



TO: Vice President of Instruction

DATE: 05/18/17

FROM: David Kucera, Division Chair

DIV or UNIT: Business/Technology Division and teachHouston Grant

SUBJ: PPA request for: Barbara Lynn

Title of PPA activity: teachHouston Grant Principle Investigator (PI)

Dates (or semesters) of activity: Summer 2017, Fall 2017 & Spring 2018

A. Activity and Expected Outcomes.

- Serve as PI for WCJC portion of University of Houston's National Science Foundation teachHouston grant
- Communicate with University of Houston teachHouston grant PI
- Facilitate completion and submission of all grant paperwork and documentation required of WCJC
- Ensure WCJC meets grant deliverables
- Serve as grant liaison to WCJC grant accountant, marketing department, and academic affairs
- Hire and oversee grant-funded advisors to implement grant activities
- Schedule CUIN courses to be offered each semester as part of teachHouston program pathway
- Create curriculum for CUIN courses offered at WCJC as part of teachHouston grant

B. Cost \$3,000 (grant funded)

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		Summer 17 \$1,000 Fall 17 \$1,000 Spring 18 \$1,000	\$3,000
TOTAL		\$3,000	\$3,000

BUDGET NUMBER: 2195.6062.6131.100

C. Approvals

Supervisor: _____

David Kucera *5/18/17*

Date: 5-18-17

VPI: Joe

Date: 5-25-17

President: _____

Dwight A. McCook

Date: 5-30-17