



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Leigh Ann Collins

DATE: 3/21/24

FROM: Michele Betancourt; David Kucera

DIV or UNIT: Distance Education; Technology and Business

SUBJ: PPA request for: Donna Falloon @00259291

Title of PPA activity: Online BUSI 1301 Master Course Dev.

Dates (or semesters) of activity: Summer 2024

- 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 Online BUSI 1301 as master course to be taught in Fall 2024 in the new Brightspace learning environment.

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.

a. Make any required revision indicated on OCE and Accessibility Feedback Form before start of course

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
TOTAL		\$ 2,100.00	\$ 2,100.00

Budget Number : 1110-1412-6092-400

C. **Approvals**

Distance Education: Michele Betancourt Digitally signed by Michele Betancourt
Date: 2024.03.22 10:55:17 -05'00'

Date: _____

Supervisor: David Kucera Digitally signed by David Kucera
DN: cn=David Kucera, o=Wharton County Junior College, ou=Division Chair
Technology and Business, email=davidk@wcjc.edu, c=US
Date: 2024.03.25 09:49:40 -05'00'

Date: _____

Vice President: Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2024.03.22 16:48:23 -05'00'

Date: _____

President: _____

Date: 3-25-24