Enrolment Management Working Group  
Graduate Recruitment and Retention (GRR) Committee  
DRAFT TERMS OF REFERENCE

PURPOSE:
The GRR Committee is established under the EMWG to identify and propose strategies, tactics and action plans that support and implement the SEM enrolment goals. This group will review institutional data and create linkages between the institutional strategic enrolment management plan strategies to be employed for the graduate programs at the University of Victoria. These strategies will translated into measurable tactics down to the faculty and/or departmental level in an effort to achieve larger institutional enrolment goals.

RESPONSIBILITIES:
The Graduate Recruitment and Retention (GRR) Committee will develop key strategies for meeting overall enrolment goals at the graduate level. Furthermore, tactics that are appropriate for specific degree programs and/or disciplines will be developed to maximize enrolment opportunities that best fit the range of program offerings at the University. This group will also review the progress of its implementation. In particular, it will:

- Develop key metrics to determine effectiveness of tactics in achieving institutional goals;
- Identify challenges that prevent goals from being reached and advocate on behalf of efforts that must be supported to achieve key benchmarks and timelines, monitor progress and the implementation of the core strategies and tactics; prepare quarterly reports of progress and action priorities, identify challenges and propose corrective measures, where appropriate and needed to the Enrolment Management Working Group;
- Create forums for key constituents across disciplines to collaborate on effective strategies, challenges and ideas for moving efforts forward; and
- Establish working groups, task forces, data teams and other bodies as needed to implement the activities.

OPERATING PROCEDURE:
The meetings of the GRR will work in tandem with the institutional EMWG to ensure that the committee is abreast of emerging priorities and efforts that are occurring across the institutional planning process.

The committee may:
- Invite guests to provide additional information.
- Establish sub-committees to address tactics and action plans.

The Dean of Graduate Studies’ office is responsible for administrative support of the GRR Committee.
MEMBERSHIP:

The members of the GRR will consist of a diverse group of academic leaders that represent the variety of programs at the graduate level that have unique features, funding models and enrolment capacities.

- Dean of Graduate Studies (Chair)
- Associate Deans (4-6)
- Executive Director, Student Services
- Director, Graduate Admissions and Records
- Chair, Graduate Students’ Society