

**SC National Guard College Assistance Program (SCNG CAP)  
Review/Evaluation Committee Meeting  
Main Conference Room  
April 20, 2016  
10:00 a.m.**

**SC Air National Guard**

SSgt. Sonya Hemphill

**Guests**

Ms. Julie Frick, USC Columbia

**SC Army National Guard**

Lt. Colonel Sean Egnew  
SFC Paul Mead

**CHE Staff**

Ms. Lorinda Copeland  
Dr. Karen Woodfaulk

**Institutional Representatives**

Mr. Jeff Dennis, Greenville Technical College  
Mr. Hank Fuller, The Citadel  
Ms. Cindy Peachey, USC Columbia  
Ms. Michelle Upchurch, Limestone College

**1. Introductions and Approval of Minutes**

Introductions were made by everyone in attendance. Dr. Karen Woodfaulk asked for a motion to approve the minutes from the February 16, 2016, meeting. The motion was made (Egnew) and seconded (Peachey) to accept the minutes as written. The minutes were accepted as written.

**2. SCNG CAP Awards Update  
- Fall 2015**

**- Spring 2016**

Ms. Lorinda Copeland provided an update on the College Assistance Program (CAP) awards for fall 2015 and spring 2016. The net request for fall 2015 was approximately \$1,709,000 for 708 Army Guard members and 72 Air Guard members. The net request for spring 2016 was approximately \$714,677 for 306 Army Guard members and 20 Air Guard members. Based on information received from the institutions, approximately \$827,000 in additional awards for spring 2016 are expected. The total estimated awards for spring 2016 is approximately \$1.5 million, approximately \$200,000 less than the fall 2015 awards. There was concern regarding the number of eligible members and the available funding at the beginning of the academic year. Dr. Woodfaulk responded there will be no issues with funding eligible guard members this year.

Dr. Woodfaulk stated the Guard did an exceptional job with their recruitment efforts. It appears there will be funding for additional members for the upcoming academic year. Ms. Copeland reported that the number of eligible members in the CAP database at the beginning of the academic year was approximately 1,065. The current number of eligible members in the database is 93 Air Guard members and 930 Army Guard members. The decrease to approximately 1,023 eligible members is due to ongoing updates to the eligibility status of members. Dr. Woodfaulk stated it would be good to have conversations regarding recruitment plans for the upcoming academic year.

### **3. SCNG CAP Application Window 2016-2017**

Ms. Copeland reported the upcoming application window will open June 1<sup>st</sup> and will close August 1<sup>st</sup>. The National Guard has started communicating information regarding the application window to their members. All eligible members in the CAP database will have their "Y" status updated to an "N" status in preparation for the eligibility renewal process. Ms. Copeland also reported information was disseminated to the CAP institutional point of contacts regarding the awarding process for the summer 2016 semester. SFC Paul Mead contacted their Army Guard members who were not awarded CAP for the fall 2015 semester. These members were informed they may be eligible to use CAP during the summer 2016 semester.

Dr. Woodfaulk asked the Guard if communication had been disseminated regarding the application window. Lt. Colonel Sean Egnew responded communication to their members is ongoing. Information is posted on Facebook and communicated to their members during unit visits. SSgt. Sonya Hemphill stated the Air Guard has updated their website and a "base-wide" email was forwarded to their members regarding the application window.

### **4. Suspension Favorable Personnel Action (SFPA) – Flagging Actions - Good Standing (Section 62-253 C. (1) of the SCNG CAP Regulations)**

SFC Mead provided an explanation of the proposed flagging actions. Flagging actions are "flags" in their system for members who do not meet policy standards. In accordance with the Federal Tuition Assistance (FTA) guidelines, members are not eligible for FTA if they are "flagged." Once flagging actions are implemented for CAP, members will no longer be eligible to receive CAP if they are "flagged" for not meeting policy standards. Dr. Woodfaulk stated CAP will be aligned with the "flagging actions" of the FTA program. The regulations states a member has to be in good standing. At present, if a CAP member is not in good standing through "flagging actions," the member can still receive CAP. Dr. Woodfaulk asked SSgt. Hemphill if the Air Guard had similar "flagging actions" and if there were objections to implementing these actions within the Air Guard. SSgt. Hemphill responded no.

