

Policy Proposal Development

The Policy Committee currently has two policy proposal batches that update the July 2009 *Common Manual* in varying stages of development, as follows:

- **Batch 160:** This batch of seven policy proposals was distributed for comment on July 24th with comments due on August 14th. Shortly after its distribution, the Committee noted that one of the policy proposals in this batch, proposal 1140, inadvertently deleted portions of the Current and Revised Policy descriptions. The Committee distributed a corrected policy proposal 1140 on July 28th. The Governing Board will consider the proposals from Batch 160 during its meeting on September 17th.
- **Batch 161:** The Committee is currently working to populate this batch, which is anticipated to contain no more than ten policy proposals on various issues. Batch 161 will be distributed for comment on August 14th, with comments due on September 4th. The Governing Board will consider the proposals from Batch 161 during its meeting on October 15th.

November 1, 2009, Final Rule Development

The Committee is also reviewing the Notices of Proposed Rulemaking published in the Federal Registers on July 23 and July 28, 2009, to develop a framework for Manual updates that may be necessary when the Department publishes final rule changes on or before November 1, 2009. The Committee will update the FFELP community on its estimates for the number of final rule-related policy proposals and the timing for distribution of those policy proposals once it completes its preliminary analysis of the impact of the proposed rules on the Manual.

Policy Proposal Template Change

The Committee has decided to change from Word Perfect to Word as its preferred platform for policy proposal development on a trial basis, beginning with Batch 160 that was distributed for public comment on August 14th.

This change should be transparent to *Common Manual* users with one exception. Previously, the Policy Committee has distributed final bulletin language on approved policy proposals in the format in which it was created – Word Perfect – and in Word and PDF formats for the convenience of the majority of the community who do not use Word Perfect. From this point forward, it would be the Committee's desire to distribute approved common bulletin language only in Word and PDF formats. However, any guarantor or other organization that uses Word Perfect as its primary document processing platform and wishes to continue to receive approved common bulletin language in Word Perfect format should contact one of the Committee Co-Chairs, Carol Egan or Carolyn Small. Contact information is provided at the conclusion of this Update.

Policy Committee Membership Update

Effective August 1, 2009, the Policy Committee took on new leadership. Carolyn Small (Iowa College Student Aid Commission) and Carol Egan (AES/PHEAA) will serve as Co-chairs of the Committee for the 09-10 production year, through July 31, 2010.

The Committee extends its appreciation to Susan Fields from the Illinois Student Assistance Commission for her excellent leadership and hard work as the Committee Chair throughout the past year.

The Committee is pleased to announce that three of its veteran members whose terms expired on July 31, 2009, have been reelected to another two year term: Michelle Anderson (TG), Shari Mecca (Connecticut Student Loan Foundation), and Susan Fields (Illinois Student Assistance Commission). The Committee also welcomes a new member, Randy Lovins (National Student Loan Program). The term of Carolyn Small, which would otherwise have expired on July 31, 2009, has been automatically extended one year so that she may serve as the Committee's Co-Chair.

However, the Committee also still has one remaining vacancy for a voting member. All Governing Board members are encouraged to consider nominating someone from your organization to fill this vacancy. The Committee would greatly benefit from the addition of another policy drafting member to support its efforts to address all of the final rule changes the Committee anticipates to be published in late 2009. Policy Committee members may come from a

guarantor's policy staff, but very successful members of the Committee have also come from a guarantor's program review department, operational, claims, or other guarantor support areas. A guarantor that has questions about the duties of this position may contact either of the Committee Co-Chairs using contact information provided at the conclusion of this Update. A guarantor that wishes to nominate a staff member for the Committee's voting vacancy may contact *Common Manual* Governing Board Chair Mary Heid by e-mail at mheid@ogslp.org, or by phone at (405) 234-4489.

Spring Face-to-Face Meeting

The Policy Committee completed its semi-annual face-to-face meeting June 23-25 in Denver, Colorado. During this meeting, the Committee reviewed all outstanding policy proposal development issues, reassigned administrative tasks for the 09-10 production year, discussed the results of the Committee's annual community survey, and provided an orientation for its new member.

Policy Committee Communications

All correspondence related to the Policy Committee's activities should be sent by e-mail to Carol Egan or Carolyn Small, Co-Chairs, at cegan@aessuccess.org or carolyn.small@iowa.gov. If you have questions about the Committee's activities, you may contact either Carol or Carolyn at the e-mail addresses provided, or by phone at (717) 720-3663 (Carol Egan), or (515) 725-3413 (Carolyn Small).

Information regarding the *Common Manual*, including the current and historic versions of the Manual, may be accessed on the *Common Manual* website at www.commonmanual.org.