



# Wharton County Junior College

## PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Leigh Ann Collins, Vice President of Instruction

DATE: 07/31/2025

FROM: Michele Betancourt, Director of Distance Education

DIV or UNIT: Distance Education

SUBJ: PPA request for: Kimberly Ashburn

Title of PPA activity: Expand Acadeum Course Sharing

Dates (or semesters) of activity: Fall 2025

- 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.

After successfully piloting WCJC's participation in summer as a Teaching Institution in the Acadeum Course Sharing program, we will expand our course sharing options to help boost enrollment and help improve student retention and completion rates, especially in low-enrollment classes and programs. Expanding the program while maintaining the status as a Home Institution requires identifying and cataloging quality online courses, verifying faculty credentials, onboarding faculty with Acadeum processes, tracking enrollment and performance for the Acadeum network, and managing data to inform future decisions related to course sharing.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,400.00	\$ 2,400.00
TOTAL		\$ 2,400.00	\$ 2,400.00

Budget Number : 1110-1412-6092-400

C. **Approvals**

Supervisor: Michele Betancourt  
Digitally signed by Michele Betancourt  
Date: 2025.07.31 12:38:23 -05'00'

VP: Leigh Ann Collins  
Digitally signed by Leigh Ann Collins  
Date: 2025.07.31 15:19:09 -05'00'

President: [Signature]  
Date: 08/01/25