

## **Load Management Planning: Issues, Processes and Actions**

### **UWS Load Management Planning Group**

#### **Purpose**

The purpose of this group is to provide oversight and strategic direction to UWS Government and HECS-funded student load planning. The work group will liaise with Schools, Colleges, OAR and the OPQ in annual planning of overall load targets by course and cluster.

The Load Management Planning Group comprises:

- PVC Academic (Professor Nigel Bond)
- College Associate Deans (Academic) or Dean's nominee
- Manager Information and Analysis, OPQ (Stephen Butcher)
- Manager Admissions, OAR (Robyn Causley)
- Manager Marketing (Angelo Kourtis)
- Principal Advisor, Planning and Quality (Kim Johnston)
- Advisor on Infrastructure and Space Planning (Professor Grant Wyllie)

#### **Terms of Reference**

The work group:

1. Oversees planning of HECS student load by course and DEST discipline cluster to optimise UWS load distribution by discipline cluster
2. Targets planning for course enrolments associated with clusters at risk of under-enrolment based on comparisons of current and historical trends with DEST target load by cluster
3. Ensures managed over-enrolment by cluster to optimise distribution of over-enrolled student load and to ensure targeted reduction of heavily over-enrolled clusters
4. Plans the allocation of appropriate postgraduate HECS places in line with DEST cluster targets, to ensure achievement of DEST targets in particular clusters and to ensure PG targets are not exceeded.
5. Ensures the availability of teaching spaces is considered when planning the student load distribution by course by campus.
6. Recommends (cost-neutral) changes in DEST cluster load targets if required
7. Liaises with marketing to ensure appropriate marketing of programs in line with load planning
8. Utilises information on current and historical load by course and cluster, student UAC preferences, unmet demand, UAI by course and cluster and labour market demand to inform course and cluster load planning.
9. Reviews and utilises the new enrolments projections model under development by OPQ to inform the work group's recommendations
10. Considers implications of changes in the weighted load model for course and cluster load funding and course viability

11. Establishes or ensures clear protocols and processes, roles and accountabilities are in place for managing the admissions process in line with load planning and to ensure rapid responses to changing patterns of offers and acceptances
12. Develops a detailed load management plan for presentation annually to Vice-Chancellor's Advisory Committee.

Developed August 2004