



PAID PROFESSIONAL  
ASSIGNMENT (PPA)  
REQUEST FORM

TO: Leigh Ann Collins  
DATE: 1/20/2026  
FROM: Patrick Ralls and TK Krpec  
DIV or UNIT: Communication and Fine Arts  
SUBJ: PPA request for: Ms. Lauren Sullivan  
Title of PPA activity: Assistant Department Head-Dev. Reading & Writing  
Dates (or semesters) of activity: Spring 2026

- 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.

Ms. Sullivan will serve as the assistant department head for College Readiness Reading and Writing Dept. She led the creation of new curriculum for the new INRW 0300 course fall 2025. After a semester of implementation, curriculum changes are needed. She will:

- Collaborate with instructors from fall 2025 INRW 0300 then implement curricular revisions.
- Create a new PLO assessment and collection standard for INRW 0300.
- Monitor dual credit sections to ensure Intelligent Agent implementation.
- Maintain all developmental reading and writing departmental D2L shells and create informative videos on adjustments or new implementations.
- Evaluate part-time faculty.

- B. **Cost**

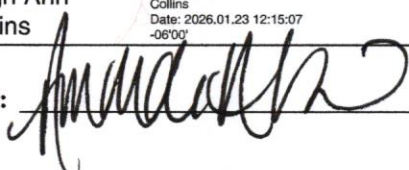
Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,400.00	
TOTAL		\$ 2,400.00	\$ 0.00

Budget Number : 1110.14506.6092.100

- C. **Approvals**

Supervisor: Patrick Ralls  
Digitally signed by Patrick Ralls  
Date: 2026.01.23 10:55:05 -06'00'

VP: Leigh Ann Collins  
Digitally signed by Leigh Ann Collins  
Date: 2026.01.23 12:15:07 -06'00'

President:   
Date: 01/20/26