CUSAD MINUTES
Thursday, April 17, 2014
Conference Call

PRESENT

BSC      Jeff Jacobs
DCB      Valerie Heilman
DSU      Sandy Klein, Kathy Lowe, Chris Meek and Lori Schara
LRSC     Katie Nettell
MaSU     Laurie Weber
MiSU     
NDSCS    Shelley Blome, Sheila Dolan, Melissa Jaskowski, Kassi Griffin and Carmen Marohl
NDSU     Jeanne Enebo, Sandy Prudhomme and Bonnie Litton
UND      Rohit Kulkarni and Janelle Kilgore
VCSU     Marcia Pritchert and Betty Schumacher
WSC      Cassy Waste
Campus Solutions Dennis Junk and Sue Applegren
NDUS     Brenda Zastoupil, Kristin Ellingson and Marge Michael

Janelle Kilgore called the meeting to order at 1:30 pm.

ADDITIONS TO AGENDA
None.

NEW BUSINESS

1. Develop Way to Identify Students by Month of Instruction – Rohit
Rohit reported that the processing of summer budgets and subsequent packaging are very
manual at UND and they wish to automate the process. He met with Dennis and Sue at the
NDASFAA Conference in Wahpeton and shared UND’s process with them. As a result of that
meeting, Dennis and Sue suggested using student groups in budgeting formulas; create for one
and two and/or three months. Put budgets into table. Put student in correct student group. In
addition, build tables, lists or queries to populate.

Most schools currently have manual processes for summer packaging. The group needs to
explore process which will reduce work load. Rohit pointed out that there were 2100 UND
summer students last year so is critical to make it manageable. Katie and Laurie support going
forward with process. No one opposed. The group would want to keep the process as open as
possible so that all schools can potentially use it. NDSU uses work flow process that works well
but they are not opposed to researching possibilities. Now is a good time to talk about this and
so we will perhaps have something in place by summer 2015. Rohit further explained that UND
attempted to automate and have been able to create a budget and package student correctly;
they put disbursement hold on summer school students until 10 days prior to course starting
but have a problem keeping up with enrollment. They look at number of actual class days to
determine budget. This is very fluid/changes all the time. They would like the new process to be in real time and more smooth. Dennis could create ‘custom table’ which would happen in PeopleSoft. Dennis batch processes to update student groups (already available). Rohit asks for more guidance and direction. Shelley and Jeanne in favor of work group. Jeff also in favor but suggests expanding focus to include others not enrolled in full terms during the rest of the year (e.g., any module courses). Majority supports creation of work group to research the process. Volunteers for work group: Rohit and Kellie from UND, Andy and Kristi from NDSU, Linda from BSC. Dennis will be in contact with group early next week.

2. **Oracle update with SULA - Dennis**

   Dennis is anticipating giving SULA [150% Subsidized Usage Limit Applies] in 3 pieces, but there are lots of bugs. On April 25, the 2nd bundle will be available but it also has serious bugs even though it is considered a critical fix. It includes the shopping sheet, NSLDS changes, etc. so will hold off and do bundle. The deadline for enrollment reporting is put off until Oct 1. The third part of SULA link will appear after this.

3. **Preparing for NSLDS Reporting Related to 150% Loan Limits-- Jeff**

   **DCL ID: GEN-14-07. Changes to NSLDS Enrollment Reporting: Program-Level Reporting and More Frequent Reporting.** The DCL reminds schools that even though they are using 3rd party servicers, such as clearinghouse, it is still the schools’ responsibility to make certain that reporting is done correctly. Is there anything additional that we should be doing to comply? As a two year school, what’s going to happen is that the Direct Loan will be submitted to COD without knowing that student has already met his/her 150%, the loan will be disbursed and then the school will find out that the student has met the limit. There are many things to do to follow the regulations (e.g., due Oct 1 but retroactive to July 1). Is the registrar’s group working with this? Yes, but the group needs to be contacted because of all the changes. Suzanne Anderson at UND has sent updated information to supervisors, etc. The records group may be waiting for clearinghouse to make the changes. This subject needs to be left on as an agenda item to track it and make sure FA are visiting with Campus Solutions, registrars, etc. How often does information go to Clearinghouse? Reports may have to go more often. Janelle will follow up with Registrar’s group to see where it is so that the group is aware of how important this is.

