

Terms of Reference

Reports to: Executive Council

Composition: Vice-President Academic and Research (Chair)
Vice President Administration and Finance
Vice-President External Relations
Deans
Directors
Registrar
Manager, Institutional Research and Planning
Manger, Communications and Marketing
Manager, Community Engagement
Executive Assistant to the VPAR (records)

Responsibilities:

1. To develop strategic enrolment management (SEM) plan for 2021-2026.
2. To form working groups for focused work each enrolment goal.
3. To consult the College-wide community and integrate feedback into the SEM Plan.
4. To make recommendation for approval on the fully articulated SEM Plan.
5. To implement the SEM Plan.
6. To monitor KPIs or benchmarks identified in the SEM Plan.
7. To evaluate strategies and tactics for goal attainment and revise the SEM annually or on an as needed basis.

Meeting Schedule:

Meetings will normally be three times a year. Additional meetings can be called at the discretion of the Chair.