



**Wharton County
Junior College**

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

TO: Leigh Ann Collins
 DATE: 05/22/2019
 FROM: Michele Betancourt; David Kucera
 DIV or UNIT: Distance Education; Technology & Business
 SUBJ: PPA request for: Amelia Maretka
 Title of PPA activity: Master Course Development - Online COSC 1301 *(changed text + platform)*
 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
TOTAL		\$ 2,100.00	\$ 2,100.00

Budget Number : 1110-1412-6092-400

C. **Approvals**

Distance Ed.: Michele Betancourt Digitally signed by Michele Betancourt Date: 2019.05.23 05:48:46 -07'00' Date: 05/23/2019

Supervisor: David Kucera Digitally signed by David Kucera, ou=Wharton County Junior College, ou=Division of Technology and Business, email=dkucera@wcjc.edu, cn=US Date: 2019.05.23 08:21:41 -05'00' Date: 05/23/2019

VP: Luc Date: 5-28-19

President: Betty A. McCreake Date: 5-29-19