4. **Recognized Equivalent of a High School Diploma- Janelle**

   Janelle had a conversation with Lisa Johnson, NDUS Director of Statewide Student Entry, Transfer and Retention, and Brenda. Brenda had had a conversation with Deb Tarpley, Training Officer at U.S. Dept. of Education, regarding **DCL ID: GEN-14-06. Recognized Equivalent of a High School Diploma.** Two examples of State-authorized tests are the High School Equivalency Test (HiSET) and the Test Assessing Secondary Completion (TASC). Lisa Johnson had commented that the GED is getting tougher so fewer students are passing. Katie also indicated that the GED is difficult to pass. States have acknowledged that these two new tests are appropriate for high school completion. ED is going to recognize them now. There maybe should be a conversation with admissions folks. By whom are these tests administered? No one in the group knows. Do we need ND to accept the high school equivalency tests if outlying states use it? Can ND accept them? Katie will research this more. Consensus of the group is that each school cannot use its own standards for admission.
Rick touched on these C Codes a bit at the NDASFAA conference. Laurie expressed that Rick indicated that perhaps this (i.e., not considered to be conflicting information) was an oversight and that they should have been C codes. Rick advised institutions to select ISIRS with these codes for verification. Jeff asked if anyone has experience with reviewing these and the subsequent results. Not yet. Because these ISIRs don’t fall into V category they aren’t reviewed. Minot SU will probably put them into the V1 category. MiSU had about 60 while WSU had over 100. Some schools use specific verification forms which can be forwarded to members, as requested. Dennis asked if we need to set up any additional checklist items for these particular students. The group said that would be great. Campus Solutions will go ahead and set up the checklist. Dennis could set up as C codes within ND as well. The severity code can be changed in PeopleSoft also. Resolution may be an explanation rather than a checklist since perhaps not one size fits all. Can we go through next month and review files in depth? Keep this item on agenda and see if there is any other way to monitor this. No one opposed this decision.

6. C- Code Verbiage – Information only – Val
Val started doing C Code process and found it confusing to students. Is there some way to mark items more clearly (i.e., information only vs. action required)? UND would support adding language. Resolution to this is on Dennis’ priority list. Add language to letters until new process is created. Sue will update checklist verbiage. Does group want information only on some but not others? Does group want action required only on some letters, too? Other issue: when generated, a student may have open checklist even though nothing is required. Currently, there is no flexibility in choosing which ones should be open and which ones should close more quickly. Dennis recommended looking at the template and modifying that, if necessary. Jeff requested that Dennis write out what has been suggested. Val and Dennis will do this and then send to CUSAD members. Schools can change the last paragraph. Templates are campus specific but checklists are global. Should Campus Solutions add ‘information only’ or ‘action required’ on checklist items? They do not currently have this for each item. The description shows up in student center. There was unanimous approval to add verbiage to each checklist item. No priority is necessary. Dennis asked if there is a specific day next week to make the change. The group would like the changes to take place next Thursday (April 24). Any changes desired need to be to Dennis and Sue by next week.

OTHER BUSINESS
Repeated Coursework Completion – Jeanne
Jeanne requested that students’ campus email addresses be added to the repeated coursework report and that it be prioritized. The request received unanimous support. It should be a report as opposed to a query and all agreed that it should be given high, high priority.

Other
Katie reported that LRSC had its first ISIR with V6 and comment code.

Jeff and Laurie put in a PTR related to tab 6 of financial aid item types. For whatever reason, the items have changed. Is there anything that needs to be done? This is in regard to loan fees and the effective date.
Per Dennis, the key: Origination doesn’t look at that page when determining interest. It looks at the table item amount. Sue is still researching testing across several different environments to verify if they are the correct amounts. Sue reinforced that a new row needs to be inserted that will pull in the correct origination fee.

OLD BUSINESS
Action Items to be reviewed by next meeting.

MEETING ADJOURNED
The next meeting is tentatively set for May 15, 2014. The meeting was adjourned at 2:42 pm.

Minutes prepared by Marge Michael, NDUS