



**Wharton County
Junior College**

**PAID PROFESSIONAL
ASSIGNMENT (PPA)
REQUEST FORM**

TO: Leigh Ann Collins

DATE: 8-15-2018

FROM: Kelley Whitley

DIV or UNIT: Math and Physical Science

SUBJ: PPA request for: David Camejo
 Title of PPA activity: CHEM 1412 Lead Teacher
 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.

the department had to establish and manage a rotation schedule for lab preparation/maintenance duties on the Sugar Land campus.
 Serve as a resource for instructors on all campuses regarding CHEM 1412 curriculum and lab materials including updating inventory needs.
 Edit the CHEM 1412 exit exam to produce a Fall 2018 version; this draft will be submitted to the Chemistry Department Head for approval on or before 11-21-2018.
 Help collect and collate Fall 2018 assessment data; this report is due on or before 1-3-2019.
 Recommend changes to the CHEM 1412 curriculum and edits to the lab manual; this report will be submitted to the Chemistry Department Head for approval on or before 12-14-2019.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 700.00	\$ 700.00
TOTAL		\$ 700.00	\$ 700.00

Budget Number : 1110.14302.6092.100

C. **Approvals**

Supervisor: Kelley Whitley
Digitally signed by Kelley Whitley
Date: 2018.08.23 10:58:24 -05'00'

VP: Leigh Ann Collins
Digitally signed by Leigh Ann Collins
DN: cn=Leigh Ann Collins, o=WCJC,
ou=VP1, email=lacollins@wcjc.edu, c=US
Date: 2018.08.24 17:36:15 -05'00'

President: *Betsy B. Moore*

Date: 8-23-2018

Date: 8-24-18

Date: 8-28-18

RECEIVED
 Vice President of Instruction
 Date: 8/23/18 Initial: TC