Council of University Student Aid Directors (CUSAD)

MINUTES

Thursday, November 20, 2014

Conference Call

PRESENT

BSC        Scott Lingen, Linda Greenstein
DCB        Val Heilman
DSU        Kathy Lowe, Chris Meek
LRSC       Katie Nettell
MaSU       Shirley Hanson
MISU       Laurie Weber, Lindsey Benson
NDSCS      Sheila Dolan
NDSU       Sandy Prudhomme
UND/WSC    Janelle Kilgore
VCSU       Betty Schumacher, Marcia Pritchert
Campus Solutions Dennis Junk, Sue Applegren, Tom McNaughton
NDUS       Kristin Ellingson

Sheila Dolan called the meeting to order at 1:32pm

ADDITIONS TO AGENDA

There were no additions to the agenda.

NEW BUSINESS

1. Create Query/Report that identifies students with a career change - Jeff

   Jeff was not able to attend the meeting so Sandy asked Dennis to fill everyone in on what Jeff was requesting. Dennis indicated that Jeff has asked for a query to identify students that have a change in career between fall and spring semester. Kathy asked if the purpose was to catch the students that go from a 4 year program to graduate program. Dennis indicated that was the purpose of it. It would not catch students that go from a 4 year program to a 2 year program. Katie indicated would be beneficial to identify the students due to budget changes. Dennis indicated that another query might need to be available to catch other program changes. Sandy indicated this would make them more proactive to catch these students instead of the students contacting them. Janelle indicated that UND supports the query and would like to have the change of career and academic plan on the query. Dennis said he would have to see if they could roll the two in one query. Katie indicated that most 2 year schools should not have an issue with the data. NDSU and UND both support the query. Dennis asked for any objections and did not receive any. Dennis asked Sandy what priority to have on it and she said it could be set at medium priority.
2. **New query on institutional aid – Kathy Lowe**

Institutional report code attached to FA item type, also to track aggregate aid limits. The query would have students name, Empl ID, term, item type, attempted units, completed units, SAP, cum GPA, term GPA, email, offer amount, disbursed amount and aggregate terms. Katie asked if this would be mainly used for waivers. Kathy indicated yes it would be used for institutional waivers. Janelle supports the query mentioning it would be useful for them for Presidential Scholars and waivers. Katie asked Dennis what type of resources would be needed to go into something like this. Dennis indicated it would not be bad, just basically set up and working with the schools for aggregates. Dennis stated it might be a couple months before they could even get started on it. Katie questioned the aggregates and when there is a drop in enrollment. Dennis indicated that there would be no historical data available. Dennis asked for priority on this and Kathy indicated the end of the spring semester would be great. Dennis asked for any other suggestions. Janelle indicated that Rohit and Dennis were working on an edit message and questioned if that could be pulled into this data. Dennis indicated would add to the list and see what could be done.

3. **Create service indicator for Grad Certificate Only students – service impact no aid - Jeff**

Jeff was not able to attend the meeting so Sandy reported on this topic. There is no way to flag certificates with the CIP codes used to stop the awarding process due to SULA requirements. NDSU is asking for a query to identify students so they do not go through awarding. Dennis indicated that a service indicator can be added so it does not package. Janelle indicated to talk to the Registrar office. Academics can lump it into another program. Certificates are not eligible but under the code it is will award. Sandy indicated she visited with Registrar side and it is very complicated on the academic side. Sandy asked how difficult or long it would take to do a service indicator. Dennis indicated that it is a small step to add service indicators and he will send an email once it is ready.

4. **Award letter viewable for Academic Advisors on Advisor Center Screen – Katie**

Katie indicated that while working with advising, that advising has access to view the student’s communications such as verification letter and award letter. Katie questioning if that is a FERPA regulation with advising being able to access that information. Betty agreed that FERPA was being violated. Tom indicated that he will do some checking and will send out the response to the entire group.

**OLD BUSINESS**

There was no old business.

Meeting adjourned at 1:58pm

Minutes prepared by Kristin Ellingson, NDUS