

**SC National Guard College Assistance Program (SCNG CAP)
Review/Evaluation Committee Meeting
Main Conference Room
April 26, 2019
9:30 a.m.**

SC Army National Guard

Mr. Paul Mead

CHE Staff

Ms. Lorinda Copeland

Dr. Karen Woodfaulk

Institutional Representatives

Ms. Michelle Upchurch, Limestone College

Guests

Ms. Julie Frick, USC Columbia

1. Introductions and Approval of Minutes

The meeting opened at 9:32 a.m. Introductions were made by everyone in attendance. Dr. Karen Woodfaulk asked for a motion to approve the minutes from the November 15, 2018, meeting. The motion was made (Upchurch) and seconded (Mead) to accept the minutes as written. The minutes were accepted as written.

2. SCNG CAP Awards Update

Ms. Lorinda Copeland reported that as of April 25, 2019, the spring 2019 awards were \$708,664. Approximately 14 institutions had not reported their spring enrollment. The deadline for institutions to request and/or return funds for the spring semester is May 30, 2019. Ms. Copeland also reported that the fall 2018 awards were \$1,130,296. However, one institution would be requesting additional funds for fall 2018.

3. SCNG CAP AY2018-19 Eligibility Update

Mr. Mead reported that the Army Guard received 840 applications. Of this total, 759 were approved and the projected funding \$3,048,415.50. The projected AIT completions for the summer semester were 13 and the projected funding \$29,250. The total projected funding for the Army Guard was \$3,077,665.50.

4. Summer 2019 Awards Process

Ms. Copeland stated that information regarding the summer awards process was disseminated April 15 to the institutions. Institutions are to submit their summer CAP recipients for each summer session to CHE by the requested deadline. Ms. Copeland asked if there were questions or suggestions. Ms. Julie Frick responded that the process worked well last year and that she did not have any suggestions.

5. SCNG CAP AY2019-20 Application Window

- SCNG CAP Web Portal (Update)

Ms. Copeland stated that the CAP application will open June 1 and close August 1. Information regarding the application window was disseminated April 2 to the institutions. Ms. Copeland did not have a scheduled date to report for the web portal to return online. An update would be provided May 1 by the CHE Information Technology Manager. Dr. Woodfaulk communicated again that CHE has to obtain authorization from the SC Department of Administration, Division of Technology Operations (DTO) for technology projects. If an update

is provided May 1, institutions will receive an update. Dr. Woodfaulk also stated that questions continue to be asked about the portal which indicates work is continuing.

Ms. Copeland stated that if the portal is offline during the application window, the process used last year would need to be used again this year. Mr. Mead responded that he would again forward eligibility lists to institutions June 30 and final lists August 5. If there are eligibility changes after August 5, institutions will be notified individually. Mr. Mead asked the institutional representatives if there were suggestions for improvement. Ms. Michelle Upchurch responded that the more information provided the better. Mr. Mead responded that he would provide the name, date of birth, institution, semesters selected and eligibility date. Ms. Frick asked if the last four of the social security number would be provided. Mr. Mead responded yes. Ms. Frick responded that the eligibility date is a tremendous help and Ms. Upchurch agreed. She also stated that there were concerns last year regarding some of the eligibility dates provided.

Ms. Copeland stated that she had received a file containing this year's application data and could provide eligibility dates if needed. Dr. Woodfaulk responded that the offer should be extended to all institutions. Ms. Copeland asked how an eligibility date would be determined if eligibility occurred before the web portal went offline. Mr. Mead responded that he would have to rely on the spreadsheet Ms. Copeland downloaded before the web portal went offline. The reason institutions did not receive eligibility dates for some service members last year was because eligibility dates were not tracked manually. If service members are new, eligibility dates can be provided. As a reminder to the institutions, Mr. Mead stated that service members should not be added to an eligibility list by word-of-mouth from the service member. Institutions should confirm eligibility.

Mr. Mead expressed his concern about possibly having to direct service members to a paper application. Ms. Copeland responded that the electronic application is available. However, the issue is merging the application and the FERPA. Dr. Woodfaulk stated that a reminder would be forwarded to the CHE Information Technology Manager regarding the issue. Ms. Copeland stated that another reminder to communicate is that the Guard would like to test the application before the application opens.

5. Other Business, Comments, or Concerns

Dr. Woodfaulk asked if there were concerns or issues regarding the SCNG CAP. Ms. Upchurch asked about the removal of the 130 attempted credit hour maximum. Dr. Woodfaulk responded that CHE approved the removal in 2017. Since CHE's approval, representatives from the Adjutant General's office have discussed a variety of proposals for service members. Dr. Woodfaulk did not know whether the intent is to present a broader proposal to the General Assembly. Also, CPT Jacinda White is no longer the governmental affairs liaison due to her transferring to another position. If the Adjutant General's Office moves forward with the removal, the regulation would have to be changed. Mr. Mead responded that initial discussions regarding program changes were with the former Adjutant General. Mr. Mead plans to schedule a meeting with the new Adjutant General as soon as possible.

The meeting adjourned at 9:57 a.m.

Respectfully submitted,

Lorinda Copeland
Recording Secretary