



The following Motions and Documents were considered by the GFC Academic Planning Committee at its Wednesday, March 13, 2019 meeting:

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Agenda Title: **Enrolment Management Policy and Procedure**

CARRIED MOTION: THAT the GFC Academic Planning Committee, under delegated authority from General Faculties Council, recommend the approval of the new Enrolment Management Policy and Procedure, as set forth in Attachments 3 and 4, and the concurrent rescission of Section 50 of the GFC Policy Manual (Enrollment Management), to take effect upon final approval.

FINAL Item: 4

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FINAL Item No. 4

**Governance Executive Summary  
Action Item**

<b>Agenda Title</b>	<b>New Enrolment Management Policy and Procedure and Rescission of Section 50 of the GFC Policy Manual</b>
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**Motion:**

THAT the GFC Academic Planning Committee, under delegated authority from General Faculties Council, recommend the approval of the new Enrolment Management Policy and Procedure, as set forth in Attachments 3 and 4, and the concurrent rescission of Section 50 of the GFC Policy Manual (Enrollment Management), to take effect upon final approval.

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Steven Dew, Provost and Vice-President (Academic)
Presenter(s)	Steven Dew, Provost and Vice-President (Academic) Melissa Padfield, Interim Vice-Provost and University Registrar

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	To recommend approval of the new Enrolment Management Policy and Procedure, and the rescission of Section 50 of the GFC Policy Manual.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>The proposed new Enrolment Management Policy and Procedure represent transition of Section 50 of the GFC Policy Manual (Enrollment Management) into UAPPOL.</p> <p>Section 50 of the GFC Policy Manual is one of the remaining sections of the GFC Policy Manual that has not been transitioned into UAPPOL.</p> <p>Section 50 is significantly out-of-date, and many portions are duplicated in other pieces of institutional policy.</p> <p>The lack of an updated, coordinated approach to institutional enrolment management has been identified within the Board-approved 2018-2019 Institutional Risk Summary as a threat to the academy’s most cherished and valued academic goals, including student success, institutional reputation, academic quality, research quality/capacity, and the student experience.</p> <p>The updated Enrolment Management Policy is a high-level statement articulating the University of Alberta’s approach to and responsibility for institutional enrolment management. The new Enrolment Management Procedure contains relevant details in relation to the annual and long-term enrolment management process, allowing the University to be more nimble in its management of enrolment, as well as transparent and accountable.</p>
Supplementary Notes and context	

Item No. 4

**Engagement and Routing** (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p>&lt;For information on the protocol see the <a href="#">Governance Resources section Student Participation Protocol</a>&gt;</p>	<p><b><u>Those who are actively participating:</u></b></p> <ul style="list-style-type: none"> <li>• The Office of the Provost and Vice-President (Academic)</li> <li>• Faculty of Graduate Studies and Research (FGSR)</li> <li>• The Office of the Registrar</li> </ul>
	<p><b><u>Those who have been consulted:</u></b></p> <ul style="list-style-type: none"> <li>• Deans' Council</li> <li>• PAC-D</li> <li>• Vice-Provosts' Council</li> <li>• Advisory Committee on Enrolment Management (ACEM)</li> <li>• Akanksha Bhatnagar, Vice-President (Academic), Students' Union (SU)</li> <li>• Masoud Aliramezani, Vice-President (Academic), Graduate Students' Association (GSA)</li> <li>• PEC-O</li> <li>• Office of General Counsel</li> <li>• UAPPOL Policy Champions Committee</li> <li>• University Governance</li> <li>• Office of the President</li> <li>• AASUA</li> </ul>
	<p><b><u>Those who have been informed:</u></b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC Academic Planning Committee (March 13, 2019) GFC Executive Committee (April 15, 2019) General Faculties Council (April 29, 2019) Board Learning and Discovery Committee (May 31, 2019) Board of Governors (June 14, 2019)</p>

**Strategic Alignment**

<p>Alignment with <i>For the Public Good</i></p>	<p><i>For the Public Good</i></p> <p>Values We value excellence in teaching, research, and creative activity that enriches learning experiences, advances knowledge, inspires engaged citizenship, and promotes the public good.</p> <p>We value learners at all stages of life and strive to provide an intellectually rewarding educational environment for all.</p> <p>Build GOAL: Build a diverse, inclusive community of exceptional students, faculty and staff from Alberta, Canada, and the world.</p> <p>Experience GOAL: Experience diverse and rewarding learning opportunities that inspire us, nurture our talents, expand our knowledge and skills, and enable our success.</p> <p>Excel GOAL: Excel as individuals, and together, sustain a culture that fosters and champions distinction and distinctiveness in teaching, learning,</p>
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Item No. 4

