

**STRATEGIC ENROLMENT MANAGEMENT COMMITTEE (SEM)
OF ACADEMIC COUNCIL**

TERMS OF REFERENCE

Effective Date: September 1, 2024

Supersedes:

Date of Next Review:

The Strategic Enrolment Management Committee is responsible for developing and overseeing the implementation of a strategic approach to King's enrolment and retention of students, and reporting to the Academic Council and through the Vice-President and Academic Dean, who will report through the President as needed to the Board.

Areas of responsibility

Data and research

- Compile and analyze both existing and ongoing institutional data and research on student enrolment and retention.
- Review data available from other federated or affiliated universities with respect to student enrolment.
- Review any data that is particularly relevant to smaller universities in Ontario and which is available through the Council of Ontario Universities through CUDO (Common University Data Ontario), <https://ontariosuniversities.ca/open-data/cudo/> and through OUAC (the Ontario Universities' Application Centre <https://www.ouac.on.ca/statistics/>).
- Review the impact of current government regulations on international student recruitment and retention.
- Provide information on enrolment and retention trends at King's to guide discussion of the committee.

Academic engagement and student success

- Review materials including scholarly research and articles that focus on how best to engage students, both virtually and in person, and how to set up students for academic success.
- Make recommendations to the appropriate Academic Council committees, the

University Registrar, Dean of Students or Board through the Vice-President and Academic Dean on enhancing academic engagement and student success.

- Review any available case studies or other tools from affiliated or federated universities or smaller universities in Ontario to determine whether there are new promising practices to enhance academic engagement and student success.
- Encourage student feedback on how best to engage King's students and assure academic success.
- Regularly consult with Student Support Services and the Academic Dean's Office to understand key issues related to student retention.

COMPOSITION

Voting:

- Four full-time faculty members, at least three of whom are members of the Academic Council and who come from different disciplines within the institution.
- An additional faculty member to be elected by Academic Council.

Ex officio (voting):

- Director of Enrolment Services and Registrar
- Vice-President and Academic Dean
- Vice-President, Finance and Support Services (or designate)
- Dean of Students (or designate)
- President, King's University College Students Council (or designate)

Ex officio (non-voting):

- Associate Director Enrolment Services
- Manager, Academic Planning and Analysis
- Associate Director of Finance

Chair:

- The Chair of the Committee shall be the Vice-President and Academic Dean. The Vice-Chair shall be elected from among the voting members.

Terms:

The terms of office for elected members shall be one year (renewable) for students, to the extent they continue to be nominated by the Student Council, and three years (renewable) for faculty. One, two, and three-year terms will be used initially to elect faculty members of the committee to create a staggered term.

GENERAL PROCESS FOR COMMITTEES

The Committee shall develop an annual work plan for approval by Academic Council.

The Committee shall determine the frequency of meetings required to achieve its annual work plan.

The Chair of the Committee shall report as required to Academic Council, or the Board if requested, either individually or through the President.

The Committee shall conduct an annual self-evaluation as developed by the Governance and Nominating Committee, and report results to its members for their review.

Quorum:

50 percent of voting members.

Non-voting ex officio members shall not be counted towards quorum.