*Please complete highlighted areas as well as the table.*

Program Name: \_\_\_\_\_\_\_\_\_\_\_

FY20\_\_  **Program Improvement Plan and Progress Report**

**Reason for selecting the following goal and objective): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***(Data or description of issue prompting selection of the goal)***

**Goal:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***(Broad statement of desired educational outcomes. The goal provides a foundation for benchmark measures.)***

**Benchmark measure(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Specific measurable outcome(s) for this year. Programs may list more than one benchmark measure, but must identify which single measure they have chosen to be monitored for Quality Points.)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Benchmark Measure:** *Add Rows in Each Section as Needed* | | | | | |
| **Strategy**  ***(Describe the approach/es the program will take to achieve the benchmark measure. There may be more than one strategy.)*** | **Activity**  ***(Identify specific actions to implement strategies. There may be more than one activity per strategy. Use one row per activity. )*** | **Who is Responsible?**  ***(List by name(s) or title(s) the staff who will be accountable for the activity.)*** | **Target Date** | **Resources**  ***(Identify the resources including personnel time, publications, data, professional development, etc. needed for the activity.)*** | **Status: Mid & End of Year**  ***Report progress on each strategy toward the benchmark measure selected for monitoring. Also, if additional benchmarks were submitted in the continuation application, report progress for those additional strategies.*** |
|  |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Progress Report: *(Report progress toward the benchmark measure. These may be data or documents, e.g., an instructor handbook. Progress reports are required at the end of Quarter 2 and the end of the year.)***

\_\_\_\_\_\_\_\_ **Mid-Year** Quarter 2 (due mid-January of current fiscal year with all Quarter 2 reports)

\_\_\_\_\_\_\_\_ **End of Year** Report (due December 1)