

COPY



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction

DATE: December 2, 2019

FROM: Phyllis Appling and Patrick Ralls

DIV or UNIT: Communication and Fine Arts/College Readiness

SUBJ: PPA request for: Cindy Diener

Title of PPA activity: House Bill 5 Support, Facilitator, Proctor, Grader

Dates (or semesters) of activity: Spring 2020

- 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.

Cindy Diener will provide support to participating school districts as described in our memos of understanding. The support is as follows:

- 1) She may travel to prep course classes to talk to students and explain the advantage of the course and potentially recruit students.
- 2) She will create and facilitate professional development to high school teachers that are teaching the prep courses.
- 3) She will provide instructional support to high school teachers that are utilizing our curriculum.
- 4) She will travel to participating schools and serve as a proctor and grader for final assessments.
- 5) She will work with Phyllis Appling to get all scores to individuals that will require grades

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 : 1110.14506.6092.100

C. Approvals

Supervisor: Patrick Ralls

Digitally signed by Patrick Ralls
DN: cn=Patrick Ralls, o,
ou=Speech Department,
email=ralls@wcjc.edu, c=US
Date: 2018.09.07 07:55:55 -0500

VP: Luc

President: Betty A. McLaughlin

Date: _____

Date: 12-3-19

Date: 12-4-19

RECEIVED
Vice President of Instruction
Date: 12/2/19 Initial: TC