Betty Schumacher, VCSU, CUSAD Chair, called the meeting to order.

Approval of June 21, 2012 CUSAD Minutes
It was moved by Dale Gehring, seconded by Shelley Blome, to approve the June 21, 2012 CUSAD minutes as presented. The motion was unanimously approved.

Procedure 500.1 – State Student Incentive Grant
Nathan Stratton presented Procedure 500.1 to CUSAD for their review of the proposed revisions. Amendments suggested by CUSAD were to keep the definition of overpayment, to change “e” to “be” in section 2.1.c, to change the reference to the State Student Incentive Grant Program in section 2.1.g to State Grant, to remove the “and” at the end of section 2.1.i, and to remove the word “Resident” so it reads “Full Time Student” in Section 5.

Nathan stated that it has been confirmed with Pat Seaworth that the State Grant award is for 8 semesters of receipt, so campuses will not have to check for 8 or more semesters of attendance any longer. It was moved by Dale, seconded by Shelly to accept the changes with the proposed amendments. The motion was approved unanimously as amended.

Dale asked about not having to have the grants reevaluated for need once the grants are disbursed. Nathan said that there would need to be a clear recommendation from CUSAD that would have to be moved through the necessary channels.

R2T4 and modular type classes
Jeannie Enebo said that she was wondering how other campuses are handling the R2T4 for modules. Jeff said he updated the process and documentation and will share the updated
process. Jeanne said the Query 53 will help identify students who don’t withdraw from the entire semester. Dennis suggested putting a work group together to identify the issues tied to R2T4 for modular classes and to create solutions. Jeff said they are not disbursing until the student is at half-time status. Then they run query 201 to check the student’s enrollment and they check transcripts. Laurie, Katie, Rohit, Christy, and Dennis volunteered to be part of the group. Erica inquired if cost of attendance should be adjusted, or if it is only Pell. It was asked if students are administratively dropped for no-shows. Dale said MiSU does and that it is clearly outlined in the faculty handbook and is monitored by the registrar.

Procedure 404 – Collaborative Student Procedure
Nathan explained that the purpose of the review of Procedure 404 was to cover the financial aid role in the collaborative process. Katie Nettle suggested that a check box be added on the form to show that students are not repeating a course at a different institution. It was moved by Dale, seconded by Sandy to approve the procedure as presented. The motion was approved unanimously.

Procedure 402 – Admissions Requirements
Nathan stated that a copy of the procedure regarding the attempt to make an undecided track under general studies was sent to Rick Renshaw with the Department of Education (DOE). Rick Renshaw suggested strengthening wording of being admitted as a regular student, and to have a real degree for these students to be eligible for financial aid, not just have the students put in a holding area until they decide. The group decided that this is a procedural issue. Nathan said he would report to CUSAD on what the Student Affairs Council decided on this issue at their meeting.

Cost of Attendance
Jeanne said they need a process that will run at census to re-budget students based on changes in cost of attendance. Dennis said this can be accomplished by running the reset budget flag and then re-running, and then they will have to add in the enrollment information. He said if there is a budget adjustment you can enter a term specific message so those students would not be re-budgeted. Dennis said he could do a reset with an edit message for the group to test. Jeanne asked that campus solution look for a process to re-budget based on enrollment as of census. It was agreed by consensus and was given a high priority.

Hi-Point Mobile Ap
Dennis explained that the Hi-Point ap is a web page to use with mobile devices to view the campus student center information. It comes with financial aid: view award, sat progress, and accept and decline aid. Dennis said he recommended for roll-out that view award and accept/decline aid be disabled because messages, COA and many other items are not shown, only the award and accept budget. Dennis said they could include this information in an email to the students so that they are covered, or they would ask the vendor to adjust the software. The group suggested that the view feature be activated. It was approved by consensus.
Rohit suggested that a message be added to the view page that the student needs to log into campus connection to actually accept the award. Dennis said he would check to see if they could do that.