	<p>research, and service.</p> <p>Engage GOAL: Engage communities across our campuses, city and region, province, nation and the world to create reciprocal, mutually beneficial learning experiences, research projects, partnerships, and collaborations.</p> <p>Sustain GOAL: Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</p>			
<p>Alignment with Institutional Risk Indicator</p>	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="1" data-bbox="553 699 1524 909"> <tr> <td data-bbox="553 699 1073 909"> <input checked="" type="checkbox"/> Enrolment Management  <input checked="" type="checkbox"/> Faculty and Staff  <input checked="" type="checkbox"/> Funding and Resource Management  <input type="checkbox"/> IT Services, Software and Hardware  <input checked="" type="checkbox"/> Leadership and Change  <input type="checkbox"/> Physical Infrastructure                 </td> <td data-bbox="1073 699 1524 909"> <input checked="" type="checkbox"/> Relationship with Stakeholders  <input checked="" type="checkbox"/> Reputation  <input checked="" type="checkbox"/> Research Enterprise  <input type="checkbox"/> Safety  <input checked="" type="checkbox"/> Student Success                 </td> </tr> </table>		<input checked="" type="checkbox"/> Enrolment Management <input checked="" type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input checked="" type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
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<p>Legislative Compliance and jurisdiction</p>	<p><i>Post-Secondary Learning Act (PSLA)</i>                      GFC Academic Planning Committee Terms of Reference                      GFC Executive Committee Terms of Reference                      GFC Terms of Reference                      Board Learning and Discovery Committee Terms of Reference</p>			

Attachments:

1. Attachment 1: Case for Action: New Enrolment Management Policy and Procedure (and Rescission of Section 50 of the GFC Policy Manual)
2. Attachment 2: Section 50 of the GFC Policy Manual Two-Column Comparison Document
3. Attachment 3: Proposed New Enrolment Management Policy
4. Attachment 4: Proposed New Enrolment Management Procedure

Prepared by: Andrea Patrick, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic), [apatrick@ualberta.ca](mailto:apatrick@ualberta.ca)

## **New Enrolment Management Policy and Procedure (and Rescission of Section 50 of the GFC Policy Manual)**

### **Case for Action**

#### **Context:**

Strategic enrolment management is essential to the University's achievement of its mission and academic goals<sup>1</sup>, and the current Enrolment Management Policy has been identified as a risk to the institution that needs to be addressed. Established in the 1970's, significant portions of the current Enrolment Management Policy (Section 50 of the GFC Policy Manual) are either out-of-date or duplicated in other pieces of institutional policy. In addition, Section 50 is silent on many critical elements of strategic enrolment management, including the need for institutional coordination of long-term enrolment management and the role of the Provost in working with the Ministry to ensure that the academy can evolve and meet the needs of learners, the labour market, and society at large.

For the last year, the Section 50 Working Group, which includes members from the Office of the Provost and Vice-President (Academic), the Office of the Registrar, and the Faculty of Graduate Studies and Research (FGSR), has conducted a thorough review of the Section 50 and has drafted an updated UAPPOL Enrolment Management Policy and Procedure. The new policy is a high-level statement articulating the University of Alberta's approach to and responsibility for institutional enrolment management. The new procedure contains details in relation to the annual and long-term enrolment management process that allows the University to be more flexible and nimble in its management of enrolment as well as transparent and accountable.

The proposed policy and procedure honors the roles of the Deans, Provost, Registrar, GFC and the Board of Governors, working together to ensure that institutional enrolment management serves the good of each Faculty as well as the whole institution. It supports current and future students, as it equips the University of Alberta to address immediate and long-term needs holistically, while at the same time recognizing the uniqueness of each Faculty.

#### **Key Changes:**

- Section 50, despite its length, does not contain information about how enrolment management is actually carried out on an annual and long-term basis. The proposed procedure provides a step-by-step process and identifies General Faculties Council (delegated to the GFC Academic Planning Committee (APC)) as the approver of changes to the procedure.
- Section 50 outlines vague and outdated authorities that do not reflect the unique realities of the Faculties, current institutional context, or the Ministry's role in impacting institutional capacity. Within the revised policy and procedure, it is proposed that the Provost (after consulting with the Dean) has the authority to change enrolment targets prior to presentation to the Board of Governors for approval. This is consistent with the Provost's current GFC-delegated authority to increase or decrease admission averages in each individual Faculty, which would have a similar impact on enrolment outcomes.

