

## **Steering Committee for UPEI's Strategic Enrolment Plan Terms of Reference**

### **Purpose**

The Steering Committee provides guidance and oversight of the development of UPEI's Strategic Enrolment Plan. It develops the framework for the overall enrolment plan and establishes specific questions for subcommittees. The Steering Committee will prepare a report with recommendations to the President including future enrolment projections for the University by Faculty / School; recruitment and retention initiatives; strategies to enhance student success; and online learning strategy.

### **Duties and Responsibilities**

- Provide direction for the consultation and planning process.
- Coordinate activities and liaison among the subcommittees.
- Collect and analyze data involving University enrolment trends.
- Develop enrolment recommendations and projections including international, Cairo campus, Indigenous and other enrolment objectives related to a diverse and inclusive student body.
- Support the development of programmatic enrolment goals in consultation with Faculties / Schools.
- Present regular updates and consult with the University senior leadership team.
- Liaison with the Working Group for an Institutional Framework for Online Learning.

### **Membership**

The membership consists of the Director of Strategic Planning; Chair, Student Success Subcommittee; Chair, Resource Planning Subcommittee; University Librarian; Undergraduate and graduate student representatives; Associate Vice-President (Students) and Registrar; Associate Vice-President (Research) and Dean of Graduate Studies; and VPAR (Chair).

### **Communication**

Feedback collected from subcommittees will be assembled and used to create a draft enrolment plan for review by a range of stakeholders – subcommittees; Deans Council; academic units (via Deans and their Faculty Councils); Library Council; Student Union; and senior executive team. The Strategic Enrolment Plan will then be submitted for review and approval by the Academic Planning and Curriculum Committee (APCC); Senate and Board of Governors.

October 2023