



**Wharton County  
Junior College**

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

TO: Leigh Ann Collins

DATE: 1/23/2025

FROM: Patrick Ralls and TK Krpec

DIV or UNIT: Communication and Fine Arts

SUBJ: PPA request for: Dr. Jessi Snider  
 Title of PPA activity: Assistant Department Head - English  
 Dates (or semesters) of activity: Spring 2025

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.

Dr. Snider will assist with the following tasks:

- Create a new data collection system for program learning outcomes (PLO) due to the discontinuation of PCLAR and implementation of a new assessment system;
- Coordinate all communication with FT & PT faculty regarding PLO data collection processes;
- Gather and disseminate data that will be used by faculty to measure student success with SLOs;
- Oversee grading and rubric norming meetings with faculty, including revision of rubrics as needed;
- Assist the Department Head with scheduling across all campuses;
- Collaborate with the Department Head in the review of part time applicants; and
- Assist with PT faculty evaluations

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,100.00	
<b>TOTAL</b>		\$ 2,100.00	\$ 0.00

Budget Number : 1110.14503.6092.100

C. **Approvals**

Supervisor: Patrick Ralls Digitally signed by Patrick Ralls  
 Date: 2025.01.23 10:01:37 -06'00' Date: \_\_\_\_\_

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins  
 Date: 2025.01.29 14:29:14 -06'00' Date: \_\_\_\_\_

President: *Betty Malachuk* Date: 1-28-25