Dr. Woodfaulk stated it was her understanding there might be a reduction in the number of CAP recipients due to the "flagging actions." The implementation of "flagging actions" is not considered a change to the regulations, but it addresses "good standing." Ms. Cindy Peachey asked if a member will be allowed to maintain their CAP award if the member is "flagged" after CAP is awarded during the term. SFC Mead and Lt. Colonel Egnew responded the member will be allowed to maintain the award. Ms. Peachey asked how the institution will be notified that a member will not be eligible for the next term. Lt. Colonel Egnew responded the member will be coded ineligible in the database. SFC Mead stated a "comment" regarding the member's eligibility will also be placed in the comment field in the database. Lt. Colonel Egnew stated if the "flag" is removed prior to the next term, the member will be coded "eligible." Ms. Lorinda Copeland asked if there would be email communication to CHE and the institutions. SFC Mead responded the member will be notified and that he and Lt. Colonel Egnew will discuss further. Lt. Colonel Egnew stated the difficult component is that institutions do not have a uniform date for invoicing. Mr. Hank Fuller asked if there were reasons other than physical training (PT) standards that would be flagged. SFC Mead responded yes and that examples received from the Army Guard were included with the agenda. Dr. Woodfaulk stated implementation of the "flagging actions" will be effective with the upcoming application window for academic year 2016-17.

**5. Prorated Awards for Less Than Full-Time Students (Pell Grant Model)  
- Section 62-252 G. of the SCNG CAP Regulations**

Dr. Woodfaulk stated the CAP regulations states an award can be prorated for less than  $\frac{1}{4}$  time. However, the less than  $\frac{1}{4}$  time proration is not aligned with federal methodology. CAP awards can be prorated for one hour or less than  $\frac{1}{4}$  time. Ms. Copeland stated since the last committee meeting, an institution had a student eligible for two hours of funding, but was going to award the student  $\frac{1}{4}$  time. Mr. Hank Fuller asked if the two hours out of twelve hours would be prorated to  $\frac{1}{4}$  or  $\frac{1}{6}$  of the full-time award amount. Dr. Woodfaulk responded the award would be prorated to  $\frac{1}{6}$  of the full-time award. Ms. Peachey responded clarification is needed because the regulations state "Pell Grant" model. However, the calculation is not the "Pell Grant" model. Dr. Woodfaulk stated guidance will be drafted and forwarded to the Committee for their review. Mr. Jeff Dennis asked if a student is awarded five hours, would the award be prorated to  $\frac{5}{12}$  or a less than  $\frac{1}{2}$  time award. Dr. Woodfaulk responded the award would be prorated to  $\frac{5}{12}$  or prorated based on the actual enrollment hours. Mr. Dennis asked if any hours that are less than full-time would be divided by twelve. Ms. Peachey responded the regulation is not written this way. Ms. Copeland and Ms. Peachey responded prorating an award based on actual enrollment hours is when the hours are less than three hours. Dr. Woodfaulk responded the issue is when the proration is less than three hours. Ms. Peachey responded the less than  $\frac{1}{4}$  time calculation is when a member is enrolled in less than three hours or has less than 3 hours of funding remaining. Mr. Dennis stated he was not in agreement with the calculation because a student enrolled in five hours will receive the same award as a student enrolled in three hours. A student taking one or two hours will receive a harsher proration. Dr. Woodfaulk stated the less than full-time proration is regulatory defined. If the regulations are opened, discussion can continue.

