

Terms of Reference

Board of Governor's Entrance Scholarship Committee

Effective: 2019/04/01
Next Review: 2021/01/01

A. Purpose

The purpose of the Board of Governor's Entrance Scholarship Committee (BOGESC) is to provide strategic direction for the disbursement of the Board of Governor's Entrance scholarship funds in alignment with the Strategic Enrolment Management goal of increasing domestic enrolment. The Board of Governor's scholarship budget is \$60,000.00 annually.

B. Duties and Responsibilities

On an annual basis the BOGESC will:

- Review Strategic Enrolment Management Plan and identify markets and regions to target to support improving domestic enrollment for Selkirk College.
- Develop plans and goals to allocate Entrance scholarship funds to high priority target regions/markets and under-represented minorities (e.g. Indigenous students, etc.).
- Determine student eligibility requirements to ensure alignment with target markets.
- Submit plan to Vice President Students and Advancement/Registrar for review and approval.
- Coordinate the execution of plans with applicable departments.
- Provide mid-year report, detailing:
 - Committee's recruitment activities,
 - Successful recruitment rates from targeted regions/markets.
- Provide year-end report, detailing:
 - Committee's recruitment activities,
 - successful recruitment rates from targeted regions/markets,
 - successful retention/completion rates for student recipients,
 - analysis of impact of BOG awards on domestic enrolment numbers,
 - Future recommendations.

C. Membership

Membership will normally consist of the following:

- Financial Aid Officer (standing position)
 - Marketing/Recruitment member
 - Student Accessibility Services member
1. Committee members will be assigned by the respective department managers and will serve for a two-year term. The term for the Marketing/Recruitment and Student Accessibility Services members shall end on alternating years.

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D. Chairperson

- The Financial Aid Officer will Chair the positions, as the only standing member of the Committee.
- The Chairperson will be responsible for developing an agenda for each meeting, distribution of discussion materials prior to the meeting, and development and presentation of the Committee's annual proposal and year-end reporting.

E. Supported by

- The Financial Aid Clerk will prepare agendas and attend all meetings to take minutes.

F. Committee Meeting Procedures

- The Chairperson will be responsible for developing the meeting schedule and for setting the agenda.
- Quorum will consist of all three members in attendance.
- The committee will meet a minimum of 4 times per year.

G. Reporting Procedures and Timelines

- Starting February each year the BOGESC will begin development of a new proposal identifying high priority target regions/markets/under-represented minorities and allocate funds for the new academic year starting April 1st.
- Proposal to be completed by March 1st and submitted to the Vice President Student Advancement/Registrar for review and approval.
- Beginning April 1st new Board of Governor funds become available and Committee begins to implement plan.
- Mid-year report – October: submit report to Vice President Student Advancement/Registrar for review and recommendations.
- Year-end report – April: submit report to Vice President Student Advancement/Registrar.