



**Wharton County
Junior College**

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

TO: President Betty McCrohan DATE: 2/29/16

FROM: Dave Leenhouts

DIV or UNIT: Vice-President of Student Services

SUBJ: PPA request for: Susan Denman-Briones

Title of PPA activity: Assistant - Proactive Advising and Informed Choice---GPS

Dates (or semesters) of activity: January - August 2016

- 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.

Create advising and onboarding systems to help students make informed choices of careers and majors with an emphasis on individual purpose first, not placement; and utilize proactive strategies to closely monitor student progress and target needed interventions. This work will be performed in accordance with the goals and objectives of Houston GPS.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$2,500.00	\$2,500.00
TOTAL		\$	\$ 2,500.00

BUDGET NUMBER: ~~1610-1310-6093-500~~ 1610-14101-6094-503

C. **Approvals**

Supervisor: [Signature]

Date: 3/2/16

VP&S: [Signature]

Date: 3-7-16

President: [Signature]

Date: 3-7-16