



**Wharton County
Junior College**

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

TO: Leigh Ann Collins

DATE: 9/12/2024

FROM: Patrick Ralls and TK Krpec

DIV or UNIT: Communication and Fine Arts

SUBJ: PPA request for: Julieta Rodriguez
 Title of PPA activity: Assistant Department Head - English
 Dates (or semesters) of activity: Fall 2024

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.

Ms. Rodriguez will assist with the following tasks:

- Coordinate the department's extensive research of open education resources, serve as liaison between faculty and library staff, and guide the selection of open resources;
- Oversee the departments potential implementation of Artificial Intelligence including serving as the faculty's point of contact;
- Monitor dual credit sections to ensure implementation of Intelligent Agent per TEA mandates;
- Maintain all departmental D2L shell courses; and
- Assist with the evaluation of part-time faculty.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,100.00	
TOTAL		\$ 2,100.00	\$ 0.00

Budget Number : 1110.14503.6092.100

C. **Approvals**

Supervisor: Patrick Ralls Digitally signed by Patrick Ralls
DN: cn=Patrick Ralls, o, ou,
email=rallsp@wccj.edu, c=US
Date: 2024.09.12 10:05:02 -05'00' Date: _____

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2024.09.13 08:53:10 -05'00' Date: _____

President: *Betty McNeal* Date: 9.13.24