



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Vice President of Instruction

DATE: 06/26/17

FROM: David Kucera and Barbara Lynn (Grant PI)

DIV or UNIT: Business/Technology Division

SUBJ: PPA request for: Mr. David Woods

Title of PPA activity: *teachHouston* Grant - Student Cohort Advisor

Dates (or semesters) of activity: Fall 2017 & Spring 2018

A. Activity and Expected Outcomes.

- Support cohorts of WCJC *teachHouston* students through related activities
- Promote *teachHouston* to the WCJC community with the intent to recruit additional student participants
- Facilitate creation of, and serve as Faculty Sponsor for, a *teachHouston* student club to provide service, educational, and enrichment activities for *teachHouston* student cohorts
- Using the student club as the method of implementation:
 - Schedule a minimum of five activities per semester (10 total for 2017-2018) which support service, education, and enrichment for future STEM content area educators
 - Serve as liaison with event lead or instructor, complete all college paperwork as required, schedule rooms/booths, obtain supplies, and document participation
 - Three of the required activities per semester should be led by a *teachHouston* STEM content student advisor
- Complete student clubs/activities paperwork/forms; follow college policies and procedures
- Serve as liaison to grant PI for student activities; document all student activities for grant, including date, time, content, grant staff participating, student participants, and other as prescribed by PI; respond to information/data requests from PI as needed for grant reporting.
- Participate in one team planning meeting at the beginning of each semester to coordinate duties within the grant team

B. Cost \$2500 (grant funded)

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)	Fall: 30 hours Spring 30 hours	Fall 17 \$1250 Spring 18 \$1250	\$2500
TOTAL		\$2500	\$2500

BUDGET NUMBER: 2195.6062.6175.100 (grant funds)

C. Approvals

Supervisor: Barbara S. Lynn

VPI: David Kucera

President: Betty A. Melick

Date: 06/27/2017

Date: 7-2-17

Date: 7-21-17

RECEIVED

Vice President of Instruction
Date: 6/28/17 Initial: C