**COVID-19 Working Group for Continuity and Recovery**

**Strategic Enrollment Management & Students**

**Terms of Reference**

**Purpose:** The Strategic Enrollment Management & Students Continuity and Recovery Working Group will be responsible for planning and implementing the recovery and continuity of infrastructure, technology, operations, college services, health and safety mandate of Selkirk College during the COVID-19 pandemic.

**Team**

* Communications & Marketing
* Registrar’s Office
* Student Access & Support
* Student Life/Healthy Campus
* Advancement
* Health & Safety Advisor
* Subject matter experts

**Scope of Responsibilities**

Providing leadership in collaborative, creative, effective COVID-19 continuity and recovery planning, specifically:

1. The implementation of Safe Working Procedures (SWP) for Registrar’s Office, Student Access & Support, Athletics & Recreation, Communications & Marketing and Advancement that follow the directives and recommendations from the Public Health Officer, WorkSafeBC and the Ministry of Advanced Education, Skills & Training;
2. Supporting the *COVID-19 Return to Campus Guidelines* that inform day to day students life, student support services, communications, marketing, recruiting and related operations and expectations; including students, employees and supervisors at campus and learning centres;
3. Development of plans and strategies that will guide the recovery of the areas of services, functions and operations listed;
4. Providing leadership to the College by researching, adapting, and implementing best practices for recovery during and following the pandemic.

**Specific Output**

* Safe Working Procedures and service delivery specifics in the areas related to recruitment, student life, access and supports, marketing communications, advancement;
* Supporting and informing *COVID-19 Return to Campus Guidelines* for those areas listed;
* Strategic Enrollment Management & Students COVID-19 Continuity and Recovery Plan including medium and long-term strategies for recovery of functional areas listed.