DRAFT
CUSAD Minutes
Thursday, July 28, 2011, 1:30-3:00 p.m. CT
Conference call

Present:
Jeff Jacobs, BSC
Valerie Heilman, DCB
Sandy Klein, DSU
Shirley Hanson, MaSU
Dale Gehring, MiSU
Shelley Blome, NDSCS
Jeanne Enebo, Sandy Hill and Bonnie Litton, NDSU
Robin Holden and Rohit Kulkarni, UND
Betty Schumacher and Marcia Pritchert, VCSU
Lynn Haverlock, WSC
Dennis Junk and Sue Applegren, Campus Solutions
Peggy Wipf, Mike Hillman, Aimee Copas and Gina Padilla, NDUS

Approval of June 16, 2011 CUSAD meeting minutes
The minutes of the June 16, 2011 CUSAD conference call were approved by consensus as presented.

Agenda additions
IRS data retrieval tools
Unofficial withdrawals – Jeff Jacobs
Voc rehab – Peggy Wipf

Gainful Employment Reporting
Dennis Junk said that gainful employment reporting files have to be sent directly from NSLDS. Dennis suggested putting a field on the run control on the Sophie directory under the student clearing house folder. Dennis said there are two requirements, one is disclosure and one is reporting – which is pretty cut and dry and easily obtainable in the system. Dennis said there will be a setup page so the campuses just will have to identify the program and plan. Sandy Klein said at NASFAA it was mentioned that the implementation date for the requirements may be pushed back. Sandy said some of the SOC codes are not available for some of the programs, but they will need to have a code reported. Jeff Jacobs said at NASFAA it was mentioned that the Department of Education is reviewing disclosure information on campus websites.

ACG/SMART menu items
Dennis asked if the information on these programs should be masked so that they will no longer show up on the screens for set-up or for running the process. It was moved by Robin, seconded by Shelley to remove the indicators from the set-up pages. The motion was approved unanimously.
SAP
Sue Applegren said SAP setup was posted and she emailed an attachment. She stated that the service indicator is available in production but the campuses will need to request security to use the indicator. In response to a question on if remedial course has been covered, Sue said a query will be in production within the next week for repeated courses.

Transition of FA Term Build from 2011 to more days for 2012
Dennis said they are running FA term build one minute after midnight for 2012. In response to how often they would like term build run for 2012, Jeff moved that it be run on a nightly basis for 2012, Lynn seconded the motion. It was approved by consensus. Dennis suggested it be run Tue through Sat mornings. Jeff asked if they would be loading ISIR’s more than three days also, and Dennis said they should be done with the FA term build as well. He asked if anyone is still using 2011 ISIRS. No campuses indicated that they were. It was agreed that FA Term and ISIR loads would be run nightly from Tue – Sat of each week with this being changed as soon as possible.

Disbursement transmission scheduling
Dennis said it has been proposed to split transmissions of disbursement files on the 3rd and the 6th. Dennis is going to try to get production control to run files multiple times during the day for both outgoing and incoming. Dennis asked the CUSAD members to schedule their transmission times through him.

Submitting budgeting run controls
Dennis said there is one row on one table that everyone is sharing to run budget processes in batch. Because of sharing this one row, if one campus starts a run, and then another does, the schools results will not be delivered where they are intended. Dennis suggested using SQL and a run control so reports would have to be run as a block. In response to a question on if the fix will allow the budget details to be reviewed before it is run, Dennis stated that to accomplish this it may have to be run as two jobs. In response to a question from Dale on how they will know when the reports are done, Dennis said they could send an email notification. Rohit asked that comm gen and packaging be included in the process. Dale suggested a 3-step process of budgeting, packaging and comm gen. CUSAD agreed unanimously to set up a batch job for budgeting, packaging and comm gen.

Bookstore charging
Jeff Jacobs said at the NASFAA national conference they said that if schools want to opt out of the book charges it must be in their disclosures and that the opt out is only for Pell Grant recipients. Dale said this information is out in their consumer information. Jeannie stated that Bonnie Litton has been doing research on this topic and will share the information by email.

Combining degree and non-degree program/plans under the same program code (certificate issue – Robin Holden, Jeff Jacobs and Mike Hillman
Mike Hillman said some degrees with the same title are either financial aid eligible or not. Aimee Copas said the ConnectND staff is working on creating a new program which can be selected with a clear definition between financial eligible or not eligible.

Dale asked if the financial aid eligibility can be changed. Dennis said there could be timing issues but it is basically just a check box that could be changed by the registrars. Peggy Wipf asked if there was a 90 day lead time for putting new programs in place and it was confirmed that this is true. Robin said she has been asked to be on the internal notification list for any new programs that have been approved from the registrar’s office. Sandy asked if there are instructions and Aimee said there is a campus communication piece, but the registrar, admissions and financial aid should all be aware of this at the campus level.

Mike asked Aimee and Dennis to have their group discuss a suggested campus communication piece. Mike Hillman suggested that the default for setting up programs would be that the programs are not financial aid eligible, which would have to be adjusted by the registrars.

**Right to Rescind to Comm Gen.**
Dennis Junk said communications and the right to rescind letter select process through CSV has been heavily modified. If this is moved to comm gen it should be updated, such as sending letters to the borrower so notifications go to the parent for plus loans. This would not be available for fall. Dennis said they are trying to update to a new version of people tools. There have been significant problems, which have made the different environments be on different versions. Sandy asked if there is a right-to-rescind requirement for nursing loans. Dennis said there is a set-up page and if the nursing is included it should be included in the correspondence.

The meeting adjourned at 3:00 p.m.

Next meeting is scheduled for August 18, 2011. Lynn Haverlock is the 2011-12 CUSAD Chair.