

**Program Improvement Plan  
2004-2005  
County Name**

| <b>Goal:</b>   |                    |            |                |             |                 |
|----------------|--------------------|------------|----------------|-------------|-----------------|
| <b>Item 1:</b> |                    |            |                |             |                 |
| Action Steps   | Person Responsible | Benchmarks | Date Projected | Date Actual | Progress Report |
|                |                    |            |                |             |                 |
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| <b>Item 2:</b> |                    |            |                |             |                 |
| Action Steps   | Person Responsible | Benchmarks | Date Projected | Date Actual | Progress Report |
|                |                    |            |                |             |                 |
|                |                    |            |                |             |                 |

How to complete this PIP form:

1. Identify goal (area for improvement) based on Program Self-Review guide. *E.g., Enrollment*
2. List item(s) under each goal that you want to identify for action steps) *E.g., Design and implement a recruitment plan to enroll more students into your program.*
3. List the action steps needed to accomplish the item. *E.g., Design a recruitment strategy; Implement a recruitment strategy; Monitor results of strategy; Revise strategy.*
4. Identify who is responsible for the action.
5. Identify a benchmark for each action step. Benchmarks are measurements or evaluation methods and they provide more details on the action steps. Benchmarks are concrete and observable. *E.g. Plan approved by superintendent; Twenty new students needing remediation enrolled from community college; Number of enrollments increased by 10 percent.*
6. Set a projected date for completion of each benchmark.
7. Fill in the actual date when the benchmark was actually reached.
8. Progress report. Complete this area each month and send to KYAE to report on your progress on the PIP. The progress report should be e-mailed to KYAE by the 10<sup>th</sup> of each month.