



# Wharton County Junior College

## PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Leigh Ann Collins

DATE: 2-14-24

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 2024

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 help in the review of PT ENGL instructors' course syllabi.
- Ms. Rodriguez will coordinate the data-gathering process for the department: send instructor emails, receive data, compile data. The specific data that needs to be compiled will be determined at the fall and/or spring departmental meeting.
- Ms. Rodriguez will assist in modifying assessments and rubrics as needed.
- Ms. Rodriguez will continue to facilitate the creation of APA and MLA lessons and assessments. The lessons will be made available at D2L Brightspace assessments.
- Ms. Rodriguez will review and evaluate potential PT ENGL instructors. She will provide insight on whether candidates should be offered PT assignments.
- Ms. Rodriguez will oversee the departmental shell in D2L Brightspace.

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 : 1110.14503.6092.100

C. **Approvals**

Supervisor: Patrick Ralls  
Digitally signed by Patrick Ralls  
DN: cn=Patrick Ralls, o, ou,  
email=ralls@wcjc.edu, c=US  
Date: 2024.02.14 12:17:37 -06'00'

VP: Leigh Ann Collins  
Date: 2-20-24

President: Betty McRee  
Date: 2-21-24

RECEIVED  
President of Instruction  
2/14/24  
TK