



**Wharton County
Junior College**

**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

Patrick Ralls

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

Supervisor:

Leigh Ann

Digitally signed by Leigh Ann

Date: _____

VP: Collins

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

Date: _____

President:

Date: 01/20/26