Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

To:	Vice President of Instruction	Date: 1/23/2019
From:	David Kucera	
Division / Unit:	Technology and Business Division	

Subject:		
	PPA request for:	Donna Schilling
	Title of PPA Activity:	Assistant Program Director
	Dates(or semesters) of Activity:	Spring 2019

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.

The Computer Science Assistant Program Director (APD) supports the Program Director in leadership and delivery of the computer science courses within the general education core, for the Associate of Arts degree, and for three technical Associate of Applied Science degrees, two Level I certificates, and a marketable skills award. Programming includes two unique university articulation agreements. Specifically, the APD:
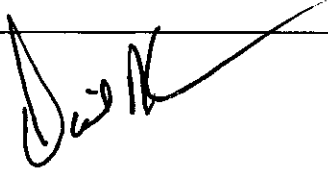
1. Serve as technical contact and administrator of newly implemented Netlab virtualization equipment ongoing throughout the semester.
2. Assist other instructors with technical issues when they arise within the Netlab environment.
3. Work with the Program Director to educate and train him/her on proper administration of the Netlab environment.
4. Maintain hardware and software in all computer science classrooms on all campuses on ongoing basis.
5. Update and prepare removable hard drive checkout sheet for Spring 2019 Classes by 2nd week of class.
6. Ensure that all computer classrooms have needed software CDs/DVDs by February 28th. Inform the program director of any software installation requirements by March 26th. (one week before IT deadline for division chair submission)

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

Budget Number: 1110.14809.6179.102

C. **Approvals:**

Supervisor: **Stephen Lyford** Digitally signed by Stephen Lyford Date: 2019.01.23 15:24:39 -06'00'   Date:

VPI: _____   Date: 1-30-19

President: _Betty A. McCrohan_   Date: 2-1-19

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Vice President of Instruction
Date: 1/30/19 Initial: K