PURPOSE:

The SRS Committee is established under the EMWG to identify and propose strategies, tactics and action plans that support and implement the SEM enrolment goals.

RESPONSIBILITIES:

While the SRS may provide feedback to the EMWG for refinement of assigned enrolment goals, the committee’s first responsibility is to begin development of appropriate strategies for each assigned retention goal. For example, a goal to increase retention of students by X % per year might have, among others, a strategy to modify the advising model to be more developmental and intrusive.

Draft strategies will be sent to the EMWG for comment, refinement, and final approval.

The SRS will assign approved strategies to sub-committees composed of committee members and others with expertise in the strategic area from across the university to develop appropriate tactics for each strategy. These sub-committees will operate at the “10,000 foot” level, developing the specifics that give life to the strategies.

Through an iterative process between the committee and its sub-committees, draft tactics and action plans with timelines, accountabilities, and resource requirements will be developed and referred to the EMWG for comment, refinement, and inclusion in the final SEM plan.

In the course of its work in developing strategies and tactics, the SRS may:

- Inventory student retention and student success related activities in program and service areas at the university.
- Identify best practices in student retention and student success initiatives through benchmarking with the CAS standards as well as other post-secondary institutions.

OPERATING PROCEDURES:

Once enrolment goals are assigned, the committee will aim to meet weekly until strategies are completed, then monthly to monitor the development of tactics and action plans by sub-committees.

The committee may:

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

The AVP Academic Planning’s Office is responsible for administrative support of the SRS Committee.
MEMBERSHIP:

- Associate Vice-President Academic Planning (Chair)
- Executive Director (Student Services)
- Associate Deans/Directors (4)
- Associate Dean, Academic Advising (Tri-Faculty)
- Director, Learning Technology Support and Innovation
- Office of Indigenous Academic and Community Engagement Representative
- Office of the Registrar Representative
- Office of Academic Advising and International Student Services Representative