



**Wharton County  
Junior College**

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

TO: Leigh Ann Collins  
 DATE: 9/3/2024  
 FROM: Carol Derkowski  
 DIV or UNIT: Allied Health/ Dental Hygiene  
 SUBJ: PPA request for: Pam Dobbs  
 Title of PPA activity: DH Clinical Tracking Software  
 Dates (or semesters) of activity: Fall 2024- 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.

1. Research and recommend (in consultation with IT) student tracking software to meet departmental needs.
  2. Customize software according to the needs of students, faculty and requirements of accrediting agency.
  3. Develop written protocols for use by students and faculty.
  4. Instruct faculty and students on software use
  5. Serve as on-site expert on software use and contact person with software vendor.
- Outcome: Utilization of software by faculty and students by Fall 2025; \$1800 per term.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 1,800.00	\$ 3,600.00
<b>TOTAL</b>		\$ 1,800.00	\$ 3,600.00

Budget Number : 1110.14182.6092.102

C. **Approvals**

Supervisor: Carol Derkowski  
 VP: Leigh Ann Collins  
 President: Betty McCreahy

Digitally signed by Carol Derkowski  
 Date: 2024.09.03 10:20:39 -05'00'

Digitally signed by Leigh Ann Collins  
 Date: 2024.09.03 13:49:01 -05'00'

Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: 9-4-24