



**Wharton County
Junior College**

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

TO: Leigh Ann Collins

DATE: July 15, 2021

FROM: Patrick Ralls and Sharon Prince

DIV or UNIT: Communication and Fine Arts

SUBJ: PPA request for: Jessi Snider
 Title of PPA activity: Assistant Department Head (English)
 Dates (or semesters) of activity: Fall 2021

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.

- Jessi will help in the review of PT ENGL instructors' course syllabi.
- Jessi 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 departmental meeting.
- Jessi will assist in modifying assessments and rubrics as needed.
- Jessi will facilitate a committee that will create APA and MLA lessons and assessments. The lessons can be created within SoftChalk but will need to be converted to PowerPoint for faculty who do not use SoftChalk. The assessments will be created in Word and also be made available at Blackboard assessments.
- Jessi will review and evaluate potential Wharton, Bay City, and El Campo PT ENGL instructors. Jessi will provide insight on whether candidates should be offered PT assignments.
- Department head and assistant(s) will work together to create a schedule of observations for all PT English and HUMA instructors. She will also observe PT instructors as needed.
- Jessi will contribute to schedule planning.

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@wjc.edu, c=US
Date: 2021.07.15 09:46:58 -05'00' Date: _____

VP: Luc Date: 7-15-21

President: Betty A. McCreel Date: 7-20-21

RECEIVED
Vice President of Instruction