



MEMORANDUM

To: Executive Committee of Faculty Council (November 20, 2017)
Faculty Council (December 12, 2017)

From: Professor Stark Draper
Chair, Committee on Admissions

Date: November 6, 2017

Re: **Admission Committee Goals, 2018**

REPORT CLASSIFICATION

This is a routine or minor policy matter that will be considered by the Executive Committee for approving and forwarding to Faculty Council for information.

COMMITTEE GOALS FOR 2018

1. Improved international decision-making

In an effort to improve the quality, timeliness and diversity of offers to international students, the Admissions Committee will be instituting a series of rounds for making international decisions. The new process will allow the Committee to make decisions as a whole, thereby helping to ensure that offers to international students meet both Faculty and departmental objectives.

2. Improved process for transfer applicants

The Admissions Committee will attempt to streamline the process of decision-making for transfer applicants, to arrive at more timely decisions made with greater transparency. The Committee will work towards developing a more standardized process for awarding transfer credits.

3. Broad-Based Admissions

The Committee will continue to review the guiding principles underlying, and the current practice of, Broad-Based Admissions. It will consider ways that the information gathered through the Online Student Profile should factor into the admissions process.

RECAP OF ADMISSIONS COMMITTEE GOALS FOR 2016-2017 (IN ITALICS) & UPDATE ON PROGRESS MADE

1. Implementation of the new admissions system:

The Registrar's Office has hired a developer who is working on the new system. It is anticipated that the new system will be ready in place of the ASAP tool used for Ontario admissions by February, 2017. The Admissions Committee will provide feedback and direction in the implementation of the new tool.

The new admissions system was successfully implemented for the 2017 round of Ontario admissions. The 2016-17 Committee advised on the usability of the initial design. The applicant-facing portal has now also been developed and is in use for the 2018 admissions process. The 2017-18 Committee will use the system for all decision making.

2. Improve regularity of admission reports:

The Admissions Office will commit to weekly admission reports for December – June to update departments on application numbers, decisions and acceptances, including key demographics. For the 2018 cycle, this information will be accessible through the new admission system.

Reports were distributed more regularly to members for the 2017 round. Real-time reporting is an aspect of the new admissions tool and should be fully available for all decision making in the 2017-18 admissions cycle.

3. Development of Admissions Manual:

Creation of a manual that outlines the admissions processes, timelines, and admission requirements for Admission Committee members.

A first version of an Admissions Manual was developed and shared with the Admissions Committee in 2017. An updated version is currently being created to reflect changes resulting from the new admissions system. It will also be updated to reflect the changes in process for international applicants mentioned above.

4. Broad-Based Admissions process:

The 2017 Admission Cycle will be the third year of a 3-year pilot of the Personal Profile. The online Personal Profile was implemented as part of the Faculty's Broad-Based approach to admissions. The Committee will review the results of the statistical analysis associated with the pilot project to determine how the Broad-Based Admissions process should evolve, which may include the use of the Personal Profile, calibration of high school performance and other non-academic factors.

After consulting with a commercial vendor regarding alternative options, the 2016-17 Admissions Committee decided to continue with using the Personal Profile through Kira for the 2018 admission cycle. As mentioned above, continuing review of the Broad-Based Admissions process has been carried forward into the Committee's goals for 2017-18

5. *Improved international decisions:*

In an effort to diversify the international undergraduate population, the Admissions Committee must make more timely offers to applicants in key regions.

In 2017, the vast majority of international applicants received decisions in time for May 1 response dates. As mentioned above, this objective has been carried forward into the Committee's goals for 2017-18

6. *Use of English in average calculations:*

The Admissions Committee must review the use of grade 12 English marks in average calculations to make more equitable decisions between those who speak English as a first language and those that require proof of English, while emphasizing the importance of communication.

The Admissions Committee changed the requirement for those required to submit EFT studying in English language schools to require that their grade 12 English mark be at least 70% (or equivalent). The Committee continues to monitor the English requirements.

PROPOSAL/MOTION

For information.