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FEB 14 2017
PRESIDENT'S OFFICE

To: Vice President of Instruction Date: 11/14/2016
 From: David Kucera
 Division / Unit: Technology and Business Division
 Subject: PPA request for: Donna Schilling
 Title of PPA Activity: Assistant Program Director
 Dates(or semesters) of Activity: Spring 2017

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 Computer Science Assistant Program Director (APD) supports the Program Director in leadership and delivery of the computer science courses within the general education core, for the Associate of Arts degree, and for three technical Associate of Applied Science degrees, two Level I certificates, and a marketable skills award. Programming includes two unique university articulation agreements. Specifically, the APD:

1. Serve as technical contact and administrator of newly implemented Netlab virtualization equipment ongoing throughout the semester.
2. Traing other instructors (Stephen Lyford, and one more instructor) in the technical aspects of Netlab as needed in Donna's absence.
3. Assist other instructors with technical issues when they arise within the Netlab environment.
4. Maintain hardware and software in all computer science classrooms on all campuses on ongoing basis.
5. Update and prepare removable hard drive checkout sheet for Spring 2016 Classes by 2nd week of class.
6. Ensure that all computer classrooms have needed software CDs/DVDs by February 30th. Inform the program director of any software installation requirements by March 24th. (one week before IT deadline for division chair submission)
7. Complete proper CIR paperwork in degree/certificate plan development and changes; in 2016-17 this includes programming and application development degrees and certificates to align curriculum with student needs and local workforce opportunities and maximize course enrollment as well as program completion and gainful employment; have information ready for fall 2018 changes before CIR May 2017 meeting deadline.
8. Plan and organize the "IT Graduate Workshop" for Spring 2017 by contacting and scheduling industry representatives. Submit list of representatives, date, and outline of the workshop to program director before March 31st, 2017.

B. Cost:

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 3,000.00	\$ 3,000.00
Total:		\$	\$ 3,000.00
Budget Number: 1110.14809.6179.102			

C. Approvals: David Kucera
Digitally signed by David Kucera
 DN: cn=David Kucera, ou=Technology and Business, ou=WCJC, email=davidk@wcjc.edu, c=US
 Date: 2016.11.17 10:11:27 -06'00'

Supervisor: Stephen Lyford
Digitally signed by Stephen Lyford
 DN: cn=Stephen Lyford, o=Wharton County Junior College, ou, email=lyfords@wcjc.edu, c=US
 Date: 2016.11.17 10:07:21 -06'00' UWC
 Date: _____

VPI: Luc Date: 2-7-17

President: Betty A. Melnick Date: 2-11-17

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 Vice President of Instruction
 Date: 2/6/17 Initial: C