



# Wharton County Junior College

## PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Leigh Ann Collins

DATE: 05/04/2023

FROM: David Kucera

DIV or UNIT: Technology and Business

SUBJ: PPA request for: Muna Saqer

Title of PPA activity: IT & Networking Curriculum Development

Dates (or semesters) of activity: July 1, 2023 - December 15, 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.

Vocational Instruction - IT & Networking Curriculum development; due by end of fall (December) 2023 semester

**Deliverables:**

- Create an advisory committee and hold required meetings for curriculum change, then publish minutes;
- Research industry needs and prepare data/results as related to curriculum needs;
- Build IT & Networking curriculum consisting of an AAS degree & 1-2 level 1 or 2 certificates based on industry needs;
- Submit curriculum changes to CIR fall 2023 semester with required documentation, catalog updates, website updates, etc.; and
- Work with division chair/current IT & Networking faculty to build curriculum and mentor new faculty

- B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 5,000.00	\$ 5,000.00
<b>TOTAL</b>		\$ 5,000.00	\$ 5,000.00

Budget Number : 1110.14813.6092.102

- C. **Approvals**

Supervisor: David Kucera  
Leigh Ann Collins  
VP: Collins

Date: 05/08/2023

President: Buty d. Melik

Date: 5-9-23