

**Vancouver Island University
Full-Time Equivalent (FTE) Enrolment Report
For the Year Ending March 31, 2010**

Contents

- a) Cover Letter
- b) Full-Time Equivalent (FTE) Enrolment Report
- c) FTE Audit Tool – FTE Target Summary

May 12, 2010

Board Audit Committee
Vancouver Island University

As in past years, the final FTE enrolment reports for Vancouver Island University have been prepared by the Office of Educational Planning in accordance with the requirements for enrolment reporting established by the Ministry of Advanced Education and Labour Market Development. These requirements are outlined in the *Student FTE Enrolment Reporting Manual for Institutions in the BC Post-Secondary Central Data Warehouse* and rely on use of the Enrolment Analysis Tool and FTE Audit Tool, which are provincially standardized templates for the analysis and reporting of data from the Central Data Warehouse.

Beginning with the 2009-10 reporting year, the Ministry of Advanced Education and Labour Market Development has removed the requirement for Final FTE Reports to be audited by independent accounting firms, based on the fact that all data on which reports are based is available to the Ministry through the Central Data Warehouse. In the absence of external auditors, the Office of Educational Planning has continued to extract, validate, and confirm enrolment data using the same procedures as in past years, and has prepared the same standard reports, which are attached. It is our intention to maintain a high standard of accuracy and reliability in enrolment reporting, and to continue to pursue refinements in institutional systems and practices to support this.

Yours truly,



Pam Montgomery
Director, Educational Planning
Vancouver Island University

**Vancouver Island University
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For the Year Ended March 31, 2010**

		<i>2009/10</i>	<i>2008/09</i>
<i>Program Title</i>		<i>Actual FTEs</i>	<i>Actual FTEs</i>
Domestic Enrolment			
ALMD Funded			
<i>Developmental Programs</i>			
	ABORIGINAL BRIDGING	38.27	50.87
	ACCESS PROGRAMS	46.19	39.32
	ADULT BASIC EDUCATION	848.76	751.68
	DEVELOPMENTAL - OTHER	0.50	0.32
	ENGLISH AS A SECOND LANGUAGE	23.12	17.46
	Total Developmental Programs	956.84	859.65
<i>Skills Programs</i>			
	SKILLS PROGRAMS	486.24	395.19
	Total Skills Programs	486.24	395.19
<i>Certificate Programs</i>			
	ABORIGINAL BRIDGING	5.94	2.70
	ACTIVITY ASSISTANT	4.51	4.13
	ANIMAL CARE AIDE	12.11	6.51
	APPLIED BUSINESS TECHNOLOGY	90.93	80.74
	APPLIED BUSINESS TECHNOLOGY ONLINE	48.95	44.08
	BRIDGE WATCHMAN	4.72	6.39
	BUSINESS MANAGEMENT	8.10	8.40
	COMMUNITY LEADERSHIP	1.00	
	COMMUNITY SUPPORT WORKER	2.08	12.83
	DENTAL ASSISTANT	32.60	30.99
	DENTAL RECEPTIONIST	8.44	2.93
	DESKTOP AND WEB PUBLISHING	3.16	2.52
	DEVELOPMENTAL STANDARD TEACHING CERTIFICATE		0.50
	ESTHETICIAN	14.00	
	EVENT MANAGEMENT	11.00	8.88
	FIRE OFFICER	6.52	9.45
	HEALTH CARE ASSISTANT (PREVIOUSLY HOME SUPPORT/RESIDENT CARE ATTENDANT)	85.06	79.74
	HOSPITAL UNIT CLERK	14.83	11.34
	INTERNET PRODUCTION	18.40	10.30
	LIFE SKILLS COACH TRAINING		3.89
	MANAGEMENT SKILLS FOR SUPERVISORS	4.83	4.67
	MASTER GARDENER	4.93	7.56
	MEDICAL OFFICE SPECIALTY	10.03	5.38
	MEDICAL TRANSCRIPTON		7.80
	MICROCOMPUTER OPERATOR SPECIAL TRAINING	0.81	0.08
	NAIL TECHNICIAN	4.67	
	PRACTICAL NURSING	103.44	93.94

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For the Year Ended March 31, 2010

