DRAFT
CUSAD Minutes
Thursday, February 16, 2012, 1:30-3:00 p.m. CT
Conference call

Present:
    Jeff Jacobs, BSC
    Valerie Heilman, DCB
    Sandy Klein, DSU
    Dale Gehring, MiSU
    Shelley Blome and Carmen Marohl, NDSCS
    Jeanne Enebo, Bonnie Litton, Sandy Prudhomme, NDSU
    Robin Holden and Rohit Kulkarni, UND
    Patty taking notes for 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 January 19, 2011 CUSAD meeting minutes
The minutes of the January 19, 2011 CUSAD conference call were approved by consensus as presented.

Additions to Agenda
Sandy Klein requested repeat courses be discussed.

Voc Rehab and Collaborative Students
Erica Renville said Voc Rehab is changing some of their processes. Jeff Jacobs said they are on the NDASFAA agenda for spring training and the changes will be covered at this time. Erica said she has a question about a student taking collaborative courses that Voc Rehab didn’t want to pay for. Jeannie suggested Erica bring this question up at the NDASFAA conference.

Marital status changes
Nathan Stratton suggested that marital status be added to the section that requests updates when students sign on to the student portal due to FAFSA changes. It was the consensus of the group that this be added on an individual campus basis.

Audit concern: security roles of student employees
Sandy Klein said in 2004 they gave their student employees sign-ins so they would not be signing in with a different employees sign-on. During an audit, it came to her attention that the security roles should be reviewed. She recommended that the other campuses review how their student employee’s security roles are set up. Jeff asked if this is a broader student employee campus issue, and not just focused on the financial aid department. Sandy invited the committee members to send recommendations to her on proper security
roles for student employees. Dennis Junk suggested they craft a role for FA work study students. It was the consensus of the group that they should wait for Sandy’s audit findings and then prepare a response.

**Tribal aid (grants vs. maintenance) and 1098-Ts**
Sandy Klein said the tribal grants were not showing up on the 1098T’s so Sandy was wondering if this was happening at other institutions. Sue Applegren looked at DSU’s tribal aid items and said it was marked as a non-disbursing aid type, and that is why it would not be showing up on the 1098-T. Sandy asked about maintenance, and Jeff said their maintenance was non-disbursing so it would not be on the 1098-T's.

**Repeat Courses**
Sandy Klein thought that the DoE said if students continue to fail a course they could continue to be paid to take it until they pass the course. Sandy said if a student passes with a D, and then fails a retry, they cannot get paid again. Sue said the query catches students who pass the course twice. Sue said they can modify the query but they would need to know what the selection criteria would be. Sue asked the CUSAD for approval and priority. CUSAD agreed to make the enhancement and that it be a high priority.

**Tuition assistance – National Guard**
Sandy Klein asked the National Guard for the tuition assistance/reimbursement list. She said the format has changed to the GoArmy.ed tuition assistance list. Sandy asked how the other campuses are tracking their National Guard tuition assistance. Sandy Prudhomme said they are estimating for spring based on information from the business office and will make corrections later.

**Common Data Set Loan Debt Reporting Issues**
Robin Holden said an email was sent to the council to describe an analysis that has been being conducted on the Common Data Set Report. The action items that were suggested in the email were:

1. UND is requesting a programming change to correct the issues identified above.
2. UND is requesting that a working group be formed to take a detailed look at the Common Data Set Report as a whole, IPEDS, and the new NDUS Loan Indebtedness Report to ensure that these reports are providing accurate and consistent data.

Jeannie Enebo said the report is looking at offered, and it should be changed to look at disbursed to remove what has not been accepted. The group agreed by consensus to make the changes. Robin suggested that this would be high priority, and it was agreed. Robin said she would like to have a working group look at this in more detail for accuracy on IPEDS, the loan indebtedness report and the common dataset report. Rohit, Jeannie and Shelley volunteered for the work group. Robin is requesting a new query request for students who did not use IRS data retrieval on the 01 but did on 02. Rohit asked if this would send a comm gen communication so they know their check list has been changed. The group agreed with this request by consensus with super high priority.

**Ready for Counselor Review query and SAP**
Jeanne said that they found a student who was removed from SAP after fall semester, then completed a FAFSA in January and got awarded for fall and spring. This did not show up on the counselor review because the ISIR did not get completed until after fall semester. Jeanne asked if this query should be changed to catch cases such as this. Jeff asked how this would be done, since the grades had been posted and the student was marked as met. Sue said they would have to do a query showing prior SAP to new SAP status, and if they are on a new status allowing disbursement that shows ISIR’s that have been disbursed as of the current date. Jeannie volunteered Tonia Christiansen from NDSU to work with Campus Solutions on the query.

**Single Audit**
Jeff asked that Nathan track this since the communication will come through the board office. Nathan said this has not progressed. Dale Gehring said his president received a letter stating things are okay now but single audits have to be submitted moving forward. Dale said he would try to find the document received by his president and distribute it.

**Title IV authorization to pay institutional charges workgroup – Dennis**
Dennis stated the workgroup meeting has been rescheduled, but they are supposed to meet tomorrow. He said they have been working on verbiage. Dennis said there is a place to change the charge party so it goes to student financials with a changed charge party.

**Undecided majors – group discussion**
Nathan asked if the correspondence from Aimee Copas solves the undecided major issue to the campuses satisfaction. He stated that he is still waiting to see the policy draft. Jeanne said this will be left on the agenda for follow-up.

**Unofficial withdrawals – discussion with SR**
Jeannie said it was suggested that the campuses visit with their registrars to help move the creation of a field forward as opposed to using the notes section. Dennis said there is a DR going forward to the student records group’s next meeting that should do what was suggested.

**SAP changes**
Sue said the SAP and remedial courses in SAP can be combined. Everything is in test waiting for campuses to look at it and then it can be moved to production.

**New Verification Process**
Dennis said he would like feedback from the schools as they run the new verification process. He said Ron at Campus Solutions is working on modifying wording on com gen templates. Jeff asked where they are at with the ISIR load so they can look at the 12-13 verifications. Dennis said they are loading the ISIR’s and they can run notifications, and they will need to have the submit changes that should go to stage on February 27 for testing and into production on March 3. Ten new fields have been added to verification. In response to a question from Sandy on if anyone is reconstructing their verification worksheets, Robin said she did new worksheets and would distribute them to the counsel. Sandy thanked Jeff for doing the Pell charts.
Disbursing aid in multiple disbursements for modules
Jeff said Shelley Blome has come up with a method of disbursing that he is planning to test and will be discussing it in length later. He said Shelley’s name should be added to this item.

ED's Fraud DCL
Dennis said he does not have anything new regarding this issue.

Pell graduation rate disclosure
Sandy said she does not know how they are supposed to track the Pell graduation rate, but it is supposed to be a disclosure issue. Dennis said he sent this to the student records group and he will check on what the outcome was.

The meeting was adjourned at 2:55 p.m. The next CUSAD conference call is scheduled for March 15, 2012 from 1:30-3:00.