# BOARD OF REGENTS
# PRELIMINARY BPR TEAM REPORT

**BPR TEAM:** Center for Continuing Education and Academic Outreach

**CHAIR:** Dr. Brian Van Horn, Dean

**TEAM MEETING SCHEDULE:** Sept. 13, Oct. 11, Oct. 25, Nov. 1, Nov. 15

**PROGRAMS REVIEWED**: Nine Major Units in CE/AO

**OVERVIEW OF ACTIVITY TO THIS POINT**:

The Continuing Education and Academic Outreach Budget Planning and Review Team have met on a regular basis since August 2012. The team was charged with reviewing the major units under the Center for Continuing Education and Academic Outreach which included conferences and workshops, ROTC, MSU Transfer Center, Fort Campbell Campus, Henderson Regional Campus, Hopkinsville Regional Campus, Madisonville Regional Campus, and Paducah Regional Campus, MSU Community College, and distance learning.

Because of the distance of committee members and teaching schedules, we have met from 11 a.m. to 2:30 p.m. on Thursdays.

The committee met briefly after the Kick-Off Luncheon on August 30, 2012 and has worked since. The team chose to utilize and refine a rubric that grades each unit on the Five Guiding Criteria that includes essentiality, demand, quality, cost effectiveness, and opportunity. This rubric allowed each unit to be studied independently and scored based solely on its one merit.

Each unit score was then tallied and a list of recommendations is being developed utilizing these scores. Much of the preparation has taken place outside the meeting and time in the meetings has been focused on asking questions and adding clarity. Much of the value in this process has been focusing on how we can do more in revenue generation with additional offerings.

Work will continue after the Christmas Holiday and the committee will be prepared to make final recommendations to the President by late February. Committee members are continuing to review rubrics and develop recommendations.