Present:
Jeff Jacobs, BSC  
Valerie Heilman, DCB  
Sandy Klein, DSU  
Katie Nettle, LRSC  
Shirley Hanson, MaSU  
Dale Gehring and Laurie Weber, MiSU  
Shelley Blome, NDSCS  
Jeanne Enebo, Sandy Hill and Bonnie Litton, NDSU  
Robin Holden, UND  
Betty Schumacher and Marcia Pritchert, VCSU  
Lynn Haverlock, WSC  
Dennis Junk, Campus Solutions  
Peggy Wipf and Gina Padilla, NDUS

Lynn Haverlock, CUSAD Chair, called the meeting to order.

Approval of July 28, 2011 CUSAD meeting minutes  
The minutes of the July 28, 2011 CUSAD conference call were approved by consensus as presented.

Agenda additions  
No additions to the agenda were announced.

Upcoming CUSAD meetings  
Lynn announced the dates of the upcoming CUSAD meetings and asked if there were any conflicts. The following dates were agreed upon:

| September 15, 2011 | October 20, 2011 |
| November 17, 2011 | December 15, 2011 |
| January 19, 2012  | February 16, 2012 |

Vocational Rehabilitation release of information – Jeff Jacobs/Peggy Wipf  
Peggy Wipf said there have been concerns from Vocational Rehabilitation (VR) that the counselors are getting pushback from campuses when asking for information. Peggy asked for the release form, and a copy of how things are calculated from VR.

Peggy asked if the campuses are receiving requests that are not in accordance with FERPA, and if the VR form fits the campuses needs for the FERPA requirements. Sandy Klein said when they use the disclosure, it covers the necessary requirements but it is problematic when the process
is not followed and forms are not being submitted. The campuses agreed that the necessary
documentation must be completed by the agency and identification must be presented to
ensure FERPA regulations are met. Peggy asked how the campuses confirm student’s identity
when students request information, and they said the information is sent to the student’s
home of record. The council suggested students use the online campus connection system to
provide the necessary information to the VR counselors, including transcripts. Lynn Haverlock
suggested they provide the path in Campus Connection to access the necessary information
directly to the Voc Ed Counselors so they can help students access the necessary information.
Peggy said she would follow up with Vocational Rehabilitation.

**IRS Data Retrieval tools – Jeff Jacobs**
Jeff Jacobs asked Dennis Junk for a status update on the implementation of the IRS data
retrieval tools. Dennis said the necessary updates are available in stage, but because of the
upgrade delay it has not been moved to production. Dennis said it creates a checklist
depending on the code. The council said for verification the new items would be added to the
checklist, which is useful for audits.

**Unofficial withdrawals – Jeff Jacobs**
Jeff said when they do unofficial withdrawals it is labor intensive to figure out the last date of
attendance. He is looking for a way to make this less labor intensive. Jeff said some schools are
required to have a last date of attendance for students who have a failing grade. Lynn said
Williston has their instructors enter a last date of attendance on the advisor transcript in the
comments. Dennis said they could add a spot for this to the unofficial withdrawal report. Dale
Gehring says they use 50% of the term and that has worked well for MiSU. Jeannie said she
would like a specific field on the advisor transcript or the unofficial withdrawal query so the
format is universal for consistency purposes and so it is easy to pull. Dennis suggested that this
item be sent to the SR User Group.

**How AC-CTE Scholarships are affected by the Ch. 33 Post 9/11 GI Bill and non-Title IV
scholarships**
Gina Padilla said a question arose on if the ND Academic and ND Career and Technical
Education Scholarships had to be deducted from the cost of attendance for students accessing
their Ch. 33 Post 9/11 GI Bill. Gina confirmed that the ND Academic and the ND Career and
Technical Education Scholarships are not limited to use toward tuition and fees.

Laurie Weber joined the group to provide information on some of the administrative items
which must be covered for the new GI Bill. Laurie Weber said anything that is specifically for
tuition and fees and is not Title IV funds needs to be deducted from the cost of attendance.
She said Veterans Affairs has suggested that schools set up a binder for each type of scholarship
and to have documentation which shows what the funds must to be applied toward. Laurie
said the VA certifying officials may need help setting up this documentation.

