

# memo

**To:** Strategic Enrolment Management Working Group and all Committees  
Deans' Council  
Associate Deans  
Department Chairs and Directors  
President's Advisory Council

**From:** Valerie S. Kuehne, Vice-President Academic and Provost  
Jim Dunsdon, Associate Vice-President Student Affairs

**Date:** November 13, 2018

**Re:** **Strategic Enrolment Management (SEM) Information Session**

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As we enter into the last phase of our UVic SEM planning process, we would like to invite you to an information session focused on reviewing and seeking your feedback on the tactics and implementation plans that will be included in our SEM plan. Throughout the process of developing our Plan, we have held several consultation sessions for the UVic campus community and the feedback we have received has been integral to the success of this project. As this will be our last information and feedback session before the plan is finalized, we are hoping that many of you will be able to participate.

The session details are as follows:

**Strategic Enrolment Management (SEM) Information Session**

**Date: December 3, 2018**

**Time: Welcome from 1:00-1:30 pm in Haro and sessions running from 1:30-3:30 pm**

**Location: Cadboro Commons (Queenswood, Arbutus, McKenzie/Sinclair, Henderson, Campus & Haro)**

**Please register by [clicking here](#)**

The event will begin at 1:00 pm with a very brief overview of the SEM process to date and an introduction of the recommended goals, strategies and tactics. At 1:30 pm, attendees will be able to walk through each room to review the 15-20 action plans associated with SEM Goal assigned to that room. Each SEM Goal (1 through 6) will be assigned a different room in Cadboro Commons. Members of the SEM committees and our consultants will be in each room to answer your questions.

Recognizing that you will not be able to provide feedback on all of the implementation plans, you may find it helpful to review the goals, strategies and tactics in advance and participate in the sessions that are of greatest interest or most relevant to your work. The goals, strategies and tactics document will be circulated to registrants in late-November.



**We will be requesting feedback on four areas:**

1. Do you believe that the tactics listed will allow the strategy to be implemented?
2. Are we missing anyone in the supporting/collaborating table?
3. Do the action steps represent the critical steps required in order for the tactic to be realized?
4. Do the timelines/resource requirements indicated seem reasonable?

We acknowledge that this is a busy time on campus, so we will offer additional methods for providing feedback on the implementation plans.

1. If you would like to review the implementation plans, they will be posted to the VPAC website through Connect (Netlink to log in) on Monday, November 26 for review prior to the December 3 consultation session.
2. If you are unable to attend, but have suggestions for the SEM Committees, you can forward them to [semplanning@uvic.ca](mailto:semplanning@uvic.ca) or to any member(s) of the Enrolment Management Working Group.
3. If you are able to attend, but still have comments or suggestions, you can email them to [semplanning@uvic.ca](mailto:semplanning@uvic.ca)

More information on the SEM process and the work that's been completed over the past year can be found on the VPAC website here: <https://www.uvic.ca/sem>

We value your guidance and support in this process. Please feel free to share this information with your colleagues.

We look forward to your feedback.

MEMBERS OF THE ENROLMENT MANAGEMENT WORKING GROUP	
Dr. Valerie Kuehne	<i>Vice-President Academic and Provost (Chair)</i>
Jim Dunsdon	<i>Associate Vice-President, Student Affairs</i>
Dr. Nancy Wright	<i>Associate Vice-President, Academic Planning</i>
Tony Eder	<i>Executive Director, Academic Resource Planning</i>
Dr. Steve Evans	<i>Associate Dean, Faculty of Graduate Studies</i>
Dr. Catherine Krull	<i>Dean, Faculty of Social Sciences</i>
Dr. Susan Lewis	<i>Dean, Faculty of Fine Arts</i>
Dr. Stan Dosso	<i>Director, SEOS, Faculty of Science</i>
Dr. Ulrike Stege	<i>Chair, Department of Computer Science</i>
Dr. John Lutz	<i>Chair, Department of History</i>
Nicole Greengoe (on leave)	<i>University Registrar</i>
Dr. Robina Thomas	<i>Executive Director, Indigenous Academic and Community Engagement</i>
Andrea Giles	<i>Acting Executive Director, Co-op and Career, and Community University Engagement</i>
Wency Lum	<i>Chief Information Officer</i>
Pierre-Paul Angelblazer	<i>Director of Outreach &amp; University Relations, UVSS</i>