



PAID PROFESSIONAL ASSIGNMENT  
(PPA) REQUEST FORM

TO: Vice President of Instruction DATE: 08/02/16  
 FROM: Michele Betancourt  
 DIV or UNIT: Distance Education  
 SUBJ: PPA request for: Stephen Lyford  
 Title of PPA activity: Online Course Redevelopment Program  
 Dates (or semesters) of activity: Spring 2016

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 purpose of this program is to strengthen WCJC online course offerings by providing support to faculty to re-develop online courses that existed prior to the implementation of the current course development process. A \$900 PPA will be provided by Distance Education in support of faculty time and effort to re-develop their online course. This amount will be paid at the end of the online program once the course goes through the evaluation process and receives a rating of "effective" or "exemplary". See attached the Online Course Redevelopment Program Description.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$900	\$900
TOTAL		\$900	\$900

C. **Approvals**

Supervisor: *Michele Betancourt* Date: 8/2/16  
 VPI: *Luc* Date: 8-3-16  
 President: *Lucy Melendy* Date: 8-4-16

RECEIVED  
 Vice President of Instruction  
 Date: 8/2/16 Initial: TC