Present:
Jeff Jacobs, BSC
Valerie Heilman, DCB
Sandy Klein, DSU
Shirley Hanson, MaSU
Dale Gehring, MiSU
Shelley Blome, NDSCS
Jeanne Enebo, and Sandy Prudhomme, NDSU
Janelle Kilgore, Rohit Kulkarni, and Kellie Choate, UND
Betty Schumacher, VCSU
Erica Renville, WSC
Diane Peterson and Sue Applegren, Campus Solutions
Nathan Stratton, Gina Padilla and Sheila Tibke, NDUS

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

Approval of February 16, 2012 CUSAD meeting minutes
Dale Gehring moved, and Shelley Blome seconded to approve the February 16, 2012 CUSAD minutes. The minutes of the February 16, 2012 CUSAD conference call were approved by consensus as presented.

Pell lifetime eligibility reports
Sue Applegren said a Dear Colleague Letter was posted saying COD would send weekly reports on 2112-13 applicants who received above 450% Pell. She said this cannot be uploaded, so the campuses will have to download it from the COD website. The campuses should review the list of students to see if aid needs to be held. Sue said campuses can hold the aid with the user edit messages. This report would include 11-12 disbursements and 12-13 as they are reported. Sue said they may have more discussions with CUSAD on this after the reports are pushed out.

SAP reports and remote credits
Betty Schumacher said it was her understanding that everyone adds remote credits into term build each semester as applicable. She suggested that if this was correct, a request should be submitted to have this information pulled and added as a column on the SAP report as a time saving adjustment. Sandy Klein moved and Val Heilman seconded that this be added to the SAP report as a high priority. The motion was approved by consensus. In response to a question from Dale Gehring, Sue said the column would list the number of credits.

COA – Group discussion
Jeanne Enebo said Mark Scott has been questioning some schools on their cost of attendance (COA). Jeff said he sent a message to Rick Renshaw and Margaret Day from DOE, but does not have a clear answer as to what is required. Margaret Day said DOE cannot regulate how budget
is set up, only the components that are included. She did indicate to Jeff that they need to make
sure the COA is as accurate as possible. Jeff Jacobs said he told Margaret what BSC is doing by
averaging the tuition and fees at 12 credits and based on their conversation, he plans to develop a
full-time budget and a less than full-time budget and the required less than half time budget. Jeff
said for the individuals working on the NASFAA presentations, they only have a full-time
budget. Sandy Klein asked if BSC uses a different budget for online students, and Jeff said he
does not differentiate between the two. Janelle Kilgore said she has been in contact with Mark
Scott on the UND COA, and she believes they will have to change their budgeting, but he has
not given his full recommendation. Dales said this is going to come down to what the auditors
recommend. Nathan Stratton asked if a workgroup could be formed to work with this issue. Jeff
Jacobs, Jeanne Enebo, Bruce Helgerud, Dale Gehring, and Sue Applegren volunteered for the
group.

CUSAD Meeting Schedule – Jeff
Jeff said currently the NDUS registrar’s group meets face-to-face twice yearly and twice by IVN.
He suggested that CUSAD starts meeting face-to-face or by IVN to increase the discussion on
the topics. Jeff suggested that the locations be divided between BSC and VCSU. Jeff and Dale
said they would bring a proposed schedule forward at the next CUSAD meeting.

NDUS Deficiency Report – Jeanne for Dennis
Jeanne said the CUSAD request to the registrar’s group for security to review the report that lists
midterm deficiencies by student was denied. Jeanne said that NDSU uses midterm grades to
make decisions on appeals. MiSU is the other campus that uses this. Betty said this is
something she would like to revisit. Jeanne said she will put it back on the April agenda and she
encouraged the campuses to discuss it with their registrar’s.

Checklist for SELF Loans
Sandy Prudhomme and Tammy Fraase said they investigated how the checklist for SELF loans
should be set-up. Sheila Price said she would like students to do the online counseling prior to
completing the loan. They said it is up to the school to decide if this should be done once, or
annually. The checklist must be done prior to applying for the SELF loan. If the institution
processes SELF loans, they need to contact Sheila Price to set up the checklist for their
individual institutions.

Repeat classes at other schools
Kellie Choate said she runs the repeated course work query, and she found a student taking
ECON 401 for their fourth time at LRSC after taking it at UND three times and passing with a D
two times. She was wondering if the report could be adjusted to look at classes taken at other
NDUS schools. Sue Applegren said the way the repeated course work query currently works is
it reviews the courses taken at the school students are currently attending. Sue said she has asked
about having the query look at collaborative courses, but student records said it would be
difficult because of transfer and articulated courses set up in the system. Bruce Helgerud said
there is an example that the Department of Ed put out, that said you only have to count classes
taken at your school. His question is if they should be funding it as a collaborative institution. Dale asked if this would be an issue with course numbering. Sue asked if they are confident that this is within the intent of the regulations, or if the Department of Ed should be consulted. Nathan said he would contact the DoE for specific guidelines for collaborative and transfer students. Sue suggested that when she gets back from Alliance she will meet with Acey Olson in student records to discuss what additional setup would be needed in the system for the report to work accurately, excluding transferred in questions. Dale suggested that the collaborative coordinator representatives be included since they may have more information. Jeanne asked that this be held until after the next CUSAD meeting.

Perkins Loan e-sign MPN – Jeanne
Jeanne said they are looking for options for signing Perkins Loan master promissory notes electronically. This would be for all loans run through school that need a signed prom note. Dennis said the options would be to sign through PeopleSoft or the ESCI system. ESCI said the cost would be about $40,000 per year which would be distributed by volume to the campuses, but she felt for the upcoming year there would be no additional costs involved since they moved onto campus rent free for the next year. After the first year it would have to be evaluated on a year-by-year basis. Jeanne asked for volunteers for a workgroup and Dennis Junk, Mary, Kellie Choate, Tammy Fraase, Mary Jo Connole, and a BSC representative.

Old Business

- Single Audit – Nathan said HHS and the Department of Ed have met and agreed that the biennial audit was fine, but the DoE’s legal opinion is still being sought. He will report back once more information is received. Nathan said the Jan 27 email is the latest exchange. Dale asked that a copy of that email be sent to the listserv.

Jeannie asked if there is any current information on the Pell crossover period. Bruce talked to Deb Tarpley and she said Jeff Baker is working on a paper and is looking at decisions within the Department before it is sent out.

The meeting was adjourned at 3:00 p.m. The next CUSAD conference call is scheduled for April 19, 2012 from 1:30-3:00.