



# Wharton County Junior College

## PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: VPI, Leigh Ann Collins

DATE: July 7, 2020

FROM: Kevin Dees, Chair Life Sciences Division

DIV or UNIT: Lie Sciences/Biology Dept

SUBJ: PPA request for: Jennifer Jeffery

Title of PPA activity: Unifying lab instructional modalities- BIOL1406/1407

Dates (or semesters) of activity: Summer 2020 (July 7 - August 7, 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.

The current fall 2020 BIOL1406/1407 lab schedule contains multiple instructional modalities. To prepare for a potential shift in instructional modality for fall that is least disruptive to both online and F2F instruction, we need to revise lab instruction and schedules to develop a universal online curriculum. In spring and summer terms in 2020, labs quickly converted to an online format, while meeting all required SLO's. However, online lab instruction is very different from the F2F presentation. A collective effort to unify science lab instruction is necessary to maintain quality instruction for fall.

Deliverables - revised lab schedule and instructional curriculum for all faculty to use  
Due date - 8/7/2020

**B. Cost**

| Type PPA                                    | # PPA Pay Hours | PPA Salary  | Total Costs |
|---|-----------------|-------------|-------------|
| ON CONTRACT<br>(release time from teaching) |                 |             |             |
| ON OVERLOAD<br>(additional compensation)    |                 | \$ 1,500.00 | \$ 1,500.00 |
| <b>TOTAL</b>                                |                 | \$ 1,500.00 | \$ 1,500.00 |

Budget Number : 1110.14301.6092.100

**C. Approvals**

Supervisor: Kevin Dees

Digitally signed by Kevin Dees  
DN: cn=Kevin Dees, o=WCJC,  
ou=Life Sciences,  
email=kevin@wcjc.edu, c=US  
Date: 2020.07.09 12:55:42 -05'00'

Date: 7/7/2020

VP: Leigh Ann Collins

Digitally signed by Leigh Ann Collins  
DN: cn=Leigh Ann Collins, o=WCJC,  
ou=VPI, email=lacollins@wcjc.edu, c=US  
Date: 2020.07.10 13:38:23 -05'00'

Date: \_\_\_\_\_

President: *Barry A. McCall*

Date: 7-10-20