Wharton County Junior College

TO: Leigh Ann Collins-Vice President of Instruction

DATE:

FROM: Patrick Ralls and Sharon Prince

DIV or UNIT: Communication and Fine Arts

SUBJ: PPA request for: Dr. Jessi Snider

Title of PPA activity: Assistant Department Head-English

Dates (or semesters) of activity: Spring 2023

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.

• Dr. Snider will help in the review of PT ENGL instructors' course syllabi.
• Dr. Snider will coordinate the data-gathering process for the department: send instructor emails, receive data, compile data. The specific data that needs to be compiled will be determined at the fall and/or spring departmental meeting.
• Dr. Snider will assist in modifying assessments and rubrics as needed.
• Dr. Snider will continue to facilitate the committee that has created APA and MLA lessons and assessments. The lessons can be created within SoftChalk but will need to be converted to PowerPoint for faculty who do not use SoftChalk. The assessments will be created in Word and also be made available at D2L Brightspace assessments.
• Dr. Snider will review and evaluate potential PT ENGL instructors. Dr. Snider will provide insight on whether candidates should be offered PT assignments.
-Dr. Snider will oversee the departmental shell in D2L Brightspace.

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		$ 2,100.00	$ 0.00

Budget Number: 1110.14503.6092.100

C. Approvals

Supervisor: Patrick Ralls _Digitally signed by Patrick Ralls DN: cn=Patrick Ralls, o, ou, email=rallsp@wcjc.edu, c=US Date: 2023.01.26 09:07:49 -06'00'_   Date: _____

VP: Leigh Ann Collins _Digitally signed by Leigh Ann Collins Date: 2023.01.27 11:14:04 -06'00'_   Date: _____

President: _Betty A. McCrohan_   Date: 2-9-23