



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: Sean Derrickson

Title of PPA activity: CHEM 1411 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 1411 curriculum and lab materials including updating inventory needs.
Edit the CHEM 1411 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 1411 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 10:52:03 -05'00'

VP: Leigh Ann Collins

Digitally signed by Leigh Ann Collins
DN: cn=Leigh Ann Collins, o=WCJC, ou=VP, email=leahcollins@wcjc.edu, c=US
Date: 2018.08.24 17:37:55 -05'00'

President: Betty A. Meeker

Date: 8-23-2018

Date: 8-24-18

Date: 8-28-18

RECEIVED

Vice President of Instruction

Date: 8/23/18 Initial: TC