

COPY



**Wharton County  
Junior College**

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

TO: Leigh Ann Collins-Vice President of Instruction

DATE: January 22, 2020

FROM: Patrick Ralls and Sharon Prince

DIV or UNIT: Communication & Fine Arts/English, Humanities, Foreign Language

SUBJ: PPA request for: Ava Humme  
 Title of PPA activity: Assistant Department Head  
 Dates (or semesters) of activity: Spring 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.

Ava Humme will provide support to the English Department head with the following administrative duties.

- HUMA master syllabus revisions as needed; assist in the review of all PT HUMA instructors' course syllabi.
- HUMA data coordination (rubrics, assessments, data gathering, reporting, informing DH on assessment).
- Review and evaluate all potential HUMA PT instructors & provide insight on offering assignments or not.
- Collaborate with DH to create a schedule of observation for all PT HUMA instructors.
- Assist with the PMP development.
- Contribute to schedule planning.

B. **Cost**

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

Budget Number : 1110.14503.6092.100

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: 2019.08.15 09:26:43 -0500' Date: \_\_\_\_\_

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins  
DN: cn=Leigh Ann Collins, o=WCJC,  
ou=VP, email=lcollins@wcjc.edu, c=US  
Date: 2020.01.22 16:29:22 -0600' Date: 1-22-20

President: Betty A. McNeal Date: 1-29-20

**RECEIVED**  
 Vice President of Instruction  
 Date: 1/27/20 Initial: TC