



**Wharton County  
Junior College**

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

TO: Leigh Ann Collins

DATE: 1/23/2025

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: Spring 2025

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:

- Ms. Rodriguez will work to oversee the department's creation of open education resources options that could be used by faculty in the future. During this search Ms. Rodriguez will also serve as the liaison between departmental faculty and the library.
- Oversee the departments potential implementation of Artificial Intelligence in the future. In this role, she will serve as the faculty's point of contact person.
- Monitor Dual Credit sections to ensure Intelligent Agent implementation.
- Maintain all departmental D2L shells.
- Evaluate 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	
<b>TOTAL</b>		<b>\$ 2,100.00</b>	<b>\$ 0.00</b>

Budget Number : 1110.14503.6092.100

C. **Approvals**

Supervisor: Patrick Ralls Digitally signed by Patrick Ralls  
Date: 2025.01.23 09:59:34 -06'00' Date: \_\_\_\_\_

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins  
Date: 2025.01.29 14:30:41 -06'00' Date: \_\_\_\_\_

President: Betty McInerney Date: 1-29-25