Present:

Jeff Jacobs, BSC
Valerie Heilman, DCB
Sandy Klein, DSU
Katie Nettell, LRSC
Shirley Hanson, MaSU
Dale Gehring, MiSU
Nikki Bernard, NDSCS
Jeanne Enebo, Bonnie Litton and Sandy Hill, NDSU
Robin Holden and Rohit Kulkarni, UND
Betty Schumacher and Marsha Pritchert, VCSU
Lynn Haverlock, WSC
Dennis Junk and Sue Applegren, Campus Solutions
Gina Padilla and Sheila Tibke, NDUS

Lynn Haverlock, CUSAD Chair, called the meeting to order.

Approval of September 15, 2011 CUSAD meeting minutes
The minutes of the September 15, 2011 CUSAD conference call were approved by consensus as presented.

Agenda additions
Gainful employment – Jeff Jacobs asked where other schools were at in the gainful reporting process and if they are getting errors. Dennis Junk said three schools have run and reported for all years. Two were clean and 1 had a conflict. Katie Nettle said old students from the legacy system were showing up as enrolled on the report because they did not discontinue their enrollment or they completed their program. It was suggested that the campuses do a test run of the report before they submitted the final version.

Priority Funding Dates – State Grant Program - Dale
Dale Gehring said he was wondering if in response to the state grant priority date changing from March 15 to April 15, the campuses were changing their priority dates to match. Sandy Klein provided a history of the state grant priority date changes. In response to a question from Dale on how UND planned to respond, Robin Holden said UND is going with the April 15 date, with a disclaimer that students should apply early and that funding is limited and not guaranteed. Katie stated that the major reason for the change was because it would take approximately two weeks for the IRS to process tax returns so they could be used for the IRS data retrieval tool on the FAFSA. Dale asked if the CUSAD campuses should have a common
priority date Jeannie said at NDASFAA it was stated that it is the school’s decision to choose their own date, and that April 15 was just for the state programs. Katie suggested that in materials it should be stated that the date is for state programs and students should check with their colleges for their priority dates. Valerie Heilman said she sent a press release to the Minot Daily News to help more people become aware of the IRS retrieval tool. The CUSAD campuses stated that they have chosen their own priority dates, with the exception of MiSU being undecided.

Updates and Requests - Dennis
Dennis asked if anyone has questions about the updates occurring this weekend. He gave an overview of the process they would be following in preparation of the update. He said if the campuses have non-recurring jobs set to run over the weekend they should be delayed until next week. Katie asked if re-occurrence processes would have to be reset, and Dennis said they would not have to be. In response to a question from Jeff asking if Rohit would be available to help if they have questions with re-learning ImageNow screens, Rohit said he would be.

Dennis asked that the prioritization lists be returned by tomorrow.

Dennis said he would be conducting campus visits in November. If schools have particular items they would like to discuss they should contact him in advance. He said main topics of discussion will be Comm Gen and SAP.

Dennis said there is a change to IPEDS which requires three years of information. He said the fix will require the campuses to run the process once for each year of data requested.

Dennis said for the right to rescind emails, it has been questioned if it is appropriate to have right to rescind information in an email. Jeff asked if this should be reviewed by Pat Seaworth. Dale asked if there is a difference if it stays within the campus email system. Jeannie said there is no I.D. on the email communication, and the only thing that would identify the person would be the email address. Sandy asked if the Teach Grant is on the right to rescind letter for some schools and if this is what is supposed to be that way, and Dennis said it was. Dennis asked if everyone is in agreement to continue sending the right to rescind in an email, but with only the minimum possible identifying information. The council agreed by consensus. Dennis said they are experiencing difficulties with the implementation of the right to rescind notification going to parents for Plus loans.

R2T4 and Modules - Lynn
Lynn Haverlock said she was visiting with Laurie Weber at MiSU and they were looking for the best way to identify students who were enrolled in modules and dropped. Katie said that is one of the topics she would like assistance with when Dennis and Sue visit. Jeff said Margaret Day presented on this at RMASFAA. Katie forwarded the presentation to the CUSAD members. Lynn said she was not sure if the post census query showed someone who had dropped from their second 8 week course, or just students who have withdrawn. Jeff said it does not show students who dropped after the class started. It was agreed that not having a way to identify the students who drop their last class causes a problem.
FERPA and VR – Follow-up - Lynn
Lynn said Peggy sent an email received from Vocational Rehab (VR). Lynn said VR wants to discuss the issue of authorization to access student records further. CUSAD asked Gina Padilla to ask Pat Seaworth to review the VR document for legality and FERPA compliance.

2012-2013 Cost of Attendance (Personal Expense Line Item for 2012-13)
Dale asked Robin Holden about CPI data being used to determine the personal expenses at UND instead of College Board data that has been used traditionally. Robin said UND is using CPI to document the off-campus single rate. The UND budgets are for on- and off-campus combined, and the auditors suggested that since the CPI is being used for the appeal process, UND should use the CPI data as a starting point. Robin said it was not a recommendation for CUSAD to use the CPI personal expense amount, it was just meant as an information piece incase others are using the CPI data for appeals. Katie asked UND why they would not want a separate on and off campus budgets, and Robin said it would double the number of budgets they had and they were not interested in that. Robin recommended using a range of $3,400 to $6,600 for the miscellaneous personal expenses. Gina mentioned that for the use of the CUSAD approved personal expense amount, a single amount is needed. It was moved by Dale, seconded by Sandy Klein to set $3,400 as the miscellaneous personal expense line item for 2012-13. Lynn asked if any campus was opposed to this and upon hearing no objections, the motion was approved by consensus.

Unofficial withdrawal/query – discussion with records – Lynn and Shirley
Lynn said the records group met yesterday, but did not get to this agenda item. The group is currently short on programmers and is behind on their work schedule. Lynn said if they approve it at their next meeting the next step would be for it to go to the registrars for approval. The group will be meeting in Bismarck and will discuss it then.

Dennis suggested changing the unofficial withdraw report to change the comments. Dale said the comments may be seen by anyone, so it might not be a good field to use. Valerie asked if they would see the comments, because they have to pull the advisor copy to see the date. Lynn asked how the group felt about Dennis making changes to add a comment, and after they find out more they can add a date. Valerie asked if this can be done by Dennis. It was approved by consensus. Dennis asked if they wanted this done prior to the end of the term, and it was agreed that they would.

SAP changes – Sue and Committee
Sue Applegren said the SAP changes will be moved into stage for testing once the stage environment is updated in November.

IRS Data Retrieval Tools - Jeff
Jeff said he would like to confirm with Dennis how they are going to do verification with using IRS data retrieval. He said in the federal register handout there are specific items outlined which will need to be verified, but that verification items will be reduced because much of the information will be verified within the data provided by the IRS data retrieval. Sandy Hill said
that USA Funds training page has good information that can be used for verification. Dennis said there are checklists with the codes in stage which can be updated if necessary.

The meeting was adjourned at 2:59 p.m.

Next meeting is scheduled for November 17, 2011.