Jeanne Enebo, CUSAD chair, called the meeting to order.

Approval of Minutes
The minutes were unanimously approved as presented.

Additions to the Agenda
There were no additions to the agenda.

AGENDA
Locations & COD Reporting
Dennis reported that the eight digit code is in place and information was included in the last bundle that was sent March 1, 2012, bundle #24. Dennis said he would resend the e-mail.

Nathan will check guidelines for noncontiguous locations as stated in the FSA Handbook. If instruction is taught at a location other than the campus, it needs to be reported as such. Nathan said he would e-mail the page number this information can be found on to CUSAD members.

Requested Changes to “List of Students Enrolled” Report
Sandy K. requested additional fields be added to the “List of Students Enrolled” NDU_0035_SR Report. She said DSU currently hand enters residency, online credits, remote/dual credits, and ISIR information, which is used for financial aid census. Sandy K. added that if this information could be programmed, fewer errors would occur. Jeff suggested also adding nine month EFC so campuses wouldn’t have to check so many screens to check for eligibility. It was the consensus of CUSAD members to request Dennis and Sue add the above suggestions to the NDU_0035_SR Report. Sandy K. agreed to coordinate and work with Dennis on these efforts.
COA Adjustments
Nathan reported that the Cost of Attendance Workgroup met April 4, 2012. The Workgroup discussed how campuses are doing budgets differently. Sue is going to research a budget multiplier function; taking into consideration queries Rohit and Tonya are working on. Nathan said the Workgroup wanted to visit with Rick Renshaw before taking any action. Jeff said he asked Rick if the campus is required to adjust budgets for less than full time status, and Rick responded to Jeff that, yes, unless the campus can document that the campus knows the student will be full time (e.g. program requires full time attendance). Rick also replied in an e-mail to Jeff that for undergrads only, campuses must set up budgets on full time, 3/4 time, 1/2 time, and less than 1/2 time. Janelle said UND will get a formal finding from the auditors for the way they were setting up budgets. Jeff said he plans to set up four separate budgets. He will award all at full time and make adjustments at census. Nathan said the Cost of Attendance Workgroup will meet again soon.

Query NDU_FA_0022
Jeanne requested a modification to Query NDU_FA_0022. Since grad students are no longer eligible for sub loans she would like the query modified to eliminate grad students from this (low income) query. It was the consensus of CUSAD members that the query be modified to include undergrads only with a priority ranking of high.

This query is used to select students for verification. Jeff asked how useful this will be with the new verification guidelines. Jeannie said NDSU sometimes has students receiving untaxed income and this query helps identify those students. During the discussion, Dale ran the query and the results only displayed the student name and ID. Dennis said it was a simple fix, and the group agreed to have Dennis make the modification. No other campus reported using this query. There was a suggestion to add the AGI and a note if the student has been selected for verification. If campuses have any other suggested modifications to this query, they were asked to contact Dennis by the end of the day April 20. Dennis said any information on the ISIR would be an easy/fast fix. Dale suggested Jeannie ask Mary to identify possible modification areas and send those ideas to the listserv.

Pell LEU
Dennis asked if campuses are receiving everything they need to calculate the LEU until the information becomes available on the ISIR in July. Dennis said campuses will need to manually calculate the percentage until July. New software won’t be installed until mid-September. Betty asked about a service indicator notifying campuses of eligibility. Jeff agreed this would be helpful for other programs as well (e.g. direct loans). Jeff said at BSC anyone at 500 credits will get counselor review and manual processing. It was the consensus that Dennis add service indicators for LEU. Jeannie said Pell eligible students are to be awarded SEOG before non-Pell eligible students (non-Pell students should be moved to the bottom of the list). Dennis will send an e-mail to the group when this job is complete.

E-mail selection for the Notification Process in PS
Rohit discussed changing PeopleSoft preferences to send e-mail notices to students at their campus e-mail address rather than to a personal e-mail account, but he’ll need to check what would happen if the student does not yet have their campus e-mail set up. He reported that FUG approved the change, but they wanted CUSAD approval. Katie said it would be great if financial
aid had authority to send to students’ campus e-mails as well. There were no objections from CUSAD members.

Alert Texts and Campus Connect Acceptance for ND Aid Programs
Nathan asked CUSAD members if they would object to putting two text items under the award information section on Campus Connect. One is the URL to accept the State Grant, which would be a link to the NDUS and the second regarding AC/CTE to remind students that in their 3rd semester they must carry 15 credits. Dennis asked Nathan to send him the text and Dennis will send instructions to the campuses on where to put the messages.

