

## **Draft**

### **Outline of COBE Report to UWS and WTCS Presidents**

(Estimated 15 to 20 page report)

#### **Cover: Expanding the Number of Baccalaureate Degree Holders in Wisconsin**

**Cover letter** from the two co-chairs about the process and how excited they are about the deliberations and recommendations

**Executive summary** of the report, no more than two pages--material that would go in the press release with quotes from the cover letter

**Introduction** giving about two pages on **background issues and context**

**Goal statements** about who we are trying to serve and what we are trying to accomplish

**Recommendations** would be a multi-page section, perhaps with a brief overview of the whole set of recommendations, then pages for each target audience and the strategies identified to serve that group

**Implementation** section, providing for the strategies estimates on costs, potential yield, first steps, timelines

**Resource** page for people who want to learn more

**Concluding page** listing the committee members, the committee staff, and other participants