

Postsecondary Performance Improvement Plan (PIP) Instructions

1. Download the PIP form from the Ohio Board of Regents Perkins website. Go to <http://regents.ohio.gov/perkins/> select Carl D. Perkins link, next select the accountability link. The document is located at the bottom of page.
2. Indicate campus name and CTPD number on form.
3. In the column entitled ***Performance Indicator***, list the indicator identified on your FY2010 Postsecondary Performance Report that does not meet at least 90% of the negotiated target. **Develop a separate PIP form for each indicator not met.**
4. Check the box indicating the year of PIP implementation.
5. In the column entitled ***Performance Improvement Plan***, briefly describe the step(s) you will take in FY2011 to address the performance indicator.
 - **Data Analysis:** Analyze the campus data, aggregated and disaggregated, in consultation with stakeholders.
 - **Strategy/Action:** Determine the strategy and actions you intend to implement to improve performance for the indicator.
 - **Oversight:** Include who (position) will be locally responsible for ensuring the plan is implemented.
6. Print the completed version of each PIP and have it **signed and dated by your President**. Scan and email the signed original(s) back to Tawanna Fields-Mphande. Alternatively, you may mail the signed original(s) to:

**Ohio Board of Regents
College & Career Transitions
30 East Broad St. 36th Floor
Columbus, OH 43215**

******The completed PIP(s) must be received at OBR postmarked within thirty days of the notification letter postmark to avoid possible sanctions.***

If you have any further questions, please contact me at (614) 728-5656.