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<sup>1</sup> 2018-2019 Institutional Risk Summary

- Section 50 contains outdated processes, including how targets are to be reviewed annually and requirements to report to GFC APC if a Faculty's actual enrolment is more than 5% above or below target. Information about actual enrolment vs. target is contained in the Annual Enrolment Reports from the Office of the Registrar and FGSR, and in the Comprehensive Institutional Plan (CIP) each year, which GFC APC and the Board consider and approve.
- Section 50 contains an outdated section on establishing targets for new programs that is redundant with the current program approval process, which includes GFC ASC, GFC APC (and in certain circumstances, BLDC and the Board.)
- Section 50 includes a section on the responsibility of the Dean of the Faculty of Graduate Students and Research (FGSR) in managing graduate enrolment. This has been removed as it does not reflect current practice, and these responsibilities are included in the broader responsibility of the Provost and the Deans for managing enrolment.
- Section 50 contains information on quotas on courses that will be incorporated into the review being conducted by the ad hoc Committee on Program Approval Pathways, established by the GFC Executive Committee.

**Desired Outcomes:**

- Alignment between the University of Alberta's requirement for a specific number, mix, and calibre of students and its academic mission and strategic goals.
- Mitigation of the current risks surrounding insufficient enrolment management, as identified by the 2018-2019 Institutional Risk Summary, which include: reduced student success, reduced academic quality, research capacity and quality, harm to reputation, harm to the student experience, reduced productivity and morale, and misalignment with Government expectations.
- Establishment of an updated institutional policy and procedure for short and long-term enrolment management that is easy to understand, transparent, and outlines clear authorities and appropriate processes.

**GFC Policy Manual Section 50: Enrolment Management  
Proposed Changes**

Current Text	Proposed Text
<p><b>50. Enrolment Management</b></p> <p><del><b>Note from the University Secretariat:</b> The <i>Post-Secondary Learning Act</i> gives GFC responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)). GFC has thus enacted a policy on Enrolment Management, as set out below.</del></p> <p><del>The complete wording of the section(s) of the <i>Post-Secondary Learning Act</i>, as referred to above, should be checked in any instance where formal jurisdiction needs to be determined.</del></p> <p><del>The University is committed to flexibility and responsiveness to the public it serves through its enrolment management policy. In managing our enrolments, the Provost and Vice-President (Academic) and Deans collaborate to ensure an appropriate enrolment balance within the University overall and in individual Faculties.</del></p> <p><del>Each Faculty is responsible for appropriately managing enrolments in particular degree programs in order to meet its Faculty target. The target for the University as a whole is the sum of individual Faculty targets.</del></p>	<p><b>Enrolment Management <u>Policy</u></b> <b>Enrolment Management <u>Procedure</u></b></p> <p><u>The <i>Post-Secondary Learning Act</i> of Alberta gives the Board of Governors authority to “manage and operate the public post-secondary institution in accordance with its mandate,” and to “make and publish rules respecting the enrolment of students to take courses, programs of study or training” (section 60(1)(a) and (d)(i)). (policy)</u></p> <p>The <i>Post-Secondary Learning Act</i> of Alberta gives GFC responsibility, subject to the authority of the Board of Governors, over “academic affairs” (section 26(1)). (policy)</p> <p><u>Enrolment and student access at the University of Alberta are affected by a variety of factors, including student demand, workforce demand, and fiscal resources or constraints. A top-ranked public teaching and research-intensive university relies on a student population that meets a broad range of criteria. (policy)</u></p> <p><u>The University of Alberta establishes enrolment criteria that ensure academic ability, mix of graduate and undergraduate students, desired number of student places in each Faculty, desired demographic diversity, and relationships with target communities. These criteria are used to inform short, medium and long-term enrolment plans. (policy)</u></p> <p><u>Achieving the appropriate number, mix and caliber of students is both an annual and long-term enterprise. The long-term enrolment objectives for the institution are informed by the Institutional Strategic Plan, individual Faculty strategic plans, and other environmental factors. The long-term enrolment objectives are achieved through specific annual planning exercises in conjunction with key institutional long-term</u></p>