		<i>2009/10</i>	<i>2008/09</i>
<i>Program Title</i>		<i>Actual FTEs</i>	<i>Actual FTEs</i>
	PUBLIC SAFETY COMMUNICATIONS		1.44
	SCHOOL AND COMMUNITY SUPPORT WORKER	42.08	5.67
	SPECIAL EDUCATION ASSISTANT	4.50	29.08
	STERILE SUPPLY TECHNICIAN	15.80	13.17
	TEACHING ENGLISH AS A FOREIGN LANGUAGE		2.49
	TECHNICAL COMMUNICATIONS	5.16	6.61
	Total Certificate Programs	568.59	504.21
Diploma Programs	ADVANCED DIPLOMA IN G.I.S.	29.60	30.40
	APPLIED ARTS - GRAPHICS ¹	0.09	16.36
	APPLIED ARTS - INTERIOR DESIGN ¹		7.01
	APPLIED ARTS - THEATRE	37.93	34.00
	CHILD AND YOUTH CARE	45.03	40.40
	CHILD AND YOUTH CARE - FIRST NATIONS	21.35	12.90
	CRIMINOLOGY	61.87	74.17
	CULINARY ARTS	17.00	5.80
	DENTAL HYGIENE	31.68	33.66
	DISABILITY STUDIES	2.30	2.50
	EARLY CHILDHOOD EDUCATION	32.45	32.64
	FISHERIES & AQUACULTURE TECHNOLOGY	26.52	28.60
	FOREST RESOURCES TECHNOLOGY	36.38	34.30
	GREEN BUILDING AND RENEWABLE ENERGY	25.73	13.94
	HEALTH SERVICE ADMINISTRATION	6.80	6.90
	HORTICULTURAL THERAPY	4.84	3.55
	HOSPITALITY MANAGEMENT	29.90	29.96
	INFORMATION TECHNOLOGY AND SYSTEMS	37.56	32.56
	INTERNET PRODUCTION	5.60	8.80
	JAZZ STUDIES	86.09	79.31
	RECREATION MANAGEMENT	55.09	51.59
	RESOURCE MANAGEMENT OFFICER TECHNOLOGY	50.00	51.08
	SOCIAL SERVICES	54.70	52.33
	TOURISM MANAGEMENT	44.53	46.03
	VISUAL ARTS	32.87	27.03
	Total Diploma Programs	775.92	755.82
Baccalaureate Degree Programs	BACHELOR OF ARTS	1,493.20	1,418.26
	BACHELOR OF ARTS IN CHILD AND YOUTH CARE	64.97	55.80
	BACHELOR OF BUSINESS ADMINISTRATION	438.20	455.77
	BACHELOR OF EDUCATION	383.16	326.46
	BACHELOR OF FINE ARTS - VISUAL ARTS (TRANSFER)	14.00	10.30
	BACHELOR OF HOSPITALITY MANAGEMENT	14.20	6.50

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For the Year Ended March 31, 2010**

		<i>2009/10</i>	<i>2008/09</i>
<i>Program Title</i>		<i>Actual FTEs</i>	<i>Actual FTEs</i>
	BACHELOR OF INTERIOR DESIGN ¹	60.17	38.04
	BACHELOR OF MUSIC (TRANSFER)	10.46	12.31
	BACHELOR OF MUSIC IN JAZZ	29.82	28.38
	BACHELOR OF NATURAL RESOURCE PROTECTION	22.50	20.23
	BACHELOR OF SCIENCE	486.93	406.40
	BACHELOR OF SCIENCE IN FISHERIES & AQUACULTURE	21.32	12.07
	BACHELOR OF SCIENCE IN FOREST RESOURCE MANAGEMENT (TRANSFER)	4.03	
	BACHELOR OF SCIENCE IN NURSING	292.52	287.81
	BACHELOR OF TOURISM MANAGEMENT	42.17	50.90
	UNCLASSIFIED	53.40	53.60
	<i>Total Baccalaureate Degree Programs</i>	<i>3,431.05</i>	<i>3,182.83</i>
<i>Post-Degree Programs</i>	POST-DEGREE DIPLOMA IN BUSINESS	9.20	6.80
	POST-DEGREE DIPLOMA IN FISHERIES AND AQUACULTURE	7.60	4.30
	POST-DEGREE DIPLOMA IN LANGUAGES AND CULTURE	0.55	
	TEACHER PROFESSIONAL UPGRADING	38.20	34.83
	<i>Total Post-Degree Programs</i>	<i>55.55</i>	<i>45.93</i>
<i>Master's Degree Programs</i>	MASTER OF BUSINESS ADMINISTRATION	32.44	35.51
	MASTER OF EDUCATION IN EDUCATIONAL LEADERSHIP	32.29	10.63
		<i>64.74</i>	<i>46.14</i>
<i>ALMD-Funded Trades</i>	ALUMINUM BOAT BUILDING	4.67	
	AUTOMOTIVE SERVICE TECHNICIAN	12.08	
	CARPENTRY FRAMER TECHNICIAN	11.31	12.06
	CULINARY ARTS	20.48	14.09
	ESSENTIAL SKILLS FOR THE WORKPLACE	51.15	47.30
	HEATING, VENTILATION, AIR CONDITIONING/REFRIGERATION		10.45
	WELDING		22.40
	AUTOMOTIVE UPGRADING	0.05	0.05
	BAKING UPGRADING		0.30
	CARPENTRY UPGRADING	0.30	
	CULINARY ARTS UPGRADING		0.05

