let him know if there are other queries or reports that they use that need to be adjusted due to the change in user id.

**Automatic update for self-service process**

Rohit asked if campuses are running the self-service in batch or with the real-time update option. MiSU said they run it as a real-time process and it works fine. Rohit asked how change requests are received, and Laurie Weber said they are received in self-service. Dennis said initially there was a bug in the real-time option, but once it was fixed, many campuses dropped the batch process. Laurie mentioned that MiSU runs loan origination right before disbursement.

**Comm Gen**

Rohit said the sub-committee working with Dennis proposed a link be added on the student portal for the student to view the communication. It went to the campus community, and there were no major concerns, but they asked that Rohit send an email to the rest of the campus community group to see if admissions or anyone else has any concerns with adding the link to view the communication. They expect the information to come back to the campus community group next month for final approval. Robin also sent a vote and a request for priority from the Financial Aid Directors which was approved. Jennifer Kunz said they are trying to create awareness before this is implemented, but there were no major concerns. Jeff asked Rohit to send information to CUSAD on this item.

**PELL crossover**

Dennis stated that he had nothing new to share at this time.

**Check list on direct loans**

Dennis said work on the direct loan checklist will start in the test environment and it will hopefully be in stage within the next week.

**Collaborative student queries**

Rohit said an e-mail was sent to Dale Gehring which said changes were made that are in stage, but the question Dale had is unaddressed at this time. Rohit will work with MiSU on a solution.

**Net Price Calculator report NDU_FA_0167_2**

Jeannie Enebo said at the last CUSAD meeting they asked Dennis to prepare an estimate of the time it would take to include additional columns of data for the net price calculator. Dennis reported that it would be under 40 hours. Bonnie reinforced that the request was to include loans, state of residency, dependency and work study data. Betty asked if the different tuition levels, such as WUE and MHEC would be included, but it was not indicated that they would be. Dennis said the federal template allows for incomes of 30K+, and it came up with blanks so it
does its own calculation. Dennis said it then averages the columns above and below. This was approved by consensus.

SBHE-encrypted email
Gina Padilla reported that she has been told that the encrypted email is in place for the administrative services on campuses using the BPOS system, but is waiting for official confirmation before distributing additional information. Gina asked Jennifer if she had information on the status of encryption for the campuses administrative services and Jennifer said she does not know how VCSU, MiSU, MaSU are handled on there server, but will ask Randall the status.

Jennifer said she will be sending out more information on the data dictionary. A committee will be formed to handle the general process, overview and definitions.

It was moved by Valerie Heilman, seconded by Jeff Jacobs to adjourn the meeting.