



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Leigh Ann Collins

DATE: 9/3/2025

FROM: Patrick Ralls and TK Krpec

DIV or UNIT: Communication and Fine Arts-English

SUBJ: PPA request for: Lauren Sullivan

Title of PPA activity: Assistant Department Head-English

Dates (or semesters) of activity: Fall 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.

Mrs. Sullivan will assist with the following tasks:

- Ms. Sullivan will work to oversee the development reading and writing department's creation of open education resource options that could be used by faculty in the future. During this search Ms. Sullivan will also serve as the liaison between departmental faculty and the library.
- Ms. Sullivan will start the creation of new curriculum for the new INRW 0300 course, that started in the Fall of 2025.
- Mrs. Sullivan will create new assessment and collection standards for INRW 0300
- Monitor dual credit sections to ensure Intelligent Agent implementation.
- Maintain all developmental reading and writing departmental D2L shells.
- Evaluate part-time faculty.

- B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,400.00	
TOTAL		\$ 2,400.00	\$ 0.00

Budget Number : 1110.14506.6092.100

- C. **Approvals**

Supervisor: Patrick Ralls
Leigh Ann Collins
VP: Amanda A. Allen
President: Amanda A. Allen

Digitally signed by Patrick Ralls
Date: 2025.09.03 10:37:53 -05'00'

Digitally signed by Leigh Ann Collins
Date: 2025.09.03 12:26:03 -05'00'

Digitally signed by Amanda A. Allen
Date: 2025.09.04 08:16:09 -05'00'

Date: _____

Date: _____

Date: _____