**Nursing program fees/budgets**
Sandy Klein said there is a long waiting list for their nursing program and it has its own program
fees. Sandy said it is labor intensive to review the list periodically for fee changes for students
coming off the waiting list and she asked how the other CUSAD campuses are handling this situation. Jeff asked if they use a sub-plan when they are budgeting and Dennis said the sub-plan is available for budgeting. The other CUSAD campuses said that they manually adjust for the extra fee for students who come off the nursing program waiting list.

**Bookstore charging update – Bonnie Litton**

Bonnie Litton said from the information she has gathered, if a school is providing an option to buy books elsewhere and if the books can be charged at the bookstore, they are meeting the requirements. Bonnie said as long as the information and the exact ISBN is provided, funds do not have to be provided. They asked about the written authorization, and Bonnie said this is something they are reviewing, but currently do not see a way this can be done efficiently.

Sandy asked if the schools have to list anything on the website under the consumer information. Bonnie said it is recommended that the information be provided on a more visible location, in addition to in the consumer information. Katie asked if she is hearing right that the opt-out statement is not mandatory, but there needs to be a statement that they can charge their books in the bookstore if there is excess financial aid available. Bonnie said the statement should include that if students choose not to charge their books at the bookstore they are opting-out.

**Right to Rescind Comm Gen**

Dennis said there needs to be a right to rescind letter for parents with Plus loans and it would be best to create it in Comm Gen only. Some prefer the Letter Gen because of the formats available for labels, but Dennis said they have been working on getting the labels straightened out in Comm Gen.

In response to a question from Jeannie Enebo, Dennis said they first run the right to rescind, create a communication, and then run comm gen. It was suggested that this be tabled until the September agenda.

**Remedial courses – Dennis – discuss impact on FA with Academic Rpt (Charles Fjeld)**

Dennis said Sue thinks this is wrapped up and there is nothing new to report. Dale said he is not sure if this is working right. Dennis asked that Dale submit a ticket with a sample. UND said they submitted a help ticket because this does not work when students are getting a W or a U, but it does work if they get a letter grade. It was suggested that this be tabled until the September agenda.

**Repeated courses tracking – fed update – SAP Committee**

Robin Holden said the query results showed that only music and theater classes were being repeated. The NDUFA 0034_7 is the report that pulls the repeated courses. Dennis said this should be run before disbursement and the load should be adjusted. Shirley asked if it needs to be monitored when transfer students are repeating courses that they originally took at another institution. It was moved by Jeannie, seconded by Sandy, that students who are repeating courses and are on FA disqualification are eliminated from the list or that a column is added to the query to show that they are on FA disqualification. The motion passed unanimously.
Robin asked if the repeated course rules should be applied to the State Grant, and the ND Academic and CTE Scholarships. Katie said because these are based on enrollment status, the rules would not be applied to the State programs. Dennis confirmed that for the State Grant and AC and CTE enrollment verification, they are not checking for repeat courses.

**SAP changes – Sue & Committee**
Katie Nettle asked that this be tabled until Sue is available.

**IDA Account – Dept Health and Human Services**
Betty Schumacher asked if anyone has had funds received from students with an IDA account and if that has to be counted. Sandy said she has information from Deb Tarpley stating that this fund information has to be counted. Peggy asked Sandy to distribute the information to the council. The committee said a portion is considered a grant or scholarship, and the rest is student money.

**Other discussion items**
**FA term** – In response to a question on FA term, Dennis said it runs nightly right after midnight. At Jeanne’s request, Dennis said he would look at the runs for the FA Term build.

Shirley Hanson asked for clarification on students who have at the end of the term did not finish courses but were given incompletes, and if they are given a full term to complete the courses and if they fail all the courses. Should a return of Title IV funds be done. Committee consensus was that if they appeal and it is documented it should be fine.

The meeting adjourned at 2:57 p.m.

Next meeting is scheduled for September 15, 2011.