CUSAD Minutes  
Thursday, March 21, 2013  
Conference Call

Present:  
Betty Schumacher, Chair, and Marcia Pritchert, VCSU  
Jeff Jacobs, BSC  
Sandy Klein, DSU  
Shirley Hanson, MaSU  
Laurie Weber, MiSU  
Shelley Blome, Carmen Marohl, Sheila Dolan, NDSCS  
Jeanne Enebo, Bonnie Litton, and Sandy Prudhomme, NDSU  
Valerie Heilman, DCB  
Janelle Kilgore and Bruce Helgerud, UND  
Cassie Waste, WSC  
Dennis Junk, Campus Solutions  
Gina Padilla and Sheila Tibke, NDUS

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

Approval of February 21, 2013, CUSAD Minutes  
It was moved by Shirley and seconded by Shelley to approve the February 21, 2013, CUSAD minutes as presented. The motion was unanimously approved.

Additions to Agenda  
There were no additions to the agenda.

New Business

HEOA of 2008  
This item postponed until the next CUSAD meeting when Katie is available.

SAP for Remedial Courses and Term Forgiveness  
Valerie expressed concern that some campuses may be manually adding remedial courses, and asked if this meets with compliance. Sandy K. said DSU allows term forgiveness, as do BSC and DCB. Jeff said BSC considers it as a failed grade, and Valerie said the credits count as attempted, but not completed. Sandy K. said the auditors didn’t write this up as a formal finding, but did raise some questions about the practice of transferring grades in to the institutions. NDSU and VCSU indicated they manually review grades for all remedial classes, but don’t count them in the cumulative GPA. Students must receive at least a “C” to be eligible to move to the next level of class.

Ability to Benefit Setup Under Bundle 28
Jeff asked what the benefit setup under Bundle 28 is, what are we doing with it, and how do we set it up to be in compliance. Dennis reported he submitted questions to Rick Renshaw, but didn’t get any clear answers. Dennis said his understanding is that the report will need to be run three times, every time origination is run. He indicated all home schooled students should be current. Jeff questioned the site security as he was able to pull up several students from another NDUS campus. Dennis said they’d fix that. Jeff asked for additional clarity on why we need to do this if we don’t get the ability to benefit anymore. Betty asked Dennis to look into this issue further.

**Shopping Sheet Related to Executive Order 13607**

Jeff said since the shopping sheet was designed for VA students, but not all VA students apply for financial aid, he doesn’t think we’re meeting this requirement. Dennis said schools only need to provide the shopping sheet for students that apply for financial aid. Jeff questioned the possibility of providing a template on a website where VA students can plug in what their VA benefits are.

**Miscellaneous Expenses in COA**

Jeff asked CUSAD members where Robin used to get the numbers from for misc. expenses. Janelle said Angela has been working on some CPI info for a breakdown of misc. expenses and will send it to the group. Sandy K. said in the past the misc. expense was adjusted based on the percentage of the CPI increase. There was discussion that an across the board COA was not fair anymore with the increased living expenses in the western part of the state. Jeff said for legislative questions, it’s a good idea to keep things consistent across the state and not way higher at one campus than another, but added that you need to look at local living expenses. Gina said it makes sense to keep the book expense consistent across the state. She said she did some research after the group last discussed this issue and the CPI increased $61 or 1.8% over the past 12 months.

**Training for Non-Financial Aid Professionals**

Janelle received a request from the UND registrar’s office requesting training for other campus staff that work closely with financial aid. Janelle asked if this is something we could pursue as a system or just on a campus-by-campus situation? Betty indicated if we hold a training workshop it could be pursued, but not as a stand-alone workshop. It was mentioned this training is currently being done in Minnesota.

**Loan Fee Change and Awarding for Summer**

Laurie said she is hesitant to move forward with summer packaging with the unknown loan fee change. Betty indicated she has sent estimated budgets for fall students, but hasn’t done anything for summer yet. Valerie asked if the loan rates are correct following sequestration. Dennis said the current rates published have three digits after the decimal, but PeopleSoft only allows for two digits, and so these can’t be changed until PeopleSoft makes an adjustment. He said they think COD will be able to accept three digits in May or June. In the meantime, Dennis said it might be possible to flag based on item type until the PeopleSoft issue is resolved. Dennis said you could turn that item type off so students can’t accept it. When this issue is
resolved, he can run a process to update the amounts. Self-service could then be turned on so the students can accept. Dennis wants to do some more checking to make sure this will work.

**Request FA Staff Access to Student Center**
Janelle requested staff be granted access to see what students see on self-service, but needs to get permission from the campus community group. Dennis said it’s more complicated than just granting permission because one school can view another school’s student info, and security would need to be revised before it can be turned on. It was moved by Janelle and seconded Jeff to research if security can be changed to turn on this access. The motion was unanimously approved. Betty will visit with Rohit.

**Request Ability to Add a Checklist Item to Verification Reminder Run Control**
Jeff reported when they mark the verification checklist as complete, it causes future e-mails to students to be blank. He asked if the checklist item can be set to include more than one item. It was moved by Jeff and seconded by Janelle for the ability to ask for more than one checklist status to send to the student. The motion was unanimously approved. Dennis said they should be able to make an item on the run control.

**Old Business**

**CUSAD Meeting Schedule**
Nothing was discussed.

**Unofficial Withdrawals – Discussion with SR**
Shirley had nothing to report. Jeff asked if there is a different approach that could be taken as this is crucial. He said he has been lucky in that some of his instructors are tracking unofficial withdrawals and it has saved a lot of time. Dennis said student records are very busy with normal requests for the legislative session, along with additional requests from the chancellor. UND said they are trying to track, DCB is looking at implementing for fall, and the financial aid office is the driving force at BSC. Betty said VCSU uses Starfish, and she can see the information immediately for students that are close to failing academic progress. Students are flagged if they are failing or not turning in assignments. Betty said coaches also have access and it meets FERPA requirements because you can only view your students and not all students. VCSU instructors have been strongly encouraged to use Starfish. Students receive the same information. MaSU reported using a similar program called Dropguard.

**Pell Graduation Rate Disclosure**
Sue not present.

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

The meeting adjourned at 3:10 p.m.
Respectfully submitted,
Sheila Tibke