



**Wharton County
Junior College**

**PAID PROFESSIONAL
ASSIGNMENT (PPA)
REQUEST FORM**

TO: Vice President of Instruction DATE: 09/30/16

FROM: Michele Betancourt

DIV or UNIT: Distance Education

SUBJ: PPA request for: Lindsay Buckingham

Title of PPA activity: Development of MATH 1324 Online Master Course

Dates (or semesters) of activity: October 16, 2016 - April 17, 2017

A. **Activity and Expected Outcomes.** Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.


The purpose of this program is to strengthen WCJC online course offerings by providing support to faculty to re-develop online courses that existed prior to the implementation of the current course development process. An \$1,800 PPA will be provided by Distance Education in support of faculty time and effort to develop a master course to be utilized by all WCJC faculty within the given department. See attached "Online Course Redevelopment Program" - Additional Information" document. Please charge account number 1110-1412-6180-400.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$1,800	\$1,800
TOTAL		\$1,800	\$1,800

BUDGET NUMBER: 1110-1412-6180-400

C. **Approvals**

Supervisor: 

Date: 9/30/16

VPI: 

Date: 10/10/16

President: 

Date: 10-11-16

RECEIVED
Vice President of Instruction
Date: 9/30/16 Initial: IC