1. GOALS AND OBJECTIVES OF THE SUB-COMMITTEE

1.1 The Sub-Committee’s goals and objectives are to consider and advise the COUNCIL OF DEANS on issues relating to Students and Student Support Services for all undergraduate, postgraduate and graduate students for the FHS, and to develop and facilitate the implementation of all strategies, policies, and processes for student-related functions and student support services, including but not limited to the following:

- Enrolment functions
  - including recruitment, admissions, financial aid and awards;
- Registrar functions
  - including registration, course changes, fees, tuition, records, convocation and graduation;
- Calendar and other change requirements, such that the first FHS graduates will convocate with FHS noted on their Certificates in the Spring of 2016.
- Student experience functions
  - including ways to enhance and integrate current support and engagement services provided to students, both at the FHS and College level, considering centralized services provided as well consideration to a dual campus Faculty.
- Determine which student-related functions and student support services should be grandfathered at the college level and which need to be combined or redesigned for the new FHS, i.e. operationalizing the changes.
- Enhanced collaboration, resource management and process improvement within the area of student affairs.
- Respect for administrative expertise, professional identity/autonomy, research, scholarly work and other creative activities, teaching and service of the Faculty.
- Opportunities for administrative efficiency.

1.2 The Sub-Committee shall firstly provide a prioritization and sequencing of its work, to be completed within the first month of its meeting (please reference the Action Plan template), and to be provided to the Council of Deans for approval.
1.3 The Sub-Committee shall advise on issues, develop and facilitate an implementation plan for the COUNCIL OF DEANS that addresses the Sub-Committee goals and objectives. The Sub-Committee shall present its implementation plan (in writing) to the COUNCIL OF DEANS for approval by July 1\textsuperscript{st}, 2014. Recommendations will be subject to Faculty Council (or Faculty Executive Council) approvals, as required.

1.4 Administrative governance decisions fall outside the scope of this Sub-Committee’s goals and objectives. Any additions or changes to the goals and objectives of the Sub-Committee require the approval of the Council of Deans.

1.5 The Sub-Committee Lead shall facilitate responses to any questions or directions from the COUNCIL OF DEANS based on its implementation plan.

1.6 In order to meet its timelines, deliverables, goals and objectives, the Sub-Committee may contact its members between meetings for advice should the need arise. Uncontentious issues may be resolved through unanimous agreement communicated via e-mail or other written format.

1.7 From time to time, the Sub-Committee may request the advice or participation of individuals or organizations with a particular area of expertise relating to a matter under consideration, including, without limitation, consultation with:

- Susan Gottheil, Vice-Provost (Students)
- Neil Marnoch, Registrar
- Heather Paterson, Director, Services for Students, Bannatyne Campus
- Graduate Studies representative

1.8 From time to time, working groups may be formed to work on specific issues as appropriate and shall report back to the Sub-Committee.

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Approved by the COUNCIL OF DEANS: February 25, 2014

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