	<p><u>planning documents. This would be achieved through regular consultation with deans, governance bodies, and key stakeholders. (procedure)</u></p> <p><u>Annual enrolment planning is designed to support achievement of long-term objectives. (procedure)</u></p> <p><u>Subject to the authority of General Faculties Council and the Board of Governors, the Provost and Vice-President (Academic), as Chief Academic Officer, oversees all academic matters of a significant nature which have an impact on the University as a whole, and as such, is accountable for ensuring appropriate enrolment at the University of Alberta. (policy)</u></p> <p><u>For the purpose of managing enrolment levels, targets are established for individual Faculties and for the University as a whole. (policy)</u></p> <p><u>The Deans submit Faculty undergraduate and graduate enrolment plans to the Provost and Vice-President (Academic) for review. The Provost and Vice-President (Academic), after consulting with the Dean of a Faculty and the Vice-Provost and University Registrar, may modify enrolment plans prior to implementation. Decisions to modify enrolment plans may be informed by resources, academic standards, and capacity within the limits of approved CIP quotas and enrolment targets, and must be in alignment with identified academic priorities. (procedure)</u></p> <p><u>Alterations of existing targets in response to new, shifting or reduced resources and/or demands, such as targeted provincial funding for additional Full Load Equivalents (FLEs) in specific programs, are done in consultation with the Provincial Ministry responsible for advanced education. (procedure)</u></p>
<p><b>50.1 Establishing Targets for New Programs</b></p> <p>1. As part of their proposal for a new program, the Faculty concerned will submit a statement to APC specifying the proposed</p>	<p><i>Removed from the new policy and procedure. This section is captured within GFC's program approval process.</i></p>



<p>program's effect on the existing Faculty enrolment target and including:—</p> <p>a.— a detailed statement of the impact of the new program on relevant aspects of available human, physical and financial resources;</p> <p>b.— a statement detailing demand and supply of graduates in the relevant field in Alberta (and Canada);</p> <p>c.— a draft University Calendar statement detailing admission and academic standing criteria to be applied in the first and subsequent years of the program; and</p> <p>d.— the likely effects of the proposed program and change in Faculty enrolment target on other academic units and the library at the University.</p> <p>APC will seek advice from ASC on the admissions and academic standing components of the proposal. (See also Section 12.)</p> <p>2.— APC, following consultation with the Faculty concerned, will either forward the proposal and its attendant recommendation to GFC, attaching any observations deemed appropriate, or will refer the proposal back to the originating unit for further review. (See also Section 3.)</p> <p>3.— GFC, after considering a new program proposal, will forward the proposal and attendant recommendation to the Board of Governors for its review.</p>	
<p><b>50.2 Enrolment Targets</b></p> <p>Under enrolment management, overall Faculty targets comprise all continuing students, readmissions and anticipated new students registered in programs offered by the Faculty. In order to achieve stable enrolments over time, the available admission and readmission spaces in a program are adjusted each year according to the number of continuing students currently enrolled and</p>	<p><u>Achieving the appropriate number, mix and caliber of students is both an annual and long-term enterprise. The long-term enrolment objectives for the institution are informed by the Institutional Strategic Plan, individual Faculty strategic plans, and other environmental factors. The long-term enrolment objectives are achieved through specific annual planning exercises in</u></p>

~~projected for the next three years. The internal projections and management of these enrolment subsets is done by individual Faculties in collaboration with the Office of the Registrar and Student Awards. Overall Faculty targets are listed below.~~

**~~University of Alberta: Undergraduate Enrolment Targets by Faculty~~**

conjunction with key institutional long-term planning documents. This would be achieved through regular consultation with deans, governance bodies, and key stakeholders.

Annual enrolment planning is designed to support achievement of long-term objectives.

The Provost and Vice-President (Academic) initiates the undergraduate enrolment planning process for the following academic year by contacting Deans with a letter outlining institutional priorities relative to enrolment consistent with long-term enrolment management goals. The Deans, in collaboration with the Vice-Provost and University Registrar, then prepare an annual enrolment plan for each Faculty in compliance with approved Comprehensive Institutional Plan (CIP) enrolment targets. (procedure)

*Removed from the new policy and procedure.*

### 50.3 Annual Review of Targets

1. — ~~In the Fall of each year, the Provost and Vice President (Academic) will report for information to ASC, APC, GFC and the Board of Governors the minimum admission averages and the actual enrolment in individual Faculties compared with Faculty targets for that year.~~

