

# THE UNIVERSITY OF BRITISH COLUMBIA



Enrolment Services  
Vancouver Senate Secretariat  
1874 – 2016 East Mall  
Vancouver, BC  
V6T 1Z1

September 6, 2006

To: Dr. Lorne A. Whitehead  
Vice-President, Academic & Provost

From: Vancouver Senate Admissions Committee

**Subject: Enrolment Targets to Senate**

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Enrolment targets for the Vancouver campus are presented to the Senate each year, but practice has varied in past years with respect to the timing of the presentation, whether the report comes for information or approval, how much detail is provided, and which body or individual makes the presentation.

The Admissions Committee would like to clarify early in the 2006/07 cycle their intended process for this year so that all parties know what to expect.

Section 27(2)(r) of the *University Act* assigns the following responsibilities to the Board of Governors and the Senate (emphasis added):

**“with the approval of the senate**, to determine the number of students that may in the opinion of the board, having regard to the resources available, be accommodated in the university or in any faculty of it, and to make rules considered advisable for limiting the admission or accommodation of students to the number so determined.”

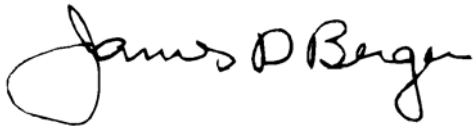
The Admissions Committee further draws to your attention that our terms of reference charge us with the responsibility to “[t]o consider and review University and faculty enrolments of new and continuing students.”

In order to ensure that both the Admissions Committee and the Senate fulfill their respective responsibilities, we intend to proceed as follows:

1. The report on enrolment targets should be a report of the Admissions Committee and contain a recommendation on Senate’s acceptance of the enrolment targets and forwarding for approval by the Board of Governors. To prepare this report, the Admissions Committee will require information from your office and from the Enrolment Management Committee.

2. The report will contain for approval a breakdown for enrolments by Faculty, program and year level, in addition to the overall targets for the University.
3. The Admissions Committee should present the report to Senate no later than the March meeting each year. In order to review and consider the targets prior to this delivery date, the Admissions Committee will require information from the Office of the Vice-President, Academic & Provost by the end of January of each year.

Sincerely,

A handwritten signature in black ink, reading "James D. Berger". The signature is fluid and cursive, with the first name "James" being more prominent and the last name "Berger" following in a similar style.

Dr. James D. Berger  
Chair, Admissions Committee

Cc: Chair, Enrolment Management Committee  
Vancouver Senate