



**Wharton County  
Junior College**

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

TO: Leigh Ann Collins

DATE: 05/22/2019

FROM: Michele Betancourt; Jennifer Mauch

DIV or UNIT: Distance Education; Math and Physical Sciences

SUBJ: PPA request for: Lindsay Buckingham @00346334  
 Title of PPA activity: Master Course Development - Online MATH 1324  
 Dates (or semesters) of activity: Summer 1 and 11 2019

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.

Develop Master Online Class for 2019-2020 and beyond.

1. Meet with DE Staff to review standards and expectations.
2. Submit completed "Getting Started" module for review.
3. Submit one completed Learning Module for review.
4. Submit Final Course for Review (Must have 50% of total course complete before review)
  - a. Make any required revision indicated on OCE and Accessibility Feedback Form before start of course
5. Maintain and update course as needed

B. **Cost**

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

Budget Number : 1110-1412-6092-400

C. **Approvals**

Distance Ed.: Michele Betancourt Digitally signed by Michele Betancourt  
DN: cn=Jennifer Mauch, o, ou=Wharton County Junior College, email=mauchj@wcjc.edu, c=US  
Date: 2019.05.22 13:22:22 -05'00' Date: 05/22/2019

Supervisor: Jennifer Mauch Digitally signed by Jennifer Mauch  
DN: cn=Jennifer Mauch, o, ou=Wharton County Junior College, email=mauchj@wcjc.edu, c=US  
Date: 2019.05.22 16:21:14 -05'00' Date: 5-22-2019

VP: LAC Date: 6-20

President: Boyd A. Moore Date: 6-21-19

**RECEIVED**  
 Vice President of Instruction  
 Date: 6/19/19 Initial: KB