CUSAD Minutes  
Thursday, October 18, 2012, 1:30-3:30 p.m. CT  
Conference Call

Present:

Betty Schumacher, Chair, and Marsha Pritchert, VCSU  
Jeff Jacobs, BSC  
Valerie Heilman, DCB  
Sandy Klein, DSU  
Katie Nettell, LRSC  
Dale Gehring, MiSU  
Shelley Blome, NDSCS  
Bonnie Litt and Sandy Prudhomme, NDSU  
Janelle Kilgore, Rohit Kulkarni, and Josh Lindenberg, UND  
Dennis Junk, Sue Applegren, and Tom McNaughton, Campus Solutions  
Bill Eggert and Sheila Tibke, NDUS

Absent:

MaSU  
WSC

Betty called the meeting to order.

Approval of September 20, 2012, CUSAD Minutes

It was moved by Jeff and seconded by Janelle to approve the September 20, 2012, CUSAD minutes as presented. The motion was unanimously approved.

Fraud Update/ Global FA Service Indicator

Bill reported he reviewed the procedure Katie, Shelley, Dennis, Val, and Erica drafted regarding the Financial Aid Global Service Indicator. He said his understanding is that financial aid controls the process and if fraud is suspected, a hold should be placed on the student’s record. The hold can be placed by financial aid or admissions, based on security clearance on each campus. He added that all suspected fraud data needs to be sent to the NDUS director of financial aid. Bill said he will consult with Cindy Wagner Goulet, NDUS legal counsel, regarding FERPA requirements and to find out if a procedure is needed for the Global FA Service Indicator. Katie said she will make a few changes to the draft document based on today’s discussion. Tom recommended after the opinion from legal counsel is received, the draft document should be presented to other campus modules for input. Bill added that when the document is finalized, it will need to be sent to the OIG.

Cancelled Awards/Comm Gen

Josh asked if a change could be made to generate Comm Gen letters when there’s been any change to a student’s account. CUSAD previously made a decision that if the only change is a cancelled award, it was not selected for a letter. There was consensus to make a change to give
campuses the option of requesting an award notice for any changes that are made to a student’s award. Dennis will put this as high priority.

**Admission Requirements**
Betty asked what campuses are doing if a student is missing documentation required for admission. Several campuses said they “conditionally admit” students for fall semester and if the required documentation isn’t submitted before spring semester, the student isn’t admitted. It was mentioned that this also depends on campus policy.

**Average Tuition Charges**
Dennis said his team would like to get started on any changes that will be needed for moving towards the per credit charge model the chancellor has adopted. He said any changes required will need to be done by March or April. Janelle said she attended a meeting of business officers and reported that each of the three tiers needs to work together to define tuition rates and fees, and fees must be rolled into tuition. She said at this time, there are a lot of unknowns, and there is no timeline on when things need to be decided. The chancellor wants the new model implemented beginning fall 2013. Janelle added there are concerns regarding differential tuition and program and course fees. Jeff said a lot of guidance will be needed in setting budgets once this is implemented. Janelle encouraged financial aid directors to visit with their finance office staff to discuss any information they’ve received and to stress the importance that simple isn’t always better. Betty said she doesn’t see that there is any need for change now.

**November Professional Development Conference**
Valerie said there will be an open discussion time at the fall conference, and Rick requested questions be forwarded to him ahead of time. Val asked that questions be sent to her and she’ll forward them on to Rick. Shelley asked that those attending the fall conference send her the registration form along with check.

**ACH/State Grant Funds**
Sheila asked if there were any questions about moving to ACH transmission of financial aid program funds. Responding to a question about the implementation timeline, she said the goal is to have it in place for spring semester funds.

**Discrepancies in Enrollment Verification Reports**
Sandy K. mentioned she had a few students fall semester who were enrolled full time at census, but didn’t show up on the enrollment verification report as full time. Sue asked Sandy K., and any other campuses that experienced this, to send her the student ID numbers and she’d look into it.

**NDUS Verification Worksheet**
Sandy K. asked if a committee could be formed to create a standard NDUS worksheet identifying what documentation is required for verification. There was no interest expressed to create a common worksheet. Katie suggested this be discussed during the November
Professional Development Conference during the open discussion session, followed by further discussion at the December CUSAD meeting.

PeopleSoft Reports
Janelle expressed concern regarding the accuracy of some of the reports generated from PeopleSoft, and asked if financial aid offices could review the data before the reports are distributed to the public. Dennis responded that there are few financial aid requests. It was suggested IPEDS data be used for reporting purposes since it is more accurate.

Old Business
CUSAD Meeting Schedule
Betty announced CUSAD will meet in Bismarck December 11, 2012, at the Radisson beginning at 8 a.m. This meeting will be in place of the regularly scheduled December 20 CUSAD meeting.

NDU Deficiency Report
There was nothing to report in Jeanne’s absence.

COA
Nothing to report.

Unofficial Withdrawals – Discussion with SR
There was nothing to report in Shirley’s absence.

Pell Graduation Rate Disclosure
Sue said reporting the graduation rate of Pell recipients is a requirement on student records side, but financial aid has offered to assist in identifying the students.

Adjourn
It was moved by Jeff and seconded by Janelle to adjourn the meeting. The motion was unanimously approved.

The meeting adjourned at 2:48 p.m.

Minutes prepared by
Sheila Tibke