Council of University Student Aid Directors (CUSAD)
MINUTES
Thursday, May 18, 2017
Conference Call

PRESENT
BSC    Scott Lingen, Linda Greenstein
DCB    Val Heilman
DSU    Chris Meek
LRSC   Katie Nettell
MaSU   Susan Cordahl
MiSU   Laurie Weber, Lindsey Benson
NDSU   Bonny Litton, Sandy Prudhomme, Jeff Jacobs
UND    Kellie Choate
VCSU   Betty Schumacher, Marcia Pritchert
WSC    Andrea Carver
CTS    Crystal Tangsrud, Chad Gilbertson, Ramona Breuer, Sue Applegren, Tom McNaughton
SLSC   Kelly Bisek
NDUS   Kristin Ellingson, Alexandina Bauer

NOT PRESENT
NDSCS

Val called the meeting to order at 1:31 pm.

ADDITIONS TO AGENDA
Transform – Katie Nettell
NSLDS to the front of the call – Ramona Breuer
Extension Act for the Perkins Loan Program – Kelly Bisek
ND HUG – Tom McNaughton

NEW BUSINESS

1. Approval of April’s Minutes
Scott motions to approve April minutes with amended additions from Katie Nettell
Katie seconds the motion
Motion passes
Minutes approved
2. CTS Updates – Crystal & Sue
   - Upcoming Outages:
     o Production
       ▪ 5/20: 5am-6pm - Bundle 45 Installation
       ▪ 6/4: 8-12pm - Historical Outage (End of Term 1730)
     o Stage
       ▪ 5/22 3pm – 5/23 6pm: Refresh
     o HighPoint Mobile – Accept/Decline Page was not currently enabled because award messaging is not available on these pages. Perkins MPN isn’t available on HighPoint and going to the full site is needed to complete Perkins MPN. Schools would like this turned on with a comment in the award message informing the students they would have to go to the full site to complete Perkin. No opposition.
     o NSLDS Aggregate Update - After much evaluation, we are taking the following steps to help reduce the number of students that do not have program-level enrollment information reported in the NSC report.
       ▪ Reviewed the ‘Taxonomy’ tab in the Academic Plan Table, which is where the NSC fields are set up, and the source which is used in the NSC Report. Some plans had incomplete set up, and these have been updated appropriately with the information we have been able to gather at this time.
       ▪ The non-degree students do not have program-level information. When the Provider Institution is including their collaborative students, they are increasing their non-degree students with no program-level information. In the NSC Enrollment Reporting guide, it indicates as follows:
         Include:
         ▪ Studying at another school under a consortium arrangement, but for whom you are the home school. You should include all of the student's credit hours in your status calculation, including courses at the away school.
         Do Not Include:
         ▪ Consortium students for whom you are not the home or degree granting institution (these students are frequently noted on the student information system as visiting students)
       ▪ We will be taking the course of action to include this criteria in NSC Reporting for the Fall 2017 semester. We will rely on the collaborative information that is entered on the NDU Collaborative Student Info page. Additionally, we will add all the credits from the Provider Institution to the Home Institution if the Enrollment Status is ‘Enrolled’. Our assumption in this logic is that only collaborative students are entered on this page.
3. **Record Retention – Laurie Weber**
   Reconnect with Jerry Rostad for a little help with coming up with language for an update for the financial related records. Language will be presented to the group.

4. **Verification Status Service Request – Jeff Jacobs**
   NDSU would like to add a column to the NDU_FA_0048 Verification Status Report. The column requested to add would be tied to packaging status summary and would indicate the student’s aid application status of either active, applied, canceled or restricted. NDSU would like the ability to filter out any student whose application has been canceled to know the exact number of verifications to complete versus receiving a list of ALL verifications regardless of application status.
   
   Priority: Important
   No opposition

5. **Incorrect House Budget Service Request – Kellie Choate**
   NDU_FA_0062 Incorrect Housing Code This query pulls students who have a with parent budget and a housing choice of On/Off Campus on the FAFSA. I would like the query to also pull in students who have an on/off campus budget and with Parent listed as the housing choice on the FAFSA. It would help find any discrepancies between budget and housing choice.
   
   Priority: Important
   No Opposition

6. **Checking for the latest update for GE disclosure regulation process – Valerie Heilman**
   Testing is still going well. We may be a couple days off of the June 1st target. CTS will let you know when it’s available for testing.

Additions

**Extension Act for the Perkins Loan Program – Kelly Bisek**
   Extend the Perkins loan program for two years.
   Alex and Kristin will mention this to the chancellor and see if he will draft a letter.

**Transform – Katie Nettell**
   Ask your IT department to share forms among the financial aid community.

**ND HUG – Tom McNaughton**
   Please expect communications. It is user led conference and CTS. Probably in October.
Old Business

MEETING ADJOURNED
The next meeting is Thursday, June 15 at 1:30 pm. Val adjourned the meeting at 2:53 pm.

Minutes prepared by Alexandria Bauer, NDUS