Conference Calls Between Staff Members
Rohit proposed conference calls be held for the actual end users every 15 days for 30 minutes to share ideas and processes to ensure they are using all the tools that they have available. He said he would like Dennis and Sue to be part of the call as well. Sandy K. agreed this was a good idea since the financial aid directors don’t deal with many of these tools. Rohit said agendas would be prepared ahead of time so appropriate campus personnel join the call. One or more people from each campus could participate in the call. Rohit will take the lead with Sandy P.’s help. Dennis expressed concern about the time commitment of staff. Rohit said it would be an optional call and the agenda would be suited to the issues at hand and number of calls may be reduced to once a month, if no issues arise. Jeff thought every other week would be too aggressive. It was suggested to initially meet once a month and then more or less frequently as needed. There was also a suggestion to meet twice a month and then adjust as needed, otherwise agendas get too long. Information will be sent to the listserv.

Comm Gen Process and Comments
Josh reported he is working on Comm Gen award letters, which will allow financial aid staff to also send out revised award letters. Comments from the general letter will remain on the letter unless someone takes action to remove it. After CUSAD approval, testing will begin. If adjustments are made to an award, the person making the adjustment must initial it. Rohit said there are no instructions for this process and it is not being used at this time. There is a text box available for manual changes but it hasn’t been used. A general letter along with a revised award will be sent to the students. Dennis said whatever is in the textbox will be sent. Katie suggested moving forward if this will be helpful to some campuses; it could provide a great service. Rohit said the messages stay on student center and are dated. Rohit volunteered UND to try out this process and said they would like to use it beginning in fall 2013. Dennis will do the DR with a ranking of medium priority.

Verification Checklist Item VSOCSR: SNAP (Food Stamps) Benefits; New Verification Checklist Item
Rohit suggested a change to the description on the VSOCSR statement from the county for the change in SNAP benefits to only refer to food stamp benefits. Katie agreed this would make it clearer by only asking for a statement that they receive these benefits and not the amount they receive. Campuses won’t need any documentation from social services, the student just needs to verify that they are receiving SNAP benefits. If there is conflicting info on the worksheet and the FAFSA, then additional documentation will need to be requested. It was the consensus of CUSAD members to move forward.
Rohit requested adding a new checklist item for medical information regarding pregnancy and due date to verify pregnancy. Dale expressed concern that this is going too far into the privacy issue. Jeanne said it would be an optional checklist. Dale, Sandy K., Nathan, and Betty didn’t think this was necessary. It was the consensus to move forward with the checklist. Sue will let the group know when it’s ready.

OLD BUSINESS

NDU Deficiency Report
Betty said she doesn’t think she’ll get access to the deficiency report at VCSU. Jeannie indicated NDSU financial aid staff have access to the report, but in a different format, and staff need to look at three screens to get the information needed. Dale said at MiSU, the registrar runs the report and sends a copy to financial aid, which works but it would be simpler if he could just run the report. Janelle will check with UND’s registrar to see if they would be in favor of allowing financial aid staff access to the deficiency report. Dennis was asked to revisit this issue with the registrars.

E-signing MPNs
Dennis reported he is still working on this issue.

COA
Nothing was reported due to lack of time.

CUSAD Meeting Schedule
Nothing was reported due to lack of time.

Repeat Classes at other Schools/Collaborative Students
Nathan said that according to Rick Renshaw, students appear to have a legitimate loophole when it comes to repeating classes at other campuses and recommends an internal procedure. Nathan will follow up and report at the next CUSAD meeting.

Loan Debt Reporting on Reports/Survey
Nothing was reported due to lack of time.

Ready for Counselor Review and SAP
These issues have been resolved.

Single Audit
Nathan said this could be removed from the list.

Title IV Authorization to Pay Institutional Charges Workgroup
Nothing was reported due to lack of time.

Undecided Majors
Nothing was reported due to lack of time.

Unofficial Withdrawals – Discussion with SR
Nothing was reported due to lack of time.

SAP Changes/Remedial Classes
Sue reported the work has been completed and this issue can be removed from the list.

**New Verification Process**
Nothing was reported due to lack of time.

**Disbursing Aid in Multiple Disbursements for Modules**
This issue will be discussed after summer term.

**ED’s Fraud DCL**
Nothing was reported due to lack of time.

**Pell Graduation Rate Disclosure**
Dennis reported that Student Records owns this project and asked financial aid directors to follow up with their registrars of the status.

The meeting was adjourned at 3 p.m. The next CUSAD conference call is scheduled for May 17, 2012 from 1:30-3:00.

Minutes prepared by
Sheila Tibke