Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction   **DATE:** 07/24/2017

FROM: David Kucera

DIV or UNIT: Technology and Business

SUBJ: PPA request for: Donna Schilling

Title of PPA activity: Assistant Program Director

Dates (or semesters) of activity: Fall 2017

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 Computer Science Assistant Program Director (APD) supports the Program Director in leadership and delivery of the computer science courses within the general education core, for the Associate of Arts degree, and for three technical Associate of Applied Science degrees, two Level I certificates, and a marketable skills award. Programming includes two unique university articulation agreements. Specifically, the APD:

1. Serves as technical contact and administrator of Netlab virtualization equipment ongoing throughout the semester
2. Provides training for other instructors in the technical aspect of Netlab
3. Assists CS instructors with technical issues when they arise within the Netlab environment
4. Maintains hardware and software, along with IT, in all Computer Science classrooms on all campuses on an ongoing basis
5. Ensures all Computer Science classrooms have needed software CDs/DVDs by September 30. Informs program director of any software installation requirements before October 24(one week before IT deadline for division chair submission)
6. Completes proper CIR paperwork in degree/certificate plan development and changes; in 2017-18 this includes Digital Media and Computer Simulation and Gaming degrees to align curriculum with student needs and local workforce opportunities
7. Plans, organizes, and schedules the "IT Graduate Workshop" for Spring 2018 by contacting and scheduling industry representatives

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)	1110-14809-6179-1 02	$3000.00	$3000.00
David Kucera _Digitally signed by David Kucera DN: cn=David Kucera, o=Technology and Business, ou=WCJC, email=davidk@wcjc.edu, c=US Date: 2017.07.24 09:51:17 -05'00'_ **TOTAL**		$	$3000.00

C. **Approvals**

Supervisor: Megan Costanza   _Digitally signed by Megan Costanza DN: cn=Megan Costanza, o=WCJC, ou=Vocational Instruction, email=costanzam@wcjc.edu, c=US Date: 2017.07.26 13:57:48 -05'00'_   Date: 7/31/17

VPI: 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: 2017.08.01 08:39:42 -05'00'_   Date: 8-1-17

President: _Betty A. McCrohan_   Date: 8-1-17