



**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: Amanda Shelton
 Title of PPA activity: Pathways & Metamajors
 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 Pathways & Metamajors. Duties include:

- Serve on GPS Metamajors Task Force;
- Collaborate with WCJC GPS Work Group (Work Group) to define WCJC metamajors and report to GPS;
- Schedule faculty to attend discipline-specific GPS metamajors meetings;
- Collaborate with Work Group and Distance Education staff to create WCJC's Metamajor "brand" for the Programs web page;
- Coordinate creation of WCJC's new Pathways/Programs web pages;
- Collaborate with DH/PD and division chairs to develop uniform content on each dept. web page;
- Work with GPS Coordinator to develop associate degree pathways for each department;
- Create a new Programs web page, link to metamajors and department pathways;
- Collaborate with IT Staff to publish the new Programs web pages; and
- Chair the Pathways Committee and ensure college-wide communication of progress.

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 : 1110-14700-6093-400

C. **Approvals**

Supervisor: _____

Date: _____

VP: Leigh Ann Collins

Digitally signed by Leigh Ann Collins
DN: cn=Leigh Ann Collins, o=WCJC,
ou=VPI, email=lacollins@wcjc.edu, c=US
Date: 2018.05.14 14:19:25 -0500

Date: 5-14-18

President: *Patty A. McCreary*

Date: 5-15-18