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

Approval of April 19, 2012 CUSAD meeting minutes
The minutes of the April 19, 2012 CUSAD conference call were approved as presented by consensus.

Addition of fields to query NDU_FA_0093, Verification of Ind Status -- Janelle
- Address
- Career from Applicant Progression (show only if Grad)
- Prog Actn status (only if career is Grad)

Jennifer Duffy from UND said they are asking for additional fields so they can do a mail merge. Dennis Junk asked if this report should show undergrad, grad or both, and it was agreed to have both. Rohit Kulkarni said he would like this to be a report and he asked for a medium high priority for this field addition. It was agreed that this should move forward.

Update to verification checklist
UND also asked to have the report check if the parents or student are filing taxes before it requests a tax transcript. If the parent or student will not be filing, then a transcript would not be requested. Priority requested is high. This was supported by CUSAD.

NDU IRS retrieval query
UND asked for a query which identifies 02 codes in the ISIR load process for people who originally did not use the IRS data retrieval, and then they go back and do because of verification. Dennis said this has been built as a checklist process, but the group is moving toward queries only, instead of checklists. Dennis said several hours have been put into the development of the process of checklists and queries, which is not yet in production. Jennifer said they mark them as received and process the verification and they only complete the checklist once the process is complete.
Create CommGen communications & checklist for C Code – Janelle
Janelle Kilgore asked for a process to request a checklist if it does not have a C Code and to have an email sent to the student if they have a C code and to add this as a medium priority. It was agreed by CUSAD.

Report for changes to athletic awards – Dennis
Dennis said they are working on a request for a report that lets them know changes to award packages for athletes. Dennis was wondering how campuses are identifying athletes. Dale Gehring said they have created a positive service indicator so they can see if an athlete is involved. CUSAD said this may be an outdated request. CUSAD agreed that this could be cancelled.

Credit Balance Option – Sandy Prudhomme/Dennis
Dennis said one of the projects they are working on is for students to indicate that they want to use title IV funds for fees that are outside the scope of what the Feds allow for use of title IV funds. They are asking that the answer be added to the report campuses use to enter PLUS loans. CUSAD agreed to this and that it should be a high priority.

COA adjustments -- UND
Janelle said Dennis is going to check if the budget categories are going to switch to actual. Sue said in test they have been unable to pull in the actual tuition costs even though on PeopleBooks it looks correct, but they are working on sharing files and are looking at how to create it.

State Grant updates to campuses – Nathan
Nathan Stratton asked how often campuses want a state grant update list from the NDUS office. Sandy asked if only the students with information changes can be sent. The group asked for once a week during the busy time. Nathan explained that for the list of students who have multiple ND campuses listed on their ISIR, the students may or may not be eligible because of the changes in the cost of institutions. Nathan said the action step is for the student to indicate to the NDUS office where they are attending. The award will have to be re-evaluated once that information is received. Dennis said he would send the instructions on how the campuses can electronically upload the state grant lists.

Repeat Courses for collaborative students – Dale
Dale Gehring said they were going to try to figure out if collaborative students should be falling under the federal repeat course ruling for receiving aid. Jeff Jacobs asked if transfer credits for attempted courses are included in the report that identifies repeat courses. Sue Applegren said the query takes posted courses into consideration because of the articulation agreements between the campuses. Dale asked if this should go to the collaborative group as a concern. Jeanne Enebo said a query could be run at the end of the term to identify these students. Jeff said the grades would be posted prior to the start of a semester, so they should be picked up on the report. Shelly asked if a question should be added to the collaborative application on if the class is a repeated course, and if the answer is yes the student should call the FA office. CUSAD agreed to this approach. Jeanne said she would move this item to old business.

Summer EFC proration -- Janelle
Janelle asked if there could be a process developed to prorate the summer term so it would not have to be done manually. Dennis said this project is currently in process.

**Face-to-face CUSAD meetings**
Jeff said CUSAD discussed meeting at least once annually face-to-face to discuss issues that are affecting the group. Jeff said the NDUS registrars meet twice a year – over spring break and in November. Jeff made a recommendation for CUSAD meet face-to-face twice annually, Jeanne seconded. Katie Nettell said spring break does not work for her, Jeff said the meetings would just be in the fall and spring and he would check with the registrars group to see how they choose dates and locations. It was approved by consensus to hold two face-to-face meetings annually.

**Common award notifications**
Jeff said as common award notifications progress, he would like to make sure the group stays informed. Dennis said HUEG discussed this and PeopleSoft is aware of it.

**Website updates for gainful employment**
Valerie Heilman said she attended a webinar that stated all rates will come out in a month or so, but campuses will not get information if there were less than 30 grads in the past two years. They would get the calculations, but not the report. Val said in the next couple weeks the webinar would be in the archives.

**Comm Gen mod to include detail list of recipients**
Carmen Marohl said she would like a report that would show her the name, email and letter code, and instance number of the comm gens that did not go through. The group approved the request at the lowest priority.

**User group meetings**
Rohit Kulkarni said his group suggested sending out an agenda on the listserv prior to holding a call. Rohit ask the directors to contact him if they want someone other than themselves to be the contact for the group.

**Old Business**
- **NDU Deficiency Report – Dennis**
  Dennis said this should have a different point of contact for getting access to the midterm grade report. Shelly and Janelle were going to check with their registrars as to why they voted against this item.
- **SAP changes/Remedial classes – Sue & Committee**
  Sue said SAP is done, and she said this item should be removed.

The meeting was adjourned at 3:00 p.m. The next CUSAD conference call is scheduled for June 21, 2012 from 1:30-3:00.