



**Wharton County
Junior College**

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

TO: Leigh Ann Collins-VP of Instruction

DATE: 8/17/2023

FROM: Sharon Prince and Patrick Ralls

DIV or UNIT: Communication and Fine Arts/English

SUBJ: PPA request for: Julie Rodriguez
 Title of PPA activity: Assistant Department Head
 Dates (or semesters) of activity: Fall 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.

- Coordinate the data-gathering process for the ENGL courses department: send instructor emails, receive data, compile data. The specific data that needs to be compiled will be determined at the fall departmental meeting. Julie will assist in modifying assessments and rubrics as needed.
- Facilitate committees that will oversee departmental resource shells for ENGL 1301 and 1302 and plan the ENGL 2311 shell.
- Oversee the content for ENGL 2322 through 2333 (sophomore literature classes)
- Assist with the review of PT ENGL instructors' course syllabi.
- Department head and assistant(s) will work together to create a schedule of observations for

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 |
| TOTAL | | \$ 2,100.00 | \$ 2,100.00 |

Budget Number : 1110.14506.6092.100

C. **Approvals**

Supervisor: Patrick Ralls Digitally signed by Patrick Ralls
DN: cn=Patrick Ralls, o, ou,
email=rallsp@wcjc.edu, c=US
Date: 2023.08.17 10:30:11 -05'00' Date: _____

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2023.08.18 13:54:16 -05'00' Date: _____

President: Betty A. McLeod Date: 8-21-23