



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

TO: Leigh Ann Collins

DATE: 1/28/25

FROM: Michele Betancourt; David Kucera

DIV or UNIT: Distance Education; Technology and Business

SUBJ: PPA request for: Sharon Gregory @00284725  
 Title of PPA activity: Online COSC 1301 Master Course Dev.  
 Dates (or semesters) of activity: February 2025

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.

Redevelop Online COSC 1301 and the SimNet master utilizing the new 1.3 LTI integration.

1. Work with DE (Kim Ashburn) to test integrations.
2. Submit completed revised Brightspace course and SimNet master.
3. Update Brightspace master to include face-to-face, WWW, and short session options.
4. Complete "For Instructor Area" to include detailed instructions for copying and linking SimNet master.
5. Submit Final Course for Review by due date.
  - a. Make any required revision indicated on OCE and Accessibility Feedback Form by due date.

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
<b>TOTAL</b>		<b>\$ 2,100.00</b>	<b>\$ 2,100.00</b>

Budget Number : 1110-1412-6092-400

C. **Approvals**

Distance Education: Michele Betancourt Digitally signed by Michele Betancourt  
Date: 2025.01.28 09:02:38 -06'00'

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

Supervisor: David Kucera Digitally signed by David Kucera  
Date: 2025.01.28 12:18:34 -06'00'

Date: 01/28/2025

Vice President: Leigh Ann Collins Digitally signed by Leigh Ann Collins  
Date: 2025.01.28 17:07:25 -06'00'

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

President: *Billy McCrear*

Date: 1-29-25