

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	ADMISSION TARGETS
Parent Policy:	Admission Targets
Effective Date:	November 24, 2015
Revised Date:	
Review Date:	November 24, 2025
Approving Body:	President
Authority:	Policy: Admission Targets
Responsible Executive Officer:	President
Delegate:	Provost and Vice-President (Academic)
Contact:	Vice-Provost (Students)
Application:	Board of Governors members, Senate members, Faculty/School/College Councils and All Employees

Part I Reason for Procedure

- 1.1 The reason for this Procedure is to outline the process to be followed in developing and approving Admission Targets for University 1 and any Degree Program at the University.

Part II Procedural Content

Definitions

- 2.1 The following terms are defined for the purpose of this Procedure:
- (a) **"Admission Target"** means the targeted number of Students to be admitted to and enrolled in a Degree Program that offers a direct entry or advanced entry option, or University 1, as of November 1 in any given year.

- (b) **"Degree Program"** refers to a discrete, structured and sequenced set of courses and requirements that a Student must complete in order to obtain a specific degree or other recognized credential (e.g. diploma, post-graduate diploma) at the undergraduate or graduate level.
- (c) **"Policy"** means the Policy: Admission Targets.
- (d) **"Procedure"** means this Procedure: Admission Targets.
- (e) **"Requesting Unit"** means a Unit that is identified as having to establish or adjust Admission Targets for its Degree Programs under section 2.3 of this Procedure.
- (f) **"Student"** refers to any person enrolled at the University.
- (g) **"Unit"** at the undergraduate level means a Faculty, School of the University, Professional College, School of a Faculty or Professional College or Division as defined in the Policy: Definitions of Academic Units. At the graduate level a "unit" is typically a department but also refers to a non-departmentalized Faculty, College, or School, or an interdisciplinary graduate program.
- (h) **"University"** means The University of Manitoba.
- (i) **"University Community"** means all Board of Governors members, Senate members, Faculty/School/College Councils, employees, students, volunteers, external parties, contractors and suppliers.

Process for Establishing or Requesting Changes to Admission Targets

- 2.2 The President, Provost, or a Unit may initiate the process for establishing or changing Admission Targets within that Unit.
- 2.3 The Requesting Unit will submit a written proposal to the President. Within the written proposal, the Requesting Unit will justify the proposed admission targets in light of the criteria identified under section 2.5 of this Procedure. The Requesting Unit will also include within the proposal the results of its consultations with the following stakeholders:
 - (a) Faculty and staff within the Requesting Unit;
 - (b) Faculty and staff within other Units that may be affected by the proposed admission targets;
 - (c) Senate or its committees; and

- (d) Administrative units that may be impacted by the proposed admission targets, such as libraries, computer services, enrolment services and other affected units that may be identified by the Requesting Unit.
- 2.4 Prior to approving the Admission Targets, or prior to temporarily suspending admission to a program, the President will consult as appropriate to ensure that the proposal reflects the factors identified in section 2.3(a) of the Policy and the criteria identified in section 2.5 of this Procedure. The President will also review the proposed changes with the Board of Governors.

Criteria

- 2.5 A Requesting Unit will submit information on the following criteria as part of their proposal for the establishment of Admission Targets within their Degree Programs:
- (a) **Compliance with Policy.** The Requesting Unit will identify how the proposed Admission Target reflect the factors outlined in section 2.3(a) of the Policy.
 - (b) **Student Demand for Places.** The Requesting Unit will identify how the current admission levels and the proposed Admission Target compare to the number of qualified applicants to their Degree Programs.
 - (c) **Demand for Graduates.** The Requesting Unit will identify how the current admission levels and the proposed Admission Target reflect market demand for its graduates.
 - (d) **Impact on Quality.** The Requesting Unit will identify how the proposed Admission Target will affect the quality of instruction and the quality of the Requesting Unit's operations, as well as the operations of other affected Units.
 - (e) **Access.** The Requesting Unit will identify any particular demographic experiencing special difficulties either in gaining admission to, or completing the requirements of, the Degree Program. The Requesting Unit should address the impact of the proposed Admission Target on the access to post-secondary education of under-represented groups.
 - (f) **Balance between Units.** The Requesting Unit will consult with other Units to identify how the proposed Admission Target might affect the quality, access to, and resources associated with the programs offered by that Unit, as well as the impact on service teaching by supporting faculties.
 - (g) **Balance within Requesting Unit.** The Requesting Unit will identify the impact that the proposed Admission Target may have on the quality, access to, and resources in the programs within the Requesting Unit.

- (h) **Resources.** The Requesting Unit will identify the impact that the proposed Admission Target will have on University resources, including physical, financial, and human resources.

Strategic Enrolment Management Planning Committee

- 2.6 The Strategic Enrolment Management Planning Committee established by the Provost will:
 - (a) Serve as an advisory body to the President;
 - (b) Establish sub-committees to address particular issues identified as strategic enrolment priorities;
 - (c) Provide advice and guidance to the University Community on how to best implement strategic enrolment priorities;
 - (d) Identify and track trends in matters relating to the Policy and this Procedure, and to provide advice and guidance to the University Community on such trends; and
 - (e) Provide advice and guidance on potential amendments or revisions to the Policy and this Procedure.

Annual Report

- 2.7 The Vice-Provost (Students) and the Vice-Provost (Graduate Education) will report annually to Provost's Council and the President outlining:
 - (a) A summary of Admission Targets and any proposed changes to the targets;
 - (b) Information regarding observable enrolment trends; and
 - (c) Recommendations which may further the implementation of the Policy and this Procedure.
- 2.8 After review by Provost's Council and the President, the annual report will be presented to the Senate and Board of Governors of the University and then made available to the University Community.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Procedure is required.

- 3.2 The Vice-Provost (Students) and the Vice-Provost (Graduate Education) are responsible for the implementation, administration and review of this Procedure.
- 3.3 Board of Governors members, Senate members, Faculty/School/College Councils and All Employees are responsible for complying with this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is November 24, 2025.
- 4.2 In the interim, this Procedure may be revised or repealed if:
 - (a) the President deems it necessary or desirable to do so;
 - (b) the Procedure is no longer legislatively or statutorily compliant;
 - (c) the Procedure is now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

Part V Effect on Previous Statements

- 5.1 This Procedure supersedes all of the following:
 - (a) Policy: Enrolment Limitations, dated August 1984 and revised May 28, 1992;
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VI Cross References

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
 - (a) [Policy: Admission Targets](#)
 - (b) [Policy: Definitions of Academic Units](#)

(c) Policy: Space Planning