CUSAD MINUTES
Thursday, March 20, 2014
Conference Call

PRESENT
BSC  Jeff Jacobs
DCB  Valerie Heilman
DSU  Sandy Klein
LRSC
MaSU  Shirley Hanson
MiSU  Kathy Nelson
NDSCS  Sheila Dolan, Melissa Jaskowski, Kassi Griffin and Carmen Marohl
NDSU  Jeanne Enebo and Sandy Prudhomme
UND  Rohit Kulkarni and Cassandra McDonald
VCSU  Betty Schumacher and Marcia Pritchert
WSC  Cassy Waste
Campus Solutions  Dennis Junk and Sue Applegren
NDUS  Kristin Ellingson and Marge Michael

Jeff Jacobs called the meeting to order at 1:31 pm.

ADDITIONS TO AGENDA
None.

NEW BUSINESS
1. Cost of Attendance (Books and Miscellaneous Expenses) – Sandy Klein
   Having used $1100 for books and $3460 for miscellaneous expenses for the past couple of years, Sandy K. recommended increasing the books portion of the cost of attendance to $1200 and the miscellaneous expenses to $3500 to more closely reflect current actual student costs. (Miscellaneous includes transportation in this case.) Sandy K. moved to make these two upward adjustments for the cost of attendance. Betty seconded the motion.
   Discussion: Jeff Jacobs feels that $1000 is close to actual charges due to rental. He also asked for clarification if, as in the past, NDUS wanted the same budgets for all state colleges. In Brenda’s absence, Marge explained that for the past several years when awarding the ND State Grant, NDUS has averaged budgets based upon a tier structure instead of using an absolute budget per institution. Many shared that it is difficult to nail down costs of books and supplies. Rohit reported that UND uses $1000 for books and supplies for undergraduates. Each director can still use what he/she feels best for his/her campus. The question was raised as to whether or not anyone has utilized or researched College Board for recommendations. There was no response. With no further discussion, the vote was called. There were 2 ayes and 0 opposed. The motion carried. See attachment.

2. Communication Priority/Ability to Enter an ID and Receive Student Email Address – Sandy Klein
   Sandy K. would like the ability to enter a student ID and receive that student’s email address. Laurie and Dennis have been working on this, looking into a query. The issue has not been prioritized yet. Dennis suggested setting up a general letter template. One would first contact Dennis and then he would run your list into 3C Engine. Run Comm Gen which would report email addresses and would show up on student center. Jeff said, for example, you could mail merge with email address which would be more efficient. How would the group
want checklist items? Laurie wants to use it to send out responses for receipt of FAFSA (i.e., to notify the student that his/her FAFSA has been received by the financial aid office.) Currently, they have to look up each address. Rohit uses Comm Gen; never uses mail merge and sends everything to email addresses. No one in the group was opposed to the process so Dennis has been asked to place a high priority on this issue (ahead of last date of attendance). See attachment.

3. **Net Price Calculator – Rohit**
Rohit would like feedback from the group regarding what Net Price Calculator they use and if they like it. UND has not been using the Department of Education NPC, but plans to start. NDSU uses College Portrait through Association of Public and Land-grant Universities. Sandy K. pointed out that the NPC uses old data and that it is probably not wise to invest a lot of money into developing it so suggests using the free template. Jeff put a counter on BSC’s NPC and validated that very few access it.

4. **Monitoring C Code (361-368) 2014-2015 – (How are your schools handling this?) – Janelle Kilgore**
Jeff looked this up and found that it isn’t a C Code that requires additional information so BSC is just monitoring it at this time. Cassandra at UND says that resolution is required when looking at 2014-15. UND has already identified about eighty students that have this code and have asked other institutions around the country to see what they are doing. UND is going to do something but still doesn’t know how to catch the particular C Codes as well as how to resolve them. Single, filing married tax return is an example. Actually there are about 393+ C Codes now. Jeff suggests that group watch at their individual schools and report back at the next meeting. Keep the issue on institutions’ radar. Jeanne said that Campus Solutions has created a report to query these – *NDU Applications/NDU Financial Aid Report/NDU ISIR Comments*. Dennis said that it could be added to the comment code processing.

5. **Cooperative Education (COA, Loans and Reporting to Clearinghouse) – Shirley Hanson**
Shirley has been requested to review a long standing cooperative education policy as more and more degrees are requiring internships for completion. The current policy is that a student can register for one to five credits based upon basically how many hours worked. All of these students are considered full-time as reported to Clearinghouse. How do you make sure that the student is only registered for internships and that they are truly working all the hours required? Also, how do you determine credits for financial aid purposes? Also, how do you treat internships that are less than sixteen weeks or more that eighteen weeks, for example? How do you equate work hours to academic hours?

Sandy K. discussed this with Career Services at DSU where one credit = 40 hours work but less than half time to Clearinghouse so loans go into repayment. Repayment is based upon credits enrolled in at DSU. Jeff said that most schools look at how many credits a student is enrolled in per records/registrar and use that for financial aid purposes. He suggested that the business office at the institution may need to be involved in the discussion. Jeanne said the NDSU does the same as BSC where enrollment is based upon actual credits. They may have to adjust budgets downward to facilitate lesser credits. Shirley asked what is best for the students to which Jeff responded that this is a tough question. Shirley pointed out that in reading Rick Renshaw’s explanation, the regulations are straight forward in this case. See attachment.