Institutional handling of over awards for SSIG – Nathan asked the campuses to send their recommendations on institutional handling of over awards for the SSIG to him to be summarized and redistributed to the committee.

CC FUG
1) Rohit said the CC FUG group discussed setting up a new security role for placement and the removal of the service indicators. There is a mandatory alcohol awareness program and there would be one person who would just put on and remove service indicators, and this is why they are trying to create a role. It was moved by Shelley, seconded by Jeanne to implement the service indicator role. The priority would be high.

2) Rohit said a group has been formed for residency guidelines. Information was distributed to the group.

3) Rohit announced that there is a search feature that searches students by email id or phone number. This is available for those who have the search match page.

ISIR comment codes
Jeff said the C code list does not include the comment codes for the 257, 258, 259. Laurie said you can look up codes on the NDU ISIR comment report, so they would not have to be done individually. LEU – 345, 346, 347, 348 are the codes for the LEU ISIR codes.

Opt-out option
The business affairs office at NDSCS would like to know if the opt-out option will still pay for bookstore and for miscellaneous. Dennis said this will be a question for student finance on how the charge priority is set up, as the opt-out authorization follows the rules for that option. Laurie Weber asked if the people who opted out could be removed from the list of students who can charge at the bookstore. The group said that once a student opts out, it is for all aid.

Old Business
Security roles for student employees
The campuses had nothing to report.

CUSAD Meetings
The group agreed to hold a face-to-face meeting twice yearly. It was confirmed that CUSAD meetings would be held the third Thursday of each month. Jeanne said she would extend the conference call lines.

NDU Deficiency Report – The current status of this initiative is that it is waiting to be added by the student records programmers. Jeff would like to define a system process for identifying
failing grades. It will require faculty to enter dates, so this will necessitate a discussion of whether or not attendance will be taken.

**Fraud**
Shelley Blome said they self-select low income students for verification. She was finding applications with information that was looking suspicious so she contacted several other campuses to see if they were seeing similar discrepancies. Katie said they were experiencing the same problems at LRSC. It was reported to DOE, NDUS, and IG. Nathan said the NDUS is gathering information to build a case against them.

Nathan said CUSAD will need to identify ways to identify and prevent future fraud attempts. He said they are looking at activating the global service indicator to show that a student needs to be put on hold. Student finance also wants to use it to transfer student delinquent balance information. Nathan said there was a dear colleague letter that outlines things that should be looked at, and they are looking at getting data mining software to help identify possible fraud attempts. Katie said they are still working with conditionally admitted students, and all of these students had incomplete files. These were all online students. Jeanne said they use a missing checklist query, which holds payment for things that are not done. Nathan suggested putting this into a procedure and stated that the system is also looking at a three tiered admission policy.

Jeff would like to implement a service indicator for incomplete admission files for aid to not be disbursed for federal and state aid. Laurie said admissions will need to be using the checklists to accomplish that. Jeff said faculty need to be part of the solution by reporting students who are registered but not active in classes. Laurie said mid-term D or F alerts to students has helped student unofficial withdrawals.

The group agreed that this would have to be sent to the admissions group. Dennis said he would check on what admissions currently uses. Dennis suggested Betty talk to the chair of the admissions group.

**E-signing MPN** – Completed.

**Loan debt reporting on reports/survey** – Completed.

**Single Audit** – Completed.

**Title IV Authorization** – Completed.

**Unofficial withdrawals** – Currently at student records.

**Disbursing aid in multiple disbursement for modules** – Completed.

**Pell Graduation Rate Disclosure** – Currently at student records.

**Repeat courses for collaborative students** – Completed.
Face-to-Face CUSAD meeting – It was agreed by CUSAD that face-to-face meetings would be held twice each year.

Common Award Notifications – This is currently in the works on the National front. It was agreed that it should be removed from old business.

Gainful Employment - Sandy stated that updates need to be made to the disclosures on the websites.

Adjourn

It was moved by Shirley, seconded by Katie to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned at 2:50 p.m.