CUSAD Minutes
Thursday, February 21, 2013
Conference Call

Present:
Betty Schumacher, Chair, VCSU
Valerie Heilman, DCB
Sandy Klein, DSU
Shirley Hanson, MaSU
Laurie Weber, MiSU
Shelley Blome, NDSCS
Jeanne Enebo, Bonnie Litton, and Sandy Prudhomme, NDSU
Rohit Kulkarni and Angela Osborn, UND
Cassy Waste, WSC
Dennis Junk and Sue Applegren, Campus Solutions
Gina Padilla and Sheila Tibke, NDUS

Betty called the meeting to order at 1:30 p.m.

Approval of January 17, 2013, CUSAD Minutes
It was moved by Laurie and seconded by Shelley to approve the January 17, 2013, CUSAD minutes as presented. The motion was unanimously approved.

Additions to Agenda
There were no additions to the agenda.

New Business

Ideas for FA HUG Training
Laurie said she would like to receive additional training on topics such as budgeting and packaging and best practices, but doesn’t it would be appropriate to do Sophie training at the NDASFAA conference since it only pertains to NDUS campuses. Gina reported the private and tribal colleges will be able to use Sophie in the near future, so it would be appropriate to provide training on how to use the system at the spring conference. Several directors expressed interest in getting additional training on the reports being placed on Sophie. Rohit said he’d be willing to share the information he has and how UND uses the reports sent to Sophie. No additional HUG training was scheduled.

Global Service Indicator Request
Rohit said student records has approved a request for a PR4 service indicator to allow coaches access to student information and is wondering if CUSAD is in agreement with this. Rohit said he also needs to take this request to the campus community to see what the other two groups think. Shelley said NDSCS puts a coach on FERPA just like a mom or dad. No other campus
indicated this being an issue on their campuses. Since Katie brought this issue forward, Betty said she would ask Katie if she wants to pursue this further.

**IPEDS Data**
Laurie asked why there are discrepancies in reports of first time full time freshman and requested a student ID be put on reports to alleviate duplicates. Dennis responded there are several reports available and it depends on what report the registrar requests. It was the consensus of the group that a student ID be added to the report. It was the consensus of the group to place this as a medium priority.

**Academic Policy**
Sandy K. reported she received a question from the auditors about why a term was erased for a specific transfer student. She said a student can have a term erased, but hours attempted must be correct, and questioned how this affects the GPA. No other campus has received any questions from the auditors, nor has it been as issue with the other campuses.

**HEOA of 2008/Information Posted to College Navigator**
Betty referred CUSAD members to an e-mail Katie forwarded on Feb. 14 in which IPEDs is requiring states to post specific information to College Navigator. Each state is to post the percentage change for each of the 5 most recent preceding academic years for all public institutions in:
- Spending per full-time-equivalent student
- Tuition and fees for such students
- The total amount of need-based aid and merit-based aid provided by such State to full-time students

Gina said she would ask Aimee Copas to forward the spending charts to the campuses as soon as she receives them to allow campuses time to submit information before the March 13 deadline. The Higher Ed spending charts will be posted to the IPEDS website by March 29, 2013.

**SAP for Remedial Courses and Term Forgiveness**
Valerie presented a change to SAP for remedial courses she found in the Negotiated Rulemaking for Higher Education 2009-2010 program integrity Q & A, and asked if others were aware of the change. The answer to SAP question 3 indicates remedial courses must be included in the student’s qualitative SAP, but need not be included in the student’s GPA. Betty asked the directors to review this issue and said it would be discussed at the next CUSAD meeting.

**WSC Financial Aid Director**
Betty welcomed Cassy Waste, the new financial aid director at WSC.

**Revision to Exit Counseling Query/Process**
Laurie said the exit counseling query is currently not identifying remote/collaborative credits. Students are getting exit counseling notices even though they are enrolled at least half time with remote/collaborative credits. She suggested a change to the query to include remote and collaborative credits. Sue added this would be a major rewrite and suggested, instead, a column be added in which the number of remote/collaborative credits can be manually entered. It was the consensus of the group that a column for remote/collaborative credits be added to the query with a priority ranking of high.

**Update on Changes to Bundle 28**
Dennis reported Bundle 28 is scheduled to go into stage Monday, Feb. 25, and into production on March 2 and he will provide information on the codes at a later date. Dennis indicated that when the bundle is in production, campuses will need to enter LEUs once manually for students close to their limit.

**SAP Comm Gen Emails**
Angela said Comm Gen emails to students only indicate if the student is on disqualification for completion rate, and she would also like to notify students if they are getting close to not meeting SAP for maximum credits. Sue reported they are working on this and doesn’t think it will be an issue.

**Campus Community FUG User Group**
Rohit asked for a volunteer to serve on the Campus Community FUG User Group. Laurie suggested everyone serve on this committee for a one year term on a rotating basis. Betty volunteered to replace Rohit on this group.

**Old Business**

**Unofficial Withdrawals – Discussion with SR**
Shirley said the unofficial withdrawal request is in the student records programmer’s hands, but it may take a while for them to get to it.

**Pell Graduation Rate Disclosure**
Dennis reported there is an SR DR, but doesn’t know where it’s at in development.

It was moved by Laurie and seconded by Shirley to adjourn. The motion was unanimously approved.

The meeting adjourned at 2:56 p.m.

Minutes prepared by
Sheila Tibke