



# Wharton County Junior College

## PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Leigh Ann Collins

DATE: 5/2/23

FROM: Michele Betancourt; Patrick Ralls

DIV or UNIT: Distance Education; Communication and Fine Arts

SUBJ: PPA request for: Julieta Rodriguez @00286570

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

Dates (or semesters) of activity: Summer 2023 (June, July, & August)

- 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 ENGL 1301 as master course to be delivered in Summer 2023 in the new D2L Brightspace learning environment.

1. Attend Preparing for Online Course Review presentation.
2. Submit completed "Getting Started" and one "Learning Module" for review by due date.
3. Complete Master Course modules after input from review of number 2.
4. Complete "For Instructor Area".
5. Submit Final Course for Review by due date.
  - a. Make any required revision indicated on Distance Ed Online Course Evaluation and Accessibility Feedback Form by due date.

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: 2023.05.02 10:34:14 -05'00'

Date: 5/2/23

Supervisor: Patrick Ralls Digitally signed by Patrick Ralls  
DN: cn=Patrick Ralls, o, ou, email=rallsp@wcjc.edu, c=US  
Date: 2023.05.02 11:15:42 -05'00'

Date:

Vice President: Leigh Ann Collins Digitally signed by Leigh Ann Collins  
Date: 2023.05.04 08:17:22 -05'00'

Date:

President:

Date: 5-4-23