2. — ~~In order to effectively manage overall enrolment for the following year, each Fall the Provost and Vice President (Academic), the Registrar and the Dean of each Faculty will review and adjust as necessary the Faculty's enrolment target. Once the Faculty target is established, the Dean will provide the Office of the Registrar and Student Awards with individual program targets to facilitate the Admission process.~~

The Provost and Vice-President (Academic) will report annually to General Faculties Council and the Board of Governors, and to appropriate standing committees, the undergraduate minimum admission averages, and actual undergraduate and graduate enrolment (compared to Faculty targets) for that year. (procedure)

The Vice-Provost and University Registrar (or delegate) meets with individual Deans (or delegate) to provide support and advice on Faculty-specific undergraduate enrolment planning and management, including the following: preparing enrolment projections; assisting Faculties with meeting institutional enrolment targets and goals; collecting and analyzing data; identifying trends and issues; determining admission averages; and monitoring all stages of the enrolment cycle. (procedure)

The Deans submit Faculty undergraduate and graduate enrolment plans to the Provost and Vice-President (Academic) for review. The Provost and Vice-President (Academic), after consulting with the Dean of a Faculty and the Vice-Provost and University Registrar, may modify enrolment plans prior to implementation. Decisions to modify enrolment plans may be informed by resources, academic standards, and capacity within the limits of approved CIP quotas and enrolment targets, and must be in alignment with identified academic priorities. (procedure)

Alterations of existing targets in response to new, shifting or reduced resources and/or demands, such as targeted provincial funding for additional Full Load Equivalent (FLEs) in specific programs, are done in consultation with the Provincial Ministry responsible for advanced education. (procedure)

~~3.— In cases where changes in enrolments over one or more years result in variations of more than 5% from a Faculty’s enrolment target given in 50.2, the Faculty concerned will submit a statement to APC including:~~

- ~~a.— the reasons for the changes;~~
- ~~b.— a statement of the impact of the changes on relevant aspects of available human, physical and financial resources;~~
- ~~c.— the effect of the changes on the Faculty and other academic units including the library; and~~
- ~~d.— recommendations concerning how the Faculty intends to respond to the changes. APC will then make a determination as to whether the Faculty’s target should be changed.~~

~~4.— Each Fall, the Dean of the Faculty of Graduate Studies and Research will, in cooperation with Deans and/or Department Chairs, develop an annual target and projections for graduate enrolment for the following year and report this to the Provost and Vice-President (Academic); Deans/Department Chairs, the Office of the Registrar and Student Awards, and the Office of Budget and Statistics.~~

The Provost and Vice-President (Academic) approves enrolment plans and submits enrolment targets through the CIP, which is recommended from General Faculties Council (delegated to the GFC Academic Planning Committee) to the Board of Governors for final approval. (procedure)

*Removed from the new policy and procedure. This information is contained within the Comprehensive Institutional Plan (CIP), which GFC APC (acting on delegated authority from GFC) recommends to the Board of Governors annually.*

*GFC (delegated to the GFC Academic Planning Committee) is the approver of changes to the new procedure.*

*Removed from the new policy and procedure, as it does not reflect current practice, and these responsibilities are included in the broader responsibility of the Provost and the Deans for managing enrolment.*

#### 50.4 Changing Established Enrolment Targets

~~From time to time, the Provost and Vice-President (Academic) or Deans, in consultation with each other, may reallocate spaces between programs within the Faculty or alter existing targets in response to new, shifting or reduced resources and/or demands.~~

~~1. — In cases where spaces are reallocated within an existing target, no approval beyond the Provost and Vice-President (Academic) is necessary. Such changes must be made in consultation with any affected academic units including the library. Written notification should be provided to the Provost and Vice-President (Academic), the Registrar and the Office of Budget and Statistics.~~

~~2. — In cases where proposed changes result in variations of more than 5% from a Faculty's existing overall enrolment target, the Faculty concerned or the Provost and Vice-President (Academic), as appropriate, will submit a statement to APC including:~~

- ~~a. — the reasons for the proposed changes;~~
- ~~b. — a detailed statement of the impact of the changes on relevant aspects of available human, physical and financial resources; and~~
- ~~c. — the effect of the proposed changes on the Faculty and other academic units including the library~~

~~3. — APC, following consultation with the~~

The Provost and Vice-President (Academic), after consulting with the Dean of a Faculty and the Vice-Provost and University Registrar, may modify enrolment plans prior to implementation. Decisions to modify enrolment plans may be informed by resources, academic standards, and capacity within the limits of approved CIP quotas and enrolment targets, and must be in alignment with identified academic priorities.(procedure)

