

COPY



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Leigh Ann Collins

DATE: 05/25/2018

FROM: Michele Betancourt; Kevin Dees

DIV or UNIT: Distance Education; Life Sciences

SUBJ: PPA request for: Jennifer Jeffry @00003302

Title of PPA activity: Online BIOL 1406/1407 Development

Dates (or semesters) of activity: Summer I and Summer II

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.

Develop Online Biol 1406/1407 For Bay City Dual Credit Program - To be delivered in Fall 2018 and Spring 2018

1. Meet with DE Staff to review standards and expectations
2. Submit completed "Getting Started" Module for review. (Each course)
3. Submit one completed Learning Module for review (Each Course).
4. Submit Final Course for Review (Must have 50% of total course completed before review)

a. Make any required revision indicated on OCE and Accessibility Feedback Form before start of course

B. Cost

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

Budget Number : 1110-1412-6092-400

C. Approvals

Supervisor: Michele Betancourt Digitally signed by Michele Betancourt  
Date: 2018.05.25 14:07:57 -05'00'

Date: \_\_\_\_\_

Supervisor: Kevin Dees Digitally signed by Kevin Dees  
DN: cn=Kevin Dees, o=Wharton County Junior College, ou=Division Chair, email=kevind@wcjc.edu, c=US  
Date: 2018.05.29 09:19:30 -05'00'

Date: \_\_\_\_\_

VP: 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: 2018.05.29 16:37:04 -05'00'

Date: \_\_\_\_\_

President: *Bradley B. McLeod*

Date: 5-30-18