**Vancouver Island University
Full Time Equivalent (FTE) Enrolment Report
For the Year Ended March 31, 2010**

<i>Program Title</i>	<i>2009/10 Actual FTEs</i>	<i>2008/09 Actual FTEs</i>
HAIRDRESSING UPGRADING	0.60	0.60
HEAVY DUTY UPGRADING	0.39	0.35
WELDING TESTING		2.79
WELDING UPGRADING	3.06	0.03
Total ALMD-Funded Trades	104.09	110.47
TOTAL ALMD-FUNDED PROGRAMS	6,443.02	5,900.24
Domestic Enrolment ITA Funded		
<i>Certificate (Entry Level/Foundations) Programs</i>		
ABORIGINAL CONSTRUCTION	12.82	
AUTOMOTIVE SERVICE TECHNICIAN	47.67	40.62
BAKING - PROFESSIONAL	19.00	15.00
CARPENTRY FRAMER TECHNICIAN	50.53	54.46
CULINARY ARTS ²		94.61
ELECTRICIAN	28.87	28.26
HAIRDRESSING ²		46.69
HEATING, VENTILATION, AIR CONDITIONING/REFRIGERATION	25.73	12.91
HEAVY DUTY/COMMERCIAL TRANSPORT MECHANICS	36.00	37.01
HEAVY EQUIPMENT OPERATOR	7.05	11.04
HORTICULTURAL TECHNICIAN	21.91	22.45
POWER SPORT MARINE TECHNICIAN	13.49	13.49
ROAD BUILDER HEAVY CONSTRUCTION OPERATOR	11.87	12.56
Total Certificate Programs	274.94	389.10
<i>Apprenticeship Programs</i>		
AUTOMOTIVE	88.00	109.00
BAKING	46.00	43.00
CARPENTRY	290.00	344.00
CULINARY ARTS ²	132.42	53.00
ELECTRICIAN	108.00	63.00
GAS FITTER	15.00	16.00
HAIRDRESSING ²	46.87	
HEAVY DUTY MECHANICS	110.00	127.00
POWER SPORT AND MARINE TECHNICIAN	11.00	11.00
REFRIGERATION	10.00	
WELDING	119.35	126.51
Total Apprenticeship Programs	976.64	892.51
TOTAL ITA-FUNDED PROGRAMS	1,251.58	1,281.61
TOTAL DOMESTIC ENROLMENT	7,694.59	7,181.85

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<i>Program Title</i>		<i>2009/10 Actual FTEs</i>	<i>2008/09 Actual FTEs</i>
<i>International Enrolment</i>			
<i>Developmental Programs</i>			
	ADULT BASIC EDUCATION	18.04	11.81
	DEVELOPMENTAL OTHER		0.18
	ENGLISH AS A SECOND LANGUAGE	366.44	353.55
	ENGLISH AS A SECOND LANGUAGE - HORTICULTURE	36.40	40.04
	<i>Total Developmental Programs</i>	<i>420.88</i>	<i>405.58</i>
<i>Skills Programs</i>			
	SKILLS PROGRAMS	1.25	0.84
	<i>Total Skills Programs</i>	<i>1.25</i>	<i>0.84</i>
<i>Certificate Programs</i>			
	APPIED BUSINESS TECHNOLOGY	0.40	
	BAKING - PROFESSIONAL		1.00
	BUSINESS MANAGEMENT	1.40	
	EVENT MANAGEMENT	0.25	0.50
	INTERNET PRODUCTION	0.40	
	TECHNICAL COMMUNICATIONS	0.14	0.04
	<i>Total Certificate Programs</i>	<i>2.59</i>	<i>1.54</i>
<i>Diploma Programs</i>			
	ADVANCED DIPLOMA IN G.I.S.	2.60	2.00
	APPLIED ARTS - GRAPHICS ¹		5.00
	APPLIED ARTS - INTERIOR DESIGN ¹		1.09
	APPLIED ARTS - THEATRE	3.07	1.67
	CHILD AND YOUTH CARE	1.30	
	CRIMINOLOGY	0.80	0.90
	CULINARY ARTS	1.10	0.77
	DENTAL HYGIENE	1.66	
	EARLY CHILDHOOD EDUCATION	4.68	5.19
	FISHERIES & AQUACULTURE TECHNOLOGY	1.36	1.75
	FOREST RESOURCES TECHNOLOGY	3.43	1.18
	GREEN BUILDING AND RENEWABLE ENERGY	1.40	0.86
	HOSPITALITY MANAGEMENT	39.07	33.89
	INFORMATION TECHNOLOGY AND SYSTEMS	1.00	0.38
	INTERNET PRODUCTION	0.10	1.80
	JAZZ STUDIES	1.69	2.66
	RECREATION MANAGEMENT	5.05	4.58
	TOURISM MANAGEMENT	12.03	16.03
	VISUAL ARTS	1.10	
	<i>Total Diploma Programs</i>	<i>81.44</i>	<i>79.75</i>