**OLD BUSINESS**
None.

**MEETING ADJOURNED**
The next meeting is tentatively set for April 17, 2014. The meeting was adjourned at 2:20 pm.

Minutes prepared by Marge Michael, NDUS
1. Cost of Attendance (Books and Miscellaneous Expenses) – Sandy Klein

Cost Of College Textbooks Out Of Control, Group Says - National Association of Studen...

Cost Of College Textbooks Out Of Control, Group Says

"College textbooks cost too much — and something needs to be done about it, according to a report from the advocacy group U.S. PIRG," USA TODAY reports.

"The College Board estimates that the average student in this country spends around $1,200 a year on books and supplies. A single book can cost as much as $200.

Between 2002 and 2013, the price of college textbooks rose 82% — nearly three times the rate of inflation, according to a recent study by the Government Accountability Office.

The PIRG report, 'Fixing the Broken Textbook Market,' suggests that students who are already struggling to afford college may do things that undermine their education to deal with the rising costs of their books.

That conclusion is based on a survey of more than 2,000 students from more than 150 different campuses across the country conducted last fall.

- 65% said they had decided against buying a textbook because it was too expensive.
- Nearly half (48%) said the cost of books had an impact on how many or which classes they took.
- 94% of the students who had skipped buying a required book said they were concerned that doing this would hurt their grade in that course."

NASFAA’s "Financial Aid in the News" section highlights media coverage of financial aid to help members stay up to date with the latest news. Inclusion in Today's News does not imply endorsement of the material or guarantee the accuracy of information presented.

Publication Date: 2/4/2014

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On a number of occasions, schools have commented that they are sending special emails to students, and a number of our queries/.csv reports have email addresses included to make it easy for you to send mail merge emails. The disadvantage to main merge communications, however, is there is no PeopleSoft record it was sent and to whom.

With a little set up, we could create a “general” email template that would only contain a header, greeting, text from a checklist item, and perhaps a signature element/footer.

Here’s how it might work:
- Schools would determine who they wanted to send the communication to (i.e., create a list), and provide Campus Solutions with the text of the email body.
- Campus Solutions would add a row to the general checklist item and update the text, and update the Event ID, if necessary.
- The school would run 3C Engine to create the checklist and assign the communication code.
- The school would run Comm Gen to create the email.
- The school would run 3C Engine, if so desired, to complete the checklist. This could be done:
  - immediately,
  - after a set time period, or
  - could be run with a list to only complete specific checklists items.

Here’s the set up that would be required:
Communication created:
- Standard Letter Code set up (Admin Function Gen) for each campus
  - Could we get a general letter code (i.e., center character in letter code) -- What’s available?
- Context FAGEN created and above Standard Letter Code assigned to it.
- Communication Category FAGEN created and context FAGEN assigned to it.
- 3C Group set up with Category FAGEN and Admin Function Gen. Groups FINI and FINU assigned.
- Comm Speed key set up to tie together Letter Code, Context and Category.
- Template Created (would require Development Request)

Checklist Created:
- Checklist items FA(school comm letter code) GENn specific to each campus set up
- Checklist Items assigned to Function GEN
- Tracking Group FAGEN created for each campus
- Checklist FAGEN created for each campus
- Checklist 3C Group set up with FINI and FINU assigned.

Event Definition FAGENn and Event 3C Group for Admin Function GEN (with Groups FINI/FINU) Created
5. Cooperative Education (COA, Loans and Reporting to Clearinghouse) – Shirley Hanson

From Rick Renshaw, U.S. Department of Education

A couple of universities that I used to work for did something similar to this for their student teaching programs. The student teachers received 6 credits for their student teaching semester but the school classified them as full time students for that term because they were putting in at least as many hours of academic activity as a student taking 12 classroom hours. We used the guidance that is now in the FSA Handbook, Vol 1, Ch 1, page 1-13&14 to build to classify those students as full time.

There are some items that must be considered in making sure such a policy and procedure is compliant with regulations:

1. The work being done by the students in this program must be at least as much as the minimum definition for a full time student. NOTE from page 1-14, “A student’s workload may include any combination of courses, work, research, or special studies that your school considers sufficient to classify them as full time.”

2. If the work being done as part of the program is considered cooperative education, it does not have to be awarded as 12 semester credit hours as long as the work being done is equal or greater than the minimum full time requirement. NOTE from page 1-14: For undergraduates, full-time status must be at least: … the work portion of a cooperative education program in which the amount of work performed is equivalent to the academic workload of a full-time student.

3. I would question the practice of paying Pell only for the actual number of credits but defining the student as full time for other aid. If the student is determined to be full time then that definition must be applied for all FSA purposes. NOTE from page 1-13: Your definition of a full-time workload for a program must be used for all students in that program and must be the same for all FSA-related purposes, including loan deferments.

I am not sure what you mean by “allow this student a full time COA”. Are you saying that the tuition and fee component of the COA is the amount of 12 hours tuition rather than the 1 or 2 hours they are actually charged? If so, this would be a problem. The COA for these students must reflect the reasonable costs experienced by this category of students. I would expect that you should have a separate budget for students enrolled in this program or at least a standard budget adjustment that you make to the COA for these students for the year in which they are enrolled in the internship.

You asked, “If we are meeting the eligibility requirements, are the students eligible for campus based aid for full time status or just loans?” Go back to the note in #3 above. The definition you are using for full time status applies for all FSA purposes. There are some exceptions for post-baccalaureate teaching credential programs but in general, the answer would be yes, they would be eligible for campus-based aid, also. Rick Renshaw, Department of Education Trainer