



**Wharton County
Junior College**

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

TO: Leigh Ann Collins

DATE: 1/28/25

FROM: Michele Betancourt; Patrick Ralls

DIV or UNIT: Distance Education; Communication and Fine Arts

SUBJ: PPA request for: Jessi Snider @00376497
 Title of PPA activity: Online ENGL 1302 Master Course Dev.
 Dates (or semesters) of activity: Spring 2025

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.

Develop Online ENGL 1302 as master course during the Spring 2025 semester.

1. Schedule a meeting with Candi Hollier, Instructional Technologist to review expectations and timeline.
2. Submit completed "Getting Started" and one "Learning Module" for review by due date.
3. Complete Master Course modules after input from review of number 2.
4. Complete "For Instructor Area".
5. Submit Final Course for Review by due date.
 - a. Make any required revision indicated on OCE and Accessibility Feedback Form by due date.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,100.00	\$ 2,100.00
TOTAL		\$ 2,100.00	\$ 2,100.00

Budget Number : 1110-1412-6092-400

C. **Approvals**

Distance Education: Michele Betancourt Digitally signed by Michele Betancourt
Date: 2025.01.28 08:49:25 -06'00' Date: 1/28/25

Supervisor: Patrick Ralls Digitally signed by Patrick Ralls
Date: 2025.01.28 08:58:30 -06'00' Date: _____

Vice President: Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2025.01.29 14:21:57 -06'00' Date: _____

President: *Buy Melisaker* Date: 1-29-25