

Subcommittee on Enrolment Planning and Policy (SUEPP)

Effective Date: May 6, 2024
Supersedes: January 10, 2022; February 3, 2021
Date of Next Review: Spring 2027

TERMS OF REFERENCE

To formulate enrolment projections and policies, including admissions targets and program capacities, for submission to and approval by the Senate Committee on University Planning (SCUP).

To report annually on enrolment forecasts for Western and its Affiliated University Colleges as a context for University enrolment policy and budget projections.

To perform other tasks, similar to the above, as may be assigned by SCUP.

To be mindful of the Truth and Reconciliation Commission's Call to Action on Education (no. 62-65) and the principles of Equity, Diversity, Inclusion, Decolonization and Accessibility (EDIDA) as set out in Western's EDI Strategic Plan and Indigenous Strategic Plan in fulfilling its responsibilities, particularly as they relate to enrolment issues.

COMPOSITION

Appointed members:

One Dean (other than the Deans of the Faculties of Arts and Humanities, Science, and Social Science) appointed annually by the Provost & Vice-President (Academic).

One member (and an alternate) from an Affiliated University College, appointed for a two-year term by the Provost & Vice-President in consultation with the President concerned. Representation by the Affiliated University Colleges is to be on a rotational basis.

Ex Officio (voting):

Provost & Vice-President (Academic) (Chair)
Vice-Provost (Academic Programs) (Vice-Chair)
Vice-Provost (Graduate & Postdoctoral Studies)
Chair of SCUP
President & Vice-Chancellor
Vice-President (Operations & Finance)
Deans of the Faculties of Arts and Humanities, Science, and Social Science
University Registrar

Ex Officio (non-voting):

Associate Vice-President (Housing & Ancillary Services)
Associate Vice-President (Institutional Planning & Budgeting)
Vice-Provost & Associate Vice-President (International)

Resource (non-voting):

Planning Analyst (Institutional Planning & Budgeting)

GENERAL PROCESS FOR SENATE SUBCOMMITTEES

Designates: Per Senate By-Law VI. 8. a), an *ex officio* member may designate two persons to act on their behalf. The designates shall occupy official positions in the same unit and be able to fully represent the *ex officio* member at the meeting. The Secretariat's Office must be notified about the names of the designates by September 1 each year.

Terms: Per Senate By-Law VI. 10. a), unless otherwise specified, the terms of office for elected members shall be one year (renewable) for students and two years (renewable) for faculty/others.

Quorum: Per Senate By-Law VI. 11. b), the quorum shall be one-half of all voting members during September to May, and one-third of all voting members during, June, July and August.

Quorum September to May: 6 members

Quorum June to August: 4 members