Alterations of existing targets in response to new, shifting or reduced resources and/or demands, such as targeted provincial funding for additional Full Load Equivalents (FLEs) in specific programs, are done in consultation with the Provincial Ministry responsible for advanced education.(procedure)

The Provost and Vice-President (Academic) approves enrolment plans and submits enrolment targets through the Comprehensive Institutional Plan (CIP), which is recommended from General Faculties Council (delegated to the GFC Academic Planning Committee) to the Board of Governors for final approval.(procedure)

*Removed from the new policy and procedure, as the process is out-of-date, and this information is contained within the CIP, which GFC APC (acting under delegated authority of GFC) recommends to the Board of Governors annually.*

*General Faculties Council (delegated to the GFC Academic Planning Committee) is the final approver of changes to the new procedure.*

<p>Faculty concerned or the Provost and Vice-President (Academic), will either forward the proposal and its attendant recommendation to GFC, attaching any observations deemed appropriate, or will refer the proposal back to the originating unit for further review.</p> <p>4. — GFC, after considering the proposal, will forward the proposal and its attendant recommendation to the Board of Governors for its review.</p>	
<p><b>50.5 Aboriginal Admission</b></p> <p>The University of Alberta is committed to the recruitment, retention and graduation of Aboriginal students' study towards a degree. The University also recognizes that Aboriginal applicants have traditionally been underrepresented in higher education and has adopted the Aboriginal Student Policy (see Section 108.13) with a view to having the University's Aboriginal student population attain a level that is at least proportionate to the Aboriginal population of the province.</p> <p>In order to facilitate appropriate representation of Aboriginal students on campus, additional qualified applicants may be considered over and above the Aboriginal students who are admitted in the regular competition for places in a Faculty. Aboriginal applicants (see Section 11.9) who wish to be considered for such additional places must attain the minimum admission requirements of their chosen program as prescribed by the University and its Faculties and Schools. To assist the University in achieving this overall goal, Faculties are encouraged to set aside places specifically for aboriginal applicants, the number being consistent with the available pool, student interests, and available teaching and learning support services.</p> <p>Aboriginal enrollment in each Faculty will be detailed in an annual report provided by the</p>	<p><i>Removed from the new policy and procedure, as this is found in the University Calendar.</i></p>

<p>Registrar's Office, and monitored and evaluated by the Office of the Provost and Vice-President (Academic).</p> <p>The University shall encourage Faculties to identify other significantly under-represented groups with a view to having the student population broadly representative of the public the University serves.</p>	
<p><b>50.6 Citizenship and Residence</b></p> <p>The University of Alberta is committed to admitting highly qualified students from Alberta, Canada and the International Community.</p> <p>1.— In order to meet the needs of the community that the University serves, individual Faculties may establish internal program targets with regard to the citizenship and residence of undergraduate students. Such targets shall be established with the approval of the Provost and Vice-President (Academic).</p> <p>2.— No non-resident* shall be admitted to a program who is less qualified than any Alberta resident who is denied admission to that program.</p> <p>*— A resident of Alberta is defined as a Canadian citizen or Permanent Resident (Landed Immigrant) who has been continuously resident in the Province of Alberta, or the Yukon or Northwest Territories for at least one year immediately prior to the first day of classes of the session for which admission is sought. The one-year residence period shall not be considered broken where the admission committee is satisfied that the applicant was temporarily out of the province on vacation, on short-term employment, or as a full-time student. Applicants on student authorization cannot establish residence during a period as a full-time student in an Alberta secondary or</p>	<p><i>Removed from the new policy and procedure as this information is found in the University Calendar and contained within the Annual Enrolment Report.</i></p>

