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

Approval of November 17, 2011 CUSAD meeting minutes
The minutes of the November 17, 2011 CUSAD conference call were approved by consensus as presented.

Two factor authentications
Dennis Junk stated that at this year’s Federal Student Aid conference they announced that people with access to COD, FAA, NSLDS will be getting a gizmo to create an authentication code. Dennis said he would be willing to coordinate these efforts.

Mid-term grade report
Sue Applegren said student records have a mid-term grade report. She requested access to this report, but the group does not meet until January so she will not have an answer until then. In response to a question from Sandy Klein, Jeannie Enebo said this information is used for SAP appeals. Dennis said he will let CUSAD know the outcome from the student records group meeting.

Undecided major
Betty Schumacher said VCSU will be having a meeting next Tuesday to discuss students with an undecided major, but she was wondering what other campuses are doing regarding undecided majors. Jeannie Enebo said they have a meeting set up with their Registrar in January and will know more after that meeting. Sandy said they contacted the affected students and are trying to fit them into a major. Jeff Jacobs said once students are admitted and have undecided as a
major they are placed into a liberal arts transfer major. Dale Gehring stated that MiSU is looking at having them as undecided with aid not being able to be offered. Shirley said their records office is hesitant to throw them into University Studies because how it would skew the numbers. In response to a question from Jeff on if anyone has contacted the DoE for guidance, Sandy Klein said she would forward Deb Tarpyle’s reply to the group. Jeannie suggested that CUSAD come to a consensus on which direction the campuses should take. Shirley Hanson suggested setting up a conference call with Deb Tarpley from the DoE to get additional insight on the ramifications to students with an undecided major. Dennis suggested that undecided majors should be adjusted prior to the beginning of the semester.

NPC Process and Setup and Aid Year Rollover
Jeff asked Dennis if there is anything they need to prepare for the Net Price Calculator or the Aid Year Rollover. Dennis said they know the Feds are going to release the new template, and as soon as they do, they will run the net price calculator query. For aid year rollover, he sent out a document asking that the financial aid offices work with their registrars. Betty asked if there should be a link to the fee calculator on the NDUS website and the council agreed that it is separate from the federal requirements for the net price calculator.

Old Business
FERPA and VR – Follow-up
Gina Padilla covered the response from Pat Seaworth which stated that under FERPA regulations an entity can be named as opposed to a specific individual on requests for student information.

Unofficial withdrawals – Discussion with SR
Shirley Hanson said this item is to put the last day of attendance on their grade sheet for tracking withdrawals. Shirley said she checked with student records, but they are busy doing reports. She said unless it is a directive, it probably won’t get done until student records are done with their current requests.

SAP changes – Sue and Committee
Sue said the recent revisions to SAP have made it to stage, and have been opened for testing. She said it will be moved to production December 20 if testing goes well. Sandy asked when campuses will have grades posted, saying her date is December 21. BSC said the 26th. Sandy asked if each campus would be expected to come up with their own wording. Sue said she would send out the wording UND drafted. Katie Nettell asked if the process has to be run or if the grades just have to be posted, and Sue said the process has to be run.

New Verification Process
Dennis said the committee met earlier this week and agreed the new verification process could be moved to production after the beginning of the new year. Some verification templates will need to be completed, and he will have to make sure all of the templates are back.

Jeff asked if there would be a message going to students to request they use the IRS retrieval tool by doing a FAFSA update and Dennis confirmed there would be. Jeff was worried that this
would be confusing for families who cannot use the IRS transcript, and Dennis said the message
would only be available to those who are eligible to use it.

**Disbursing aid in multiple disbursements for modules**
Katie Nettell and Jeff said there is nothing to report at this time.

**ED’s Fraud DCL**
Dennis said he is not sure which direction anyone wants to go with the fraud dcl. Dennis stated
there are specific things they are looking at with ITD on IP addresses as well as financial aid.

**Pell graduation rate disclosure**
HEOA says colleges need to disclose graduation rates of students who receive Pell Grants.
Dennis said this has been passed on to Student Records. He expects it to be discussed at their
January meeting.

**Remedial Classes and SAP**
Sue said the remedial classes and SAP are part of what is currently being tested in stage. Sandy
asked if a student fails to complete a class and withdraws, can they continue to get student aid
for the class if they do this repeatedly, and the council said it was their understanding that they
could. Jeff asked if there is a set-up for remedial courses and Sue said there is an exclusion tab,
which can exclude credits or a specific course. If you put it in the exclusion tab, it excludes it
from everywhere. Dale asked if the curriculum management identifies remedial courses and if
this is a student records issue area that they do not have access to. Sue stated that if he does
not have access she will get records for him to test.

The meeting was adjourned at 2:57 p.m.

The next CUSAD conference call is scheduled for January 20, 2012 from 1:30-3:00.