

OFFICE OF THE VICE-PRESIDENT, ACADEMIC AND PROVOST

MEMO

ATTENTION: Members of Senate

FROM: John Waterhouse, Vice-President, Academic and Provost

RE: SCEMP Recommendation re Changes to Terms of Reference

DATE: October 25, 2007

In recognition of its changing role in light of enrollment challenges, the following recommendation from SCEMP for changes to its Terms of Reference is submitted for Senate approval:

Motion:

That the word "limiting" be replaced with "managing" in article 3; that the word "limitation" be replaced with "management" in articles 4 and 5; and a new article be added:

7. To coordinate and monitor student enrollment and retention activities between the Faculties and Student Services.

Simon Fraser University - Senate

Senate Committee on Enrolment Management and Planning (SCEMP)

Standing (Reporting Category B)

Updated 9 November 2007

Members	Conditions	Term	Expiry Date	Name
Vice-President, Academic	Chair Ex-officio			John Waterhouse
Dean of Graduate Studies	Ex-officio			Jon Driver
Registrar and Sen. Director Student Enrolment (or designate)	Ex-officio			Kate Ross
Associate Vice-President Academic	Ex-officio			Bill Krane
Associate Vice President Students and International (or designate)	Ex-officio			Nello Angerilli
Director/Office of Institutional Research and Planning	Ex-officio Secretary (non-voting)			Joanne Heslop
Dean, Applied Sciences (or designate)	Ex-officio			Brian Lewis
Dean, Arts and Social Sciences (or designate)				Lesley Cormack
Dean, Business Administration (or designate)				Carolyn Smart
Dean, Education (or designate)				Paul Shaker
Dean, Health Sciences (or designate)				John O'Neil
Dean, Science (or designate)				Michael Plischke
Faculty Senator	Elected by Senate	2 years	May 31, 2008	Sam Black
Faculty Senator		2 years	May 31, 2008	Maureen Fizzell
Undergraduate Student Senator	Elected by Senate	1 year	May 31, 2008	Kevin Harding
Graduate Student (at-large)		1 year	May 31, 2008	Brett McCollum

Terms of Reference

1. To recommend to Senate annual targets for undergraduate and graduate enrolment in each Faculty.
2. To recommend to Senate annual undergraduate admission targets by semester, basis of admission (high school, college transfer, other), and Faculty.
3. To consider proposals from Faculties for limiting enrolment in Faculties and/or programs and to make recommendations to Senate.
4. To monitor closely the impact of enrolment limitation measures and recommend appropriate changes, as needed, to Senate.
5. To make recommendations to Senate concerning the limitation of international student enrollment.
6. Considering available and prospective resources, to develop and recommend to Senate policies for managing enrolment.

Quorum

Quorum is seven voting members