



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: President McCrohan

DATE: 5-14-18

FROM: Leigh Ann Collins

DIV or UNIT: VPI

SUBJ: PPA request for: Patrick Ralls
 Title of PPA activity: ROAR
 Dates (or semesters) of activity: FY18

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.

Oversee the ROAR Program. Duties include:

- Serve as ROAR liaison between WCJC and WISD;
- Communicate with ROAR administrative supervisor on student progress, grades, needed support services for student success, required text books, and other topics as necessary;
- Track entering cohort as well as all existing cohorts;
- Collaborate with dept. heads and division chairs to ensure appropriate courses are scheduled for ROAR;
- Coordinate student schedules each semester;
- Collaborate with Dual Credit Coordinator on ROAR course schedules;
- Coordinate with business office staff to ensure ROAR students are not purged each term; and
- Handle other tasks as needed to support ROAR.

B. Cost

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 4,200.00	\$ 4,200.00
TOTAL		\$ 4,200.00	\$ 4,200.00

Budget Number : 1111-14500-6093-400

C. Approvals

Supervisor: _____

Date: _____

VP: Leigh Ann Collins

Digitally signed by Leigh Ann Collins
DN: cn=Leigh Ann Collins, o=WCJC,
ou=VPI, email=leacollins@wcjc.edu, c=US
Date: 2018.05.14 11:58:17 -0500

Date: 5-14-18

President: Betty A. McCrohan

Date: 5-15-18