CUSAD Minutes  
Thursday, November 21, 2013

Present

BSC         Jeff Jacobs
DCB         Valerie Heilman, JaLee Lynnes, April Abrahamson
DSU         Sandy Klein, Kathy Lowe
LRSC        Katie Nettell
MaSU        Shirley Hanson
MiSU        Laurie Weber
NDSCS       Shelley Blome, Sheila Dolan, Kassi Griffin, Melissa Jaskowski, Carmen Marohl, Michelle Griffin
NDSU        Jeanne Enebo, Sandy Prudhomme
UND         Janelle Kilgore, Rohit Kulkarni, Angela Osborne, Kelly
VCSU        Betty Schumacher, Marcia Pritchert
WSC         Cassie Waste
Campus Solutions   Dennis Junk, Sue Applegren
NDUS        Brenda Zastoupil

Janelle Kilgore called the meeting to order at 1.30 pm.

Approval of October 17, 2013 CUSAD Minutes
Katie Nettle moved to approve minutes without changes; seconded by Shelley Blome. The motion was unanimously approved.

Additions to Agenda
- Social Security number on NDU_sa_0129 - Dennis

New Business

1. Identifying students who are degree-seeking at two NDUS schools – Katie Nettell
   Katie gave the scenario of a collaborative student at one college (home) who is also attending another college (host). The student should be degree-seeking at the home college in most consortium arrangements, however, LRSC has students who are close to graduation and are seeking an additional degree at the second school. Thereby the student is degree-seeking at both schools. How are these students being identified to avoid over-packaging at both schools? Sandy Klein brought up that COA can also be a concern and there should be a way to identify these students. It was suggested that a consortium service indicator be utilized. This would mean that the admission’s departments would need to start utilizing the codes. Dennis Junk will research the coding at all schools and share the appropriate consortium service indicator that should be used to identify students at each school.

   Janelle requested an item type for new and returning students who have Perkins Loans. The process is needed to complete the checklist automatically for the MPN as it is currently a manual process. UND would like the process to read, update and then close the checklist if all items are complete. This would avoid students seeing outstanding items that are not needed for Perkins Loans. The process was supported and given a medium priority for an approximate roll-out date by May 2014.
3. **Master file of CUSAD minutes – Brenda Zastoupil**  
With the change-over of staff in the NDUS FAO, locating past CUSAD minutes was proving difficult. Brenda requested that Sandy Klein forward her any/all meeting minutes that she has and the NDUS G: drive will be used as the master file. Minutes will also be posted for a 12-month period on a shared-drive that all members can access. Shared access will be at http://sits.ndus.edu/sits-departments/connectnd/campus-solutions/training-documentation/#c32688. NDUS will work to get the minutes from the past 12 months uploaded.

4. **Request to modify query NDU_FA_0048 – Laurie Weber**  
During recent training, Laurie noted that there will be specific reporting requirements for V4 and V5. She is requesting a verification flag be added to NDU_FA_0048 to be able to query these specific verification types. The members supported the request and it was given a medium priority.

5. **LDA for unofficial withdrawals – Jeff Jacobs**  
At a recent conference session Jeff heard that once a school discovers that a student has failed all courses, the school must update NSLDS with the last day attended as the unofficial withdrawal if the student is a Title IV recipient. He questioned if and how the updates were occurring at schools? Sandy Klein also noted that VA certifying officials would need this information and JaLee indicated that it was also stressed by the auditors. Jeff will reach out to the DOE for clarification and report back to the group. This item will remain on the December agenda.

Janelle asked the members to review the following statement in the agenda and provide input.  
*When a student withdraws from the semester and is a recipient of federal financial aid the provider school will be required to verify the last date of attendance as outlined in the Federal Handbook published by the Department of Education. The home institution will request the last date of attendance when notifying the provider institution of the withdrawal. The provider institution will contact the instructor for each course the student is enrolled in to collect the last date of attendance. The provider institution will enter this date on the Collaborative Student Info Page.*

It was being requested that language be included to capture the process. However, most noted that processes were different at most schools and it was questioned why this was needed. Janelle requested input on the statement and she will bring it forward to the Collaborative Committee.

7. **FN/UN report with LDA column requested – Valerie Heilman**  
Valerie requested a report similar to the FNN/UNN report that would give student information on FN/UN and last date of attendance. The CUSAD group agreed that this was a top priority to be able to isolate these students and requested that the FN/UN be part of the FNN/UNN report (one report) and for all students regardless of Title IV eligibility. The report was supported and given a high priority.

8. **New checklist requested – Janelle Kilgore**  
UND is requesting that a checklist be developed to tell students why they are not considered independent to be able to communicate more effectively with students on missing items. This would be to verify independent status, not for full file verification. To help clarify more for the group, Janelle will provide more information at the December meeting on the request.

9. **Social Security number on NDU_sa_0129 – Dennis Junk**  
The auditors reported noted that the SSN is still on NDU_sa_0129. He is questioning why they might be requesting it to be moved? The directors noted that SSN must be retained for financial aid purposes. Dennis noted that queries can be viewed by anyone and that might be the cause of concern. Dennis will do a bit more research to determine the full extent of the issue. It was also brought up that the financial aid offices do not get to see the auditor’s report and requested that it be filtered to the FAO system-wide on an annual basis. Brenda will contact Laura Glatt to make this request.
10. SAP enhancements – Sue Applegren
Sue noted that there are two SAP enhancements. The student will have new options for self-service and may require some set-up at the campus-level. Student will only be able to view by “View FA Link” in self-service and only students with financial aid will be able to view.

Action Items Review
None reviewed.

Meeting Adjourned
The next meeting will be held via conference call on December 19th. The meeting was adjourned at 3:04 pm.

Minutes prepared by Brenda Zastoupil, NDUS