



**Wharton County
Junior College**

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

TO: VP Instruction-Leigh Ann Collins

DATE: 7/30/2020

FROM: Patrick Ralls

DIV or UNIT: CFA/English

SUBJ: PPA request for: Eric Reyes
 Title of PPA activity: Assist with Department Head duties for English dept.
 Dates (or semesters) of activity: Spring 2021

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.

Eric will help in the review of PT ENGL instructors' course syllabi.

Eric will coordinate the data-gathering process for the department: send instructor emails, receive data, compile data. Data needed for the spring semester: ENGL 1302 MLA research paper data, ENGL 2328 research paper data, ENGL 2332 essay exam question data, SPAN 1412 final exam questions about culture data, and SPAN 2312 Ch. 18 reading and oral presentation data.

Eric will assist in modifying assessments and rubrics as needed.

Eric will review and evaluate potential Wharton, Bay City, and El Campo PT ENGL instructors. Eric will provide insight on whether candidates should be offered PT assignments.

Department head and assistant(s) will work together to create a schedule of observations for all PT English and HUMA instructors, He will also observe PT instructors as needed.

Eric will contribute to schedule planning.

Eric will create a database for housing professional development activities for all FT 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		\$ 0.00	\$ 2,100.00

Budget Number : 1110.14503.6092.100

C. Approvals

Supervisor: Patrick Ralls Digitally signed by Patrick Ralls
DN: cn=Patrick Ralls, o=Wharton County Junior College, ou=Communication and Fine Arts, email=ralls@wcjc.edu, c=US
Date: 2020.01.08 12:13:20 -0600 Date: _____

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins
DN: cn=Leigh Ann Collins, o=WCJC, ou=VP, email=lacollins@wcjc.edu, c=US
Date: 2021.02.03 13:36:49 -0600 Date: 2-3-21

President: Stacy A. McInnes Date: 2-3-21