



To: Vice President of Instruction Date: 09-01-2016  
 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: Fall 2016

**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 in preparation for installation in December 2016
2. Train Additional Instructor (Stephen Lyford), on Netlab equipment before before January 17, 2017.
3. Install and configure Netlab before January 17, 2017.
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 Fall 2016 Classes by 2nd week of class.
6. Ensure that all computer classrooms have needed software CDs/DVDs by September 30. Inform the program director of any software installation requirements by Oct. 21, 2016. (one week before IT deadline for division chair submission)
7. Complete proper CIR paperwork in degree/certificate plan development and changes; in 2016-17 this includes extensive review of network administration degrees and certificates to align curriculum with student needs and local workforce opportunities and maximize course enrollment as well as program completion and gainful employment; have information ready for fall 2017 changes before CIR October 2016 meeting deadline.
8. Complete AMS degree revisions for: ITNW 1313, ITNW 2301, ITCC 1475, ITCC 1476, ITCC 1478, ITCC 1479 by 12th class day of the Fall 2016 semester.
9. Gather and document Student Learning Outcomes and SCANS findings for all courses. Enter data and prepare ACLAS for courses assessed this cycle. ACLAS due to the program director before the September 15th 2016 deadline.
10. Plan and organize the "IT Graduate Workshop" for Spring 2017 by contacting and scheduling industry representatives. Submit list of representatives, date, and outline of the workshop to program director before January 17, 2017.

**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: <u>1110.14809.6179.102</u>			

**C. Approvals:**

Supervisor: *Megan Casey* Date: 11/1/16  
 VPI: *Lee* Date: 11-9-16  
 President: *Betty Meek* Date: 11-11-16

**RECEIVED**

Vice President of Instruction

Date: 11/2/16 Initial: \_\_\_\_\_