



**Wharton County
Junior College**

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

TO: VPI, Leigh Ann Collins

DATE: July 7, 2020

FROM: Kevin Dees, Chair Life Sciences Division

DIV or UNIT: Lie Sciences/Biology Dept

SUBJ: PPA request for: Kim Raun
 Title of PPA activity: Unifying lab instructional modalities- BIOL2420
 Dates (or semesters) of activity: Summer 2020 (July 7 - August 7, 2020)

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 current fall 2020 BIOL2420 lab schedule contains multiple modalities. To prepare for a potential shift in instructional modality for fall that is least disruptive to both online and F2F instruction, we need to revise lab instruction and schedules to develop a universal online curriculum. In 2020 spring and summer terms, labs quickly converted to an online format, while meeting all required SLO's. However, online lab instruction is very different from the F2F presentation. A collective effort to unify science lab instruction is necessary to maintain quality instruction for fall.

Deliverables - revised lab schedule and instructional curriculum for all faculty to use
 Due date - 8/7/2020

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 750.00	\$ 750.00
TOTAL		\$ 750.00	\$ 750.00

Budget Number : 1110.14301.6092.100

C. **Approvals**

Supervisor: Kevin Dees
Digitally signed by Kevin Dees
 DN: cn=Kevin Dees, o=WCJC,
 ou=Life Sciences,
 email=kevind@wcjc.edu, c=US
 Date: 2020.07.09 12:55:42 -0500

Date: 7/7/2020

VP: Leigh Ann Collins
Digitally signed by Leigh Ann Collins
 DN: cn=Leigh Ann Collins, o=WCJC,
 ou=VPI, email=lacollins@wcjc.edu, c=US
 Date: 2020.07.10 13:58:40 -0500

Date: _____

President: *Debra L. MacEachron*

Date: 7-10-20