

COPY



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: VP Instruction-Leigh Ann Collins

DATE: 1/8/2020

FROM: Patrick Ralls

DIV or UNIT: CFA/English

SUBJ: PPA request for: Eric Reyes

Title of PPA activity: Assist with Department Head duties for English dept.

Dates (or semesters) of activity: Spring 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.

Eric will update all ENGL master syllabi to the new ADA template.

Eric will chair an ENGL 1302 master syllabus revision committee, compile the group's ideas, and submit master syllabus revisions to the department head.

Eric will help in the review of PT ENGL instructors' course syllabi.

Eric will coordinate the data-gathering process of SLOs for the department: send instructor emails, receive data, compile data. Data needed for the spring semester: ENGL 1302 MLA research paper data, ENGL 2328 research paper data, ENGL 2332 essay exam question data, SPAN 1412 final exam questions about culture data, and SPAN 2312 Ch. 18 reading and oral presentation data.

Eric will assist in modifying assessments and rubrics as needed.

Eric will review and evaluate potential Wharton, Bay City, and El Campo PT ENGL instructors. Eric will provide insight on whether candidates should be offered PT assignments.

Department head and assistant(s) will work together to create a schedule of observations for all PT English instructors.

Eric will help with the creation of the PMP and the PCLAR.

Eric will contribute to schedule planning.

Eric will create a lesson teaching students how the essay rubrics in other divisions parallel the rubrics used in ENGL classes.

- B. Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)			\$ 2,100.00
TOTAL		\$ 0.00	\$ 2,100.00

Budget Number : 1110.14503.6092.100

- C. Approvals**

Supervisor: Patrick Ralls Digitally signed by Patrick Ralls
DN: cn=Patrick Ralls, o=Wharton County Junior College, ou=Communication and Fine Arts, email=ralls@wcjc.edu, c=US
Date: 2020.01.08 12:13:20 -0600 Date: _____

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: 2020.01.22 13:56:08 -0600 Date: 1-22-20

President: Butty A. Melendez Date: 1-24-20

RECEIVED

Vice President of Instruction
Date: 1/9/20 Initial: TC