



**Wharton County
Junior College**

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

TO: Leigh Ann Collins

DATE: 2/21/23

FROM: Michele Betancourt; David Kucera

DIV or UNIT: Distance Education; Technology and Business

SUBJ: PPA request for: Muna Saqer @00387408
 Title of PPA activity: Online Cosc 1301 Master Course Dev.
 Dates (or semesters) of activity: Spring 2023

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 COSC 1301 as master course to be delivered in Summer 2023 in the new D2L 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: 1110-1412-6180-400

C. Approvals

Distance Education: Michele Betancourt Digitally signed by Michele Betancourt
Date: 2023.02.21 10:19:34 -06'00'

Date: 2/21/23

Supervisor: David Kucera Digitally signed by David Kucera
DN: cn=David Kucera, o=Wharton County Junior College, ou=Division of Technology and Business, email=davidk@wjc.edu, c=US
 Date: 2023.02.21 11:36:03 -06'00'

Date: 02/21/2023

Vice President: Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2023.02.21 16:54:31 -06'00'

Date: 2-28-23

President: *Betty A. McLeod*

Date: 2-28-23