

TERMS OF REFERENCE

FEBRUARY 1, 2024

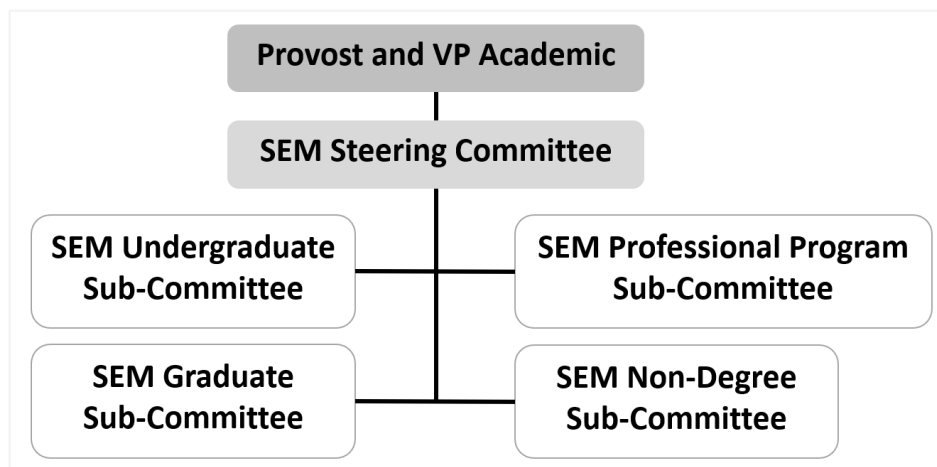
CONTEXT

To adhere to and advance University of Saskatchewan (USask) strategic objectives and initiatives pertaining to teaching, learning, and enrolment activities requires a dedicated and ongoing focus on processes, activities, investments, and outcomes relating to these areas. The implementation of a strategic enrolment management (SEM) framework and establishment of the SEM Steering Committee to oversee the framework will enhance the institution's efforts to identify, recruit, enroll, retain, and graduate students in accordance with USask's mission/vision/values and stated goals.

PURPOSE

Reporting to the Provost and Vice-President Academic, the SEM Steering Committee will maintain oversight and coordination of SEM-related activities across the university. Primary to this will be to work alongside colleges and schools to build a culture and environment that supports student recruitment, admissions, experiences, and success through graduation by developing a comprehensive approach to enrolment planning. The Steering Committee will guide the creation of strategies, plans, tools, and analytics to support college and school leaders that will connect to the Provost's oversight of institutional key performance indicators (KPIs) pertaining to academic programming.

The SEM Steering Committee will act as the overarching governing body for SEM activities at USask. This will include maintaining oversight of agenda topics and areas of focus that the SEM sub-committees will be involved in. The SEM governance structure will be implemented as follows:



The priorities, and projects undertaken by the sub-committees will be initiated and/or approved by the Steering Committee. Sub-committees will be co-chaired to enable effective collaboration between academic units and the Provost's Office while ensuring that there is a connection to the agendas and priorities of the Health, Planet, and Society Deans' Teams. The Steering Committee may decide to modify or add sub-committees as needed.

MEMBERSHIP

The SEM Steering Committee is comprised of the following individuals:

Patti McDougall	Deputy Provost (Chair)
Jerome Cranston	Vice Provost, Students and Learning
Angela Jaime	Vice Provost, Indigenous Engagement
Debby Burshtyn	Dean, College of Graduate and Post Doc. Studies
Brooke Milne	Dean, College of Arts & Science
Walter Siqueira	Dean, College of Dentistry
Carey Simonson	Dean, College of Engineering
Russ Isinger	Associate Vice-Provost and University Registrar
Pirita Mattola	Senior Director, Strategic Enrolment Management
Jen Beck	Chief Resource Allocation and Planning Officer
Troy Harkot	Chief Analytics Officer

Membership is ongoing and attached to roles with renewal occurring as required. In addition to the core membership of the Steering Committee and sub-committees described above, the SEM Steering Committee will, as it sees fit, engage other members of the USask community or members of the external community to aid in its work. This may include but is not limited to resource people from across the university and members of USask senior leadership.

MEETINGS

The SEM Steering Committee will meet a minimum of four times per year but may meet more frequently as required (dependent on certain projects or planning periods) normally in the fall and winter. The sub-committees will meet on an on-demand basis as directed by the SEM Steering Committee and SEM-related topics will be introduced to Deans' Council and Deans' Teams as needed. The Office of the Provost and Vice-President Academic will provide administrative support to organize the meetings and take notes at each gathering of the Steering Committee.

REPORTING

The SEM Steering Committee will report relevant insights, proposals, and actions to the Provost and Vice-President Academic through the Deputy Provost on an as needed basis. The Provost and Vice-President Academic will rely on reports from the SEM Steering Committee to inform strategic planning, resourcing, and assessment of USask enrolment management activities. The Deputy Provost and other members of the Steering Committee will coordinate tactics and processes with Deans and Associate Deans to ensure that the broader university community will receive information and have access to updates on SEM on a regular basis.

REVIEW OF THE SEM STEERING COMMITTEE AND SUB-COMMITTEES

Recognizing the evolving context of governance and structures at the University of Saskatchewan and the link this committee's work has to broader institutional planning activities, the Provost reserves the right to review the committee terms, including membership, structure and mandate on a regular basis to ensure alignment with the needs of the Provost and university at the time of the review.