



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: President McCrohan DATE: 4-7-16

FROM: Marybelle Perez

DIV or UNIT: Title V HSI STEM Grant

SUBJ: PPA request for: Veronica Garcia

Title of PPA activity: STEM Supplemental Instruction Coach Duties

Dates (or semesters) of activity: June 2016 - September 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.

Veronica Garcia is currently the STEM Success Coach. In order to meet the goals and objectives of the STEM Grant with the remaining number of staff, the following duties will be added:


- Track student participation in grant activities and use of support services provided at the STEM Success Center, including Supplemental Instruction (SI), tutoring, learning communities, career advising, job shadowing, workshops, exposure to universities and transfer opportunities.
- Coordinates, prepares teaching materials and resources, and teaches supplemental instruction sessions in one of the following disciplines: Chemistry, Biology, Physics or Algebra.
- Promotes STEM SI by doing presentations in classrooms and on campus.
- Meets with faculty to identify concepts that need to be reinforced in SI sessions and maintains documentation of sessions provided.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$675.00/month	\$2,700
TOTAL		\$	\$ 2,700

BUDGET NUMBER: 21169-6039-6188-400

C. **Approvals**

Supervisor: 

Date: 4-7-16

VPI: _____

Date: _____

President: 

Date: 4-11-16