SAMPLE CAMPUS REPORT

for

Board of Regents' Meetings

***Format:*** *Memo Format*

*Margins should be 1" all around with left justification.*

*Please use 12 pt. ARIAL font. (If you need to fit more on the page, you may use 10 or 11 pt. as needed) (This is 10 pt. The sample below is 12 pt.)*

**DATE:** XXXX

**TO:** Board of Regents

**FROM:** XXXXXXXXXXX

President/Chancellor/Provost, XXXXXXXXXXXX

**RE:** Campus Report for the XXXXX, 20XX Board of Regents’ Meeting

* Summer school enrollment at Montana State University-Northern is up 17%, using FTE numbers as the base and comparing those figures to the same date last year.
* The two-year, associate degree in nursing was reviewed by both State and Federal accrediting agencies this year. In each instance, the review was favorable and complementary. The most recent approval, from the National League of Nursing Accrediting Commission, was especially rewarding, since that group gave the program its longest possible authorization, eight (8) years. Credit for the exemplary visits must go to interim chair/dean, Trish Goudie, and her nursing colleagues.
* The campus received notice of two (2) substantial grants earlier in the summer: --a three-year, $600,000 grant under the Preparing Teachers to Use Technology program. The grant will include the creation of a state-of-the-art classroom on the MSU-Northern campus; and the development of important partnerships with several area tribal colleges and Havre High School. --a $150,000 grant to train Native American citizens for particular jobs, especially in the area of water quality treatment and protection. Since MSU-Northern has the only water quality treatment degree in the State, the grant is especially important to that program.