



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

TO: Vice President of Instruction

DATE: February 2, 2021

FROM: Phyllis Appling and Patrick Ralls

DIV or UNIT: Communication and Fine Arts/College Readiness

SUBJ: PPA request for: Cindy Diener
 Title of PPA activity: House Bill 5 Support, Facilitator, Proctor, Grader
 Dates (or semesters) of activity: Spring 2021

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.

Cindy Diener will provide support to participating school districts as described in WCJC's memo of understanding for HB5 College Prep Courses. The support is as follows:

- 1) She may travel to prep course classes to talk to students and explain the advantage of the college prep courses and potentially recruit students.
- 2) She will create and facilitate professional development to high school teachers who are teaching the prep courses.
- 3) She will provide instructional support to high school teachers who are utilizing our curriculum.
- 4) She will travel to participating schools and serve as a proctor and grader for final assessments.
- 5) She will work with Phyllis Appling to disseminate test results to WCJC's registrar

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,100.00	
TOTAL		\$ 2,100.00	\$ 0.00

Budget Number : 1110.14506.6092.100

C. **Approvals**

Supervisor: Patrick Ralls
Digitally signed by Patrick Ralls
 DN: cn=Patrick Ralls, o,
 ou=Speech Department,
 email=ralls@wcjc.edu, c=US
 Date: 2018.09.07 07:55:55 -0500

Date: _____

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: 2021.02.03 13:47:54 -0600

Date: 2-3-21

President: Betty A. McCreech

Date: 2-3-21