



**Wharton County  
Junior College**

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

TO: Leigh Ann Collins

DATE: 2/21/23

FROM: Michele Betancourt; Jennifer Mauch

DIV or UNIT: Distance Education; Math and Physical Science

SUBJ: PPA request for: Lindsey Buckingham @00346334

Title of PPA activity: Online MATH 1324 Master Course Dev.

Dates (or semesters) of activity: Spring 2023

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 MATH 1324 as master course to be delivered in Fall 2023 in the new D2L Brightspace learning environment.

1. Meet with DE Staff to review standards and expectations.
2. Submit completed "Getting Started" Module for review.
3. Submit one completed Learning Module for review.
4. Submit Final Course for 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>		\$ 2,100.00	\$ 2,100.00

Budget Number : 1110-1412-6180-400

C. **Approvals**

Distance Education: Michele Betancourt Digitally signed by Michele Betancourt  
Date: 2023.02.21 10:26:57 -06'00'

Date: 2/21/23

Supervisor: Jennifer Mauch Digitally signed by Jennifer Mauch  
Date: 2023.02.21 11:02:22 -06'00'

Date: 2/21/23

Vice President: Leigh Ann Collins Digitally signed by Leigh Ann Collins  
Date: 2023.02.21 11:51:11 -06'00'

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

President: Duty a mauch

Date: 2-21-23