



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Leigh Ann Collins

DATE: 1/28/25

FROM: Michele Betancourt; Jennifer Mauch

DIV or UNIT: Distance Education; Math and Physical Sciences

SUBJ: PPA request for: Mozammel Hussain @00417608
 Title of PPA activity: Online PHYS 2425 Master Course Dev.
 Dates (or semesters) of activity: Spring 2025

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 PHYS 2425 as master course during the Spring 2025 semester.

1. Schedule a meeting with Candi Hollier, Instructional Technologist to review expectations and timeline.
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 OCE 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: 2025.01.28 08:55:22 -06'00' Date: 1/28/25

Supervisor: Jennifer Mauch Digitally signed by Jennifer Mauch
DN: cn=Jennifer Mauch, ou=Wharton County Junior College, ou=emahmauch@wcjcd.edu, cn=US
Date: 2025.01.28 09:02:33 -06'00' Date: 1-28-25

Vice President: Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2025.01.29 14:15:52 -06'00' Date: _____

President: Betty Melrohan Date: 1-29-25