Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction

DATE: 09/04/2018

FROM: David Kucera

DIV or UNIT: Technology & Business Division

SUBJ: PPA request for: Donna Schilling

Title of PPA activity: Assistant Program Director

Dates (or semesters) of activity: Fall 2018

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.

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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 Levell 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. Assist other instructors with technical issues when they arise within the Netlab environment.
3. Document and create necessary instructions for Netlab in case of absence.
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 Fall 2018 Classes by 2nd week of class.
6. Ensure that all computer classrooms have needed software CDs/DVDs by October 5th. Inform the program director of any software installation requirements by October 31st (one week before IT deadline for division chair submission)

B. Cost

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		$ 900.00	$ 900.00
TOTAL		$ 900.00	$ 900.00

Budget Number : 1110.14809.6179.102

C. Approvals

Supervisor: _____ Date: 9-5-18

VP: _____ Date: 9-8-18

President: _____ Date: 9-8-18

RECEIVED
Vice President of Instruction
Date: 9/6/18 Initial: _____