<p>post-secondary institution since a stay under student authorization is considered to be a visiting period.</p> <p>3.— The Provost and Vice President (Academic) shall report once every three years to the General Faculties Council on the Citizenship and Residence of Undergraduate students at the University and on the University’s ability to achieve a student population that is broadly representative of the public the University serves (including information on Aboriginal enrolment at this institution).</p>	
<p><b>50.7 Entrance Quotas</b></p> <p>1. Due to the nature of the placements required and/or agreements with Provincial Health Authorities, the Health Sciences Faculties have specific entrance quotas in addition to their Faculty targets within the overall University enrolment management. In these areas formal admission committees are required. (See also 11.6.2.) The following represent current Board approved entrance quotas:</p> <p><b>University of Alberta: Health Sciences Entrance Quotas</b></p> <p>2.— The target numbers set out in 50.2.2 do not supersede the specific entrance quotas for the health sciences set out in Section 50.7. (GFC 27 MAY 2002) (BG 30 MAY 2002)</p> <p>3.— Information on the procedures used in admitting students to Faculties with entrance quotas appear in the Undergraduate Admission Section (Section 13-17) of the University of Alberta Calendar.</p>	<p><i>Removed from new policy and procedure as the information is contained in the University Calendar.</i></p> <p><i>Removed from the new policy and procedure.</i></p>
<p><b>50.8 Regulations Regarding Admission to Faculties with Entrance Quotas</b></p>	<p><i>Removed from the new policy and procedure.</i></p>



<p>See Section 11.6</p>	
<p><b>50.9 Quotas on Courses</b></p> <p><del>It shall be a general policy of the University to make every effort to accommodate all students wishing to enroll in courses approved for their programs.</del></p> <p><del>No student shall be excluded by reason of a quota from registering in a course required for her or his program.</del></p> <p><del>It will be the responsibility of Deans to determine whether quotas should be imposed on specific courses.</del></p>	<p><i>Removed from the new policy and procedure. This section will be incorporated as part of the review being conducted by the ad hoc Committee on Program Approval Pathways, established by the GFC Executive Committee.</i></p>
<p><b>50.10 Recommendations of the 1996 Quinquennial Review Committee</b></p> <p><del>In view of the procedures set out in 50.1 to Section 50.4, the 1996 Quinquennial Review Committee recommends that the quinquennial review process be discontinued and that review of enrolment management be undertaken by the Office of the Provost and Vice President (Academic) and an appropriately constituted subcommittee of APC as the need arises.</del></p>	<p><i>Removed from the new policy and procedure as this is an outdated reference.</i></p>

**Original Approval Date:**
**Most Recent Approval Date:**
**Most Recent Editorial Date:**

## Enrolment Management Policy

<b>Office of Accountability:</b>	Provost and Vice-President (Academic)
<b>Office of Administrative Responsibility:</b>	Provost and Vice-President (Academic)
<b>Approver:</b>	General Faculties Council and Board of Governors
<b>Scope:</b>	Compliance with this University policy extends to all academic staff, administrators, colleagues, and support staff as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories); and members of the Board of Governors.

### Overview

The *Post-Secondary Learning Act* of Alberta gives the Board of Governors authority to “manage and operate the public post-secondary institution in accordance with its mandate,” and to “make and publish rules respecting the **enrolment** of students to take courses, programs of study or training” (section 60(1)(a) and (d)(i)).

The *Post-Secondary Learning Act* of Alberta gives GFC responsibility, subject to the authority of the Board of Governors, over “academic affairs” (section 26(1)).

### Purpose

To articulate the University’s approach to managing institutional enrolment, including **enrolment targets**, in alignment with short and long-term objectives.

Enrolment and student access at the University of Alberta are affected by a variety of factors, including student demand, workforce demand, and available resources. A top-ranked public teaching and research-intensive university relies on a student population that meets a broad range of criteria in order to achieve its academic mission.

## **POLICY**

Subject to the authority of General Faculties Council and the Board of Governors, the Provost and Vice-President (Academic), as Chief Academic Officer, oversees all academic matters of a significant nature which have an impact on the University as a whole, and as such, is accountable for ensuring appropriate enrolment at the University of Alberta.

The University of Alberta establishes enrolment criteria that ensure academic ability, mix of graduate and undergraduate students, desired number of student places in each Faculty, desired demographic diversity, and relationships with target communities. These criteria are used to inform short, medium and long-term enrolment plans.

For the purpose of managing enrolment levels, targets are established for individual Faculties and for the University as a whole.

Enrolment management processes are detailed in the Enrolment Management Procedure.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended
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institution-wide use. <a href="#">▲Top</a>	
<b>Enrolment</b>	The total number of <b>Full Load Equivalents (FLEs)</b> registered on an annual basis in a program, Faculty, and the University.
<b>Enrolment Target</b>	The total number of Full Load Equivalents (FLEs) to be registered on an annual basis in a Faculty and the University, as approved by the Board of Governors.
<b>Full Load Equivalents (FLEs)</b>	As defined by the Ministry of Advanced Education, a FLE is a unit measure of enrolment in which one FLE represents one student taking a full load in a standard year of study.

