



**Wharton County
Junior College**

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

TO: Leigh Ann Collins / Marybelle Albrecht

DATE: 7/8/2020

FROM: Michele Betancourt

DIV or UNIT: Distance Education Department

SUBJ: PPA request for: Candi Hollier

Title of PPA activity: Online Professional Development Training Modules

Dates (or semesters) of activity: Summer 1-2 2020

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/redevelop comprehensive video training modules with assessments. These training modules will be used to train all faculty on: Core Blackboard functionality, Online best practices and pedagogy, advanced blackboard features and additional instructional technologies to assist faculty with online/hybrid/web enhanced transitions through the COVID-19 crisis.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 3,000.00	\$ 3,000.00
TOTAL		\$ 3,000.00	\$ 3,000.00

Budget Number : 21153-6068-6189-501

C. **Approvals**

Supervisor: Michele Betancourt Digitally signed by Michele Betancourt
Date: 2020.07.08 11:17:51 -05'00' Date: 7-8-2020

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins
DN: cn=Leigh Ann Collins, o=WCJC,
ou=VP, email=leahcollins@wcjc.edu, c=US
Date: 2020.07.08 12:22:55 -05'00' Date: _____

President: Brad A. Melnick Date: 7-8-20