



**Wharton County
Junior College**

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

TO: Leigh Ann Collins

DATE: 11/08/2017

FROM: Michele Betancourt, Stephen Lyford, David Kucera

DIV or UNIT: Distance Education, Computer Science, Technology and Business

SUBJ: PPA request for: Sharon Gregory @00284725

Title of PPA activity: BCIS 1305 master course

Dates (or semesters) of activity: Winter Mini

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.

Create a Master BCIS 1305 Course for faculty adoption in Spring 2018

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 completed "For Instructor" module with detailed walkthrough
5. Submit Final Course for Review
 - a. If course does not receive "Exemplary" rating, make required revisions.

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**

Supervisor: David Kucera Digitally signed by David Kucera
DN: cn=David Kucera, o=Technology and Business, ou=WJCJC,
email=davidk@wjcj.edu, c=US
Date: 2017.11.08 13:06:03 -0600 Date: 11/08/2017

VP: [Signature] Date: 11-14-17

President: [Signature] Date: 11-15-17