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	<i>Program Title</i>	<i>2009/10 Actual FTEs</i>	<i>2008/09 Actual FTEs</i>
<i>Baccalaureate Degree Programs</i>	BACHELOR OF ARTS	53.93	65.00
	BACHELOR OF ARTS IN CHILD AND YOUTH CARE		1.50
	BACHELOR OF BUSINESS ADMINISTRATION	194.73	173.80
	BACHELOR OF EDUCATION	0.33	
	BACHELOR OF FINE ARTS - VISUAL ARTS (TRANSFER)	3.10	0.70
	BACHELOR OF HOSPITALITY MANAGEMENT	6.70	0.90
	BACHELOR OF INTERIOR DESIGN	2.65	1.90
	BACHELOR OF MUSIC (TRANSFER)	1.13	0.69
	BACHELOR OF MUSIC IN JAZZ	1.10	0.58
	BACHELOR OF SCIENCE	42.33	33.93
	BACHELOR OF SCIENCE IN FISHERIES & AQUACULTURE	2.21	0.74
	BACHELOR OF TOURISM MANAGEMENT	4.10	4.70
	UNCLASSIFIED	0.40	0.40
	<i>Total Degree Programs</i>	<i>312.72</i>	<i>284.84</i>
<i>Post-Degree Programs</i>	POST-DEGREE DIPLOMA IN BUSINESS	39.70	19.30
	POST-DEGREE DIPLOMA IN FISHERIES & AQUACULTURE	1.00	0.47
		<i>Total Post-Degree Programs</i>	<i>40.70</i>
<i>Master's Degree Programs</i>	MASTER OF BUSINESS ADMINISTRATION	146.90	112.56
		<i>Total Master's Degree Programs</i>	<i>146.90</i>
<i>Apprenticeship Programs</i>	CARPENTRY		1.00
	CULINARY ARTS	4.08	3.30
		<i>Total Apprenticeship Programs</i>	<i>4.08</i>
<i>TOTAL INTERNATIONAL ENROLMENT</i>		<i>1,010.55</i>	<i>909.18</i>
<i>TOTAL ALL ENROLMENT</i>		<i>8,705.14</i>	<i>8,091.03</i>

¹As of 2009-10, Applied Arts - Graphics and Applied Arts - Interior Design Diploma programs have been replaced by degree programs. All Graphics FTEs are now included in the Bachelor of Arts, while Interior Design is reported under the Bachelor of Interior Design.

²As of 2009-10, all certificate-level activity in Culinary Arts and Hairdressing is reported under Apprenticeship.

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FTE Audit Tool - FTE Target Summary
For the Year Ended March 31, 2010

<i>Activity Type</i>	<i>Program Type</i>	<i>Ministry Code</i>	<i>FTE</i>	
1: Domestic	1: Developmental	1:ABE	849.26	
		1:ASE	46.19	
		1:ESL	23.12	
				918.57
	2: Health		2: HLTH	120.18
			2: NLPN	103.44
			2: NRCA	85.06
			2: NURS	292.52
				601.20
	3: Trades		3: Advanced Ed	102.40
			4: ITAP	879.99
			4: ITEL	312.65
			4: ITHS	58.98
				1,354.01
	4: Advanced Ed		2: ABAC	44.11
3: Advanced Ed			4,776.70	
			4,820.81	
			1: Domestic Total: 7,694.59	
2: International		1:ABE	18.04	
		1:ESL	402.84	
		2: HLTH	1.66	
		3: Advanced Ed	583.93	
		4: ITEL	4.08	
			2: International Total: 1,010.55	
			Total Institution: 8,705.14	