



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction DATE: January 24, 2020

FROM: Kevin Dees

DIV or UNIT: Biology Dept./Life Sciences Division

SUBJ: PPA request for: Ross Couvillion

Title of PPA activity: Revision to the BIOL1407 Lab Manual

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.

Revise BIOL1407 lab manual 1) to include recent assessment activities, 2) to correspond to 12th edition Campbell Biology text, and 3) to improve images and figures. Draft due March 20th with final version due prior to end of spring term. Serve as liaison between publisher & Assistant Dept. Head. The Biology Dept. owns the copyright to these lab manuals and receives royalties of \$8 per manual. Additionally, the department has elected to transition to a new publishing vendor (Hayden-McNeil).
Budget No. 1110.14301.6092.100

- B. **Cost**

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

- C. **Approvals**

Supervisor: Kevin Dees

Digitally signed by Kevin Dees
DN: cn=Kevin Dees, o=Wharton County Junior College, ou=Division Chair, email=kevind@wcjc.edu, c=US
Date: 2020.01.24 15:13:11 -06'00'

Date: 1/24/2020

VPI: 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: 2020.01.28 14:18:09 -06'00'

Date: 1-28-20

President: _____

Date: _____