### **RELATED LINKS**

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[Admissions Policy](#)

### **PUBLISHED PROCEDURES OF THIS POLICY**

Enrolment Management Procedure

**Original Approval Date:**                      **Most Recent Approval Date:**

**Most Recent Editorial Date:**

**Parent Policy: Enrolment Management Policy**

## **Enrolment Management Procedure**

<b>Office of Administrative Responsibility:</b>	Provost and Vice-President (Academic)
<b>Approver:</b>	General Faculties Council
<b>Scope:</b>	Compliance with this University policy extends to all academic staff, administrators, colleagues, and support staff as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories); and members of the Board of Governors.

### Purpose

The University of Alberta requires effective enrolment management to fulfill institutional objectives and its academic mission. This procedure outlines the University's processes for managing **enrolment** and **enrolment targets**.

### PROCEDURE

#### 1. The Enrolment Management Process at the University of Alberta

Achieving the appropriate number, mix and calibre of students is both an annual and long-term enterprise. The long-term enrolment objectives for the institution are informed by the Institutional Strategic Plan, individual Faculty strategic plans, and other environmental factors. The long-term enrolment objectives are achieved through specific annual planning exercises in conjunction with key institutional long-term planning documents. This would be achieved through regular consultation with Deans, governance bodies, and key stakeholders.

Annual enrolment planning is designed to support achievement of long-term objectives.

#### 2. Initiating the Annual Institutional Enrolment Management Process

The Provost and Vice-President (Academic) initiates the undergraduate enrolment planning process for the following academic year by contacting Deans with a letter outlining institutional priorities relative to enrolment consistent with long-term enrolment management goals. The Deans, in collaboration with the Vice-Provost and University Registrar, then prepare an annual enrolment plan for each Faculty in compliance with approved Comprehensive Institutional Plan (CIP) enrolment targets.

#### 3. Preparing Annual Faculty Undergraduate Enrolment Plans

The Vice-Provost and University Registrar (or delegate) meets with individual Deans (or delegate) to provide support and advice on Faculty-specific undergraduate enrolment planning and management, including the following: preparing enrolment projections; assisting Faculties with meeting institutional enrolment targets and goals; collecting and analyzing data; identifying trends and issues; determining admission averages; and monitoring all stages of the enrolment cycle.

#### 4. Proposing Annual Faculty Enrolment Plans

The Deans submit Faculty undergraduate and graduate enrolment plans to the Provost and Vice-President (Academic) for review. The Provost and Vice-President (Academic), after consulting with the Dean of a Faculty and the Vice-Provost and University Registrar, may modify enrolment plans prior to implementation. Decisions to modify

enrolment plans may be informed by resources, academic standards, and capacity within the limits of approved CIP quotas and enrolment targets, and must be in alignment with identified academic priorities.

Alterations of existing targets in response to new, shifting or reduced resources and/or demands, such as targeted provincial funding for additional **Full Load Equivalents (FLEs)** in specific programs, are done in consultation with the Provincial Ministry responsible for advanced education.

#### 4. Approving Institutional Enrolment Plans

The Provost and Vice-President (Academic) approves enrolment plans and submits enrolment targets through the CIP, which is recommended from General Faculties Council (delegated to the GFC Academic Planning Committee) to the Board of Governors for final approval.

#### 5. Reporting Institutional Enrolment Plans

The Provost and Vice-President (Academic) will report annually to General Faculties Council and the Board of Governors, and to appropriate standing committees, the undergraduate minimum admission averages, and actual undergraduate and graduate enrolment (compared to Faculty targets) for that year.

### **DEFINITIONS**

Definitions should be listed in the sequence they occur in the document (i.e. not alphabetical).

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

<b>Enrolment</b>	The total number of Full Load Equivalents (FLEs) registered on an annual basis in a program, Faculty, or the University.
<b>Enrolment Target</b>	The total number of Full Load Equivalents (FLEs) expected to be registered on an annual basis in a program, Faculty, or the University.
<b>Full Load Equivalents (FLEs)</b>	As defined by the Ministry of Advanced Education, a FLE is a unit measure of enrolment in which one FLE represents one student taking a full load in a standard year of study.
<b>Admission</b>	Acceptance of a candidate for enrolment in a specified program and Faculty.
<b>Enrolment Plan</b>	An annual plan recommended to the Provost and Vice-President (Academic) by each Faculty containing enrolment targets and a strategy to achieve the targets.

### **FORMS**

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