Jeanne Enebo, CUSAD Chair, called the meeting to order.

Approval of October 20, 2011 CUSAD meeting minutes
The minutes of the October 20, 2011 CUSAD conference call were approved by consensus as presented.

Item type setup for non-disbursal item type for Department of Defense
Jeff Jacobs asked Robin Holden how she solved the non-disbursal problem at UND by changing the priority order. Robin said the business office posts tuition assistance funds to the student’s account which changes the order, and it is then a tuition assistance item type. Robin said the business office applies it. Katie Nettell asked if this is put to third party tuition assistance, and Robin confirmed that it was.

Pell graduation rates
Sandy Klein asked if the Pell graduation rates need to be disclosed. CUSAD was not sure, so Sandy said she would ask the Department of Education. Dennis Junk said if this is required Campus Solutions could work on gathering the rates. Jeanne Enebo said this would be brought back to the next CUSAD meeting.

Return of Title 4 funds for modules
Jeff said there is a return of funds process in place but he does not remember how to do it. Dennis said it is in the new PeopleSoft bundles being implemented to this weekend. They have been playing with it and it allows you to list the sessions the student attended and it does calculations for you and carries forward. Sandy asked if they would be sending instructions and
Dennis said they will once they figure out the process. Jeanne said she looked at the RMASFAA handout from Margaret Day, and she asked if R2T4 has to be done for short session classes if one class is attended but a second is dropped before it starts. Jeff said he refers to Dear Colleague 11-14, and that any class less than 16 weeks is a module and there are three questions to answer to determine if the student is a drop or not.

**Disbursing aid in multiple disbursements for modules**
Katie Nettell said she was thinking about how to disburse aid when there are multiple modules and was wondering if the item types could be set up to be based on enrollment in modules. Shelley Blome said they have a module system set up in Fargo, but it is a small program that is handled manually. Katie said she thinks they will be seeing more of this coming up. Jeff said for fraud, it is strongly encouraged for schools to not disburse aid until students are at a half time status. Katie and Jeff said they will look into this further and report back to the counsel.

**Statewide coding of VA benefits on FA Item Type**
Dennis said as they move data into the warehouse they noticed that there were items without a type which stood out. VA benefits were one of them. Dennis asked if VA benefits could be set up as on FA item type as a financial aid type of bursary. Dennis said if everyone concurs, he could update them for the schools. This was approved by consensus.

**Education Departments Fraud DCL**
Dennis said there were two sections for recommendations – first was to collect IP addresses, and that may be outside of their scope. The other is split disbursements. Katie said when she brought this to the online taskforce on the campus an instructor asked why students are being hassled and that stricter rules were put on some more than others. Dennis said they should hear more at FSA and maybe they can bring this up at CUSAD again after that meeting.

**Aid Year Rollover**
Dennis stated he plans to do the aid year rollover new year’s weekend. They can load ISIRS after the rollover is done, typically the first working day of the new year. Dennis was wondering if they could load ISIR’s for 2012 and 2013 the same night. Jeanne recommended FA term for 2013 begin to be built by February 15, and it was approved by census.

**Viewing of special GPA by students in Self-Service**
Jeanne said she discussed the use of the special GPA with Dennis and Sue when they conducted their campus visit. She said students are not able to view the special GPA used for SAP because it is their institutional GPA that appear in the student self-service. She would like to have the special GPA viewable on the student self-service so it is available for students.

Val Heilman said a conversation she had with Dennis and Sue was how students taking remedial classes are being disqualified by SAP. Jeanne said there can be a different policy for remedial courses and ESL which are not part of the normal GPA. Jeanne said this is different. She would like to know if they can submit a request to have the special GPA added to student self-service. Dale asked if this request is for a global setup or institution-by-institution. Dennis said he suspects this is global. It was asked if this could have an impact on any of their processes, and
Sandy said this GPA has to be used for SAP. Jeanne asked if Dennis can move this forward, Jeanne said she would submit something to Kristi Wold-McCormick to move it forward to the registrar’s group. Shelley said if a student runs an unofficial transcript in student self-service it will list all of their GPA’s and explain them.

Jeff said to Val that the new set-up has course exclusions, so that should take care of the problem of remedial courses affecting SAP. Jeff said they are expecting a huge increase in remedial courses because of implementing new ACT guidelines. Jeanne said this item would be brought forward at the next meeting.

FERPA and VR – Follow-up
Gina Padilla stated this has been given to Pat Seaworth for his review and she will provide information to CUSAD and VR once she receives his response.

Unofficial withdrawals – discussion with SR – Shirley
Shirley Hanson was not present so the item was not discussed.

SAP changes
Dennis said some of the changes are in the next bundle update and Sue will send out information on the process once it is in place.

IRS Data Retrieval Tools
Jeff said there is a committee working through the verification process, so he recommended that this be kept as old business until this committees work is complete.

The CUSAD members discussed how the counselor workshops have been going. Laurie Webber said when they were reviewing the FAFSA it still showed March 15 as the priority deadline date. When asked what dates the campuses choose to use for their institutional date, Betty was the only one that said they will still be using the March 15 date for the campus priority deadline.

It was moved by Katie, seconded by Dale to adjourn the meeting. The motion passed by consensus. The meeting was adjourned at 2:34 p.m.

The next CUSAD conference call is scheduled for December 15, 2011 from 2:00-3:30.