Present:

Jeff Jacobs, BSC  
Valerie Heilman, DCB  
Sandy Klein, DSU  
Katie Nettell, LRSC  
Shirley Hanson, MaSU  
Dale Gehring, MiSU  
Shelley Blome and Carmen Marohl, NDSCS  
Jeanne Enebo, Bonnie Litton, Sandy Hill, and Brigit Sprenger, NDSU  
Robin Holden, Rohit Kulkarni, and Josh Lindenberg, UND  
Betty Schumacher and Marsha Pritchert, VCSU  
Erica Renville, WSC  
Dennis Junk and Sue Applegren, Campus Solutions  
Nathan Stratton, Gina Padilla and Sheila Tibke, NDUS

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

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

Vocational Rehabilitation (VR) – Lou Ann Nider  
1) Release of information – Lou Ann Nider from Voc Rehab said they have confirmed with their general counsel and with Pat Seaworth, NDUS, that this should be fine for information to be released to VR representatives who have an information release form without having to have a specific counselor identified. Lou Ann said even though it is the student’s responsibility to submit information to the VR office, the financial aid directors do have the ability to submit change information to VR concerning students.

2) Lou Ann said there will be changes to what VR covers for students during the Summer or Fall 2012 term. She asked what would be the best way to contact the financial aid directors concerning changes. Sandy suggested that changes be sent to the NDASFAA listserv by contacting Shelley Bloom. Jeanne Enebo invited Lou Ann to present the changes at the NDASFAA conference in April.

3) Lou Ann asked if the students percentage of credit completions was based on cumulative credit completions or by term and if the same is used for SAP progress. Sandy Klein said the federal regulations changed as of July 1, all schools use cumulative, but some schools also use term. Jeannie said what the school uses should be on the campuses website under SAP. This is the same for the GPA.

4) Lou Ann asked if transportation is included in the miscellaneous expenses, and the campuses agree that they all include it unless students are less than half-time.
Title IV authorization to pay institutional charges & consent to obtain authorizations electronically

Robin Holden said she came out of the NASFAA cash management webinar with a concern that the authorization to use title for funds to pay the campus is not correct. They said schools need to have an active authorization with a clear option to refuse. She said the webinar also said if the authorization is obtained electronically, they need to have an authorization to collect the information electronically.

Robin said this has been sent to Dennis Junk for his review, but she wanted to know if any of the students or parents with Plus loans are being offered this option. Dale asked if they could identify that the title four funds can not apply to the books or miscellaneous charges when item types are set up. Dennis said he would like to speak to the people in student financials to obtain more information. Jeannie said there is a statement on the student self-service, which says by accepting the aid, they are allowing the school to use the funds for other charges. Robin said we have to give students the option to not do that, and we have to let them actively authorize. Robin said the student financials group was working with a pop-up box for acceptance, so she was wondering if that could be adjusted to be made an active acceptance. Dennis suggested adding a pop-up box that would allow authorization and if they do not accept, they would have to accept their aid by paper.

Jeannie asked that a workgroup be formed to address this, with a member from UND, Sandy Hill from NDSU, Dennis Junk and a representation from Business Affairs. Bonnie Litton said at NDSU, the charge priorities for Plus Loans are going to be changed so they can only be used for tuition, and a form will be sent to parents to get authorization.

Common Data Set report - issues with student loan debt calculation

Robin said they have had problems with their student loan debt on the report. They found that the report is pulling offered amounts, so it was pulling more than the students actual debt. She asked if this was an issue for any other schools. NDSU and MiSU said they zero out the loans that were not accepted so it is not an issue. Robin said it makes a difference on when the report was run, and the instructions on the common data set are looking for awarded aid for the loan debt collections. The committee agreed that this should be a high priority to change the report to pull disbursed amounts for the loan debt collections.

Message Center DR

Rohit Kulkarni suggested a modification to the student center page to add an area where a staff person can send a message to the student that would secured by the page. He said there should be an option for students to delete or archive the message. The campus community asked CUSAD to review the DR and to take the question taken back to the campus community as a group and to assign a priority. It was approved unanimously by CUSAD with a priority of 3. Jeff Jacobs said the CAC is meeting next Thursday, and at the last meeting it was brought up to the campus solutions director to have students go directly to the student center when they sign into campus connection.

Single Audit
Jeff Jacobs said they were sent a notification which has been forwarded to the state auditor’s office who is working on a reply. Jeff said Nathan should be tracking this for the group through Robin Putnam so that this issue is seen through to completion. Jeannie said this will be kept on the agenda. Nathan asked the members of the group to send any historical information they may have on the program.

**LDA drop down box – Erica**

Erica Renville said Lynn Haverlock came in to make sure she is ready for disbursement. Lynn had asked her what the status was of the drop-down list for the last date of attendance. Shirley Hanson said she talked to Pam Braaten, who thinks this is kind of a dead deal because of workload issues and because the information can be found elsewhere. Jeannie said this information is not available since the comment section is not reviewable. Jeff said it is not only financial aid asking for the info, it is also the VA that needs the information and this is a lot of work for schools.

Shirley said she will ask Pam to bring it up again so faculty will have to enter the last date of attendance if students are being given an F. Dale asked if the drop down is available now, and Shirley said it was. Jeff asked where this is located. It was asked if this is also an educational issue for the instructors to let them know where this needs to be entered. Dennis said he would send the navigation to the group. What they would like is a separate field for the date instead of in the generic comment box. Shirley said she would ask Pam to bring it forward and remind them that title four eligibility is at stake. Jeannie asked the financial aid directors to talk to their registration and records contacts.

**SAP & Suppression of GPA**

Shelley Blome said there are first time students taking all S and U classes so the two-year GPA needs to be suppressed for SAP. Sue said this can be done and would only affect students enrolled in S or U courses or remedial that passed all of these. This is set up to bypass cum GPA and term GPA if it is there first term at the school. Shelley asked the group for approval to make this available for the two year colleges and a prioritization. This was approved by consensus.

**H.S. Transcripts/GED**

Sandy Klein said in the old system there were conditional admits, and Sandy wanted to know if it is an institutional decision or system decision that they can go for one term before proving they have the HS transcript or GED on file and if anyone holds aid until students provide their proof. The campuses responded with what they are currently doing.

The meeting was adjourned at 3:00 p.m. The next CUSAD conference call is scheduled for February 23, 2012 from 1:30-3:00.