**6. Other Business, Comments, or Concerns  
- 130 Attempted Credit Hours**

Dr. Woodfaulk stated there is concern as to when a member is identified as eligible and the 130 attempted credit hour maximum. Dr. Woodfaulk stated it was expressed during the previous meeting that the 130 attempted hours should be eliminated to allow the member to use CAP funds up to the \$18,000 maximum. Lt. Colonel Egnew responded the member can use the FTA program ad nauseam which is why there is a 130 credit hour maximum. In his opinion, the \$18,000 maximum eliminates the need for the 130 attempted credit hour maximum. Ms. Peachey responded in her opinion, members are required to meet satisfactory academic progress (SAP) and the institutions should be trusted that they are ensuring students are meeting SAP and eliminate the 130 attempted hours. Ms. Peachey spoke with Ms. Michelle Upchurch and Mr. Hank Fuller at a recent conference and they also agreed that the 130 attempted credit hours should be eliminated. Dr. Woodfaulk responded the language regarding the 130 attempted hours would have to be removed from the regulations. As long as the member has funding remaining, the member can use CAP. Ms. Peachey added as long as the member is also meeting SAP. Lt. Colonel Egnew responded eliminating the 130 attempted credit hours will eliminate the need for prorating. Ms. Peachey responded they may be an occasional member enrolled in one or two hours. However, most members are enrolled in at least three hours. Dr. Woodfaulk responded a running balance would have to be maintained for each member. Ms. Peachey responded institutions already maintain a running balance. SSgt. Hemphill asked what is the process is the member transfers to another institution. Ms. Peachey responded the SCNG CAP database reflects the total award amount. However, sometimes there is a lag in reporting awards. Ms. Peachey responded the institutions need to implement safeguards especially if the

member is close to the \$18,000 maximum. Ms. Peachey stated when their institutional eligibility list is reviewed, they also review the total award amount. Ms. Upchurch responded their institution maintains a running total. Mr. Fuller responded totals are reviewed before awards are made. Dr. Woodfaulk stated a recommendation will be needed from the Committee on Access and Equity and Student Services, Commission approval, then proceed through the regulatory process. Mr. Fuller made the motion to remove the 130 attempted credit hours and base eligibility for awards on funding available to the CAP recipient. Ms. Upchurch seconded the motion. The motion was approved.

Dr. Woodfaulk stated a program evaluation for CAP has been discussed. When she began working with CAP, she always wanted to see the data regarding the program. The other scholarship programs has data to showing the success of their program. Dr. Woodfaulk would like to find a way to show the success of the program. One indicator of success is the graduation rate. However, the graduation rate will not be presented by cohorts. All students who were determined to be eligible and of this group how many graduated since the inception of the program. Dr. Woodfaulk stated Ms. Camille, Chief Information Officer, believes it is quite workable. At this point, she is reviewing the data points that can be collected. Dr. Woodfaulk stated as the proposal to the regulations move through the regulatory process, the questions might be asked about the program and the graduation rate would be a good piece of data to have. Dr. Woodfaulk stated the graduation data is not an indicator that the program caused the student to graduate. Dr. Woodfaulk asked the Committee if it was okay to move forward with collecting data regarding the students who graduated and if there were additional thoughts. Mr. Fuller asked if CHE would be looking for the institutions to create a report or would CHE be using the data that the institutions provide. Dr. Woodfaulk responded that this data, according to MIS, is reported to CHE from the institutions.

Dr. Woodfaulk asked the institutional representatives if there were issues or concerns regarding CAP at their institution. There were no issues or comments expressed. Lt. Colonel Egnew stated the Army Guard's CAP application would be revised. Lt. Colonel Egnew also stated the practice of allowing trainees to apply for CAP under the premise that they will finish training will no longer be a practice with the SC Army National Guard. The member has either completed the required training or the member has not completed the required training. If the member completes the required training one day after the application window, the member will not be eligible for CAP. Dr. Woodfaulk asked SSgt. Hemphill if the Air Guard had a similar requirement that required training is completed prior to the close of the application window. SSgt. Hemphill responded yes. Dr. Woodfaulk responded this change will make the process smoother.

Ms. Copeland will contact the Committee members to schedule the next meeting.

Respectfully submitted,

Lorinda Copeland  
Recording Secretary