



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: Lindsey McPherson

DATE: 6/30/2026

FROM: Michele Betancourt; David Kucera

DIV or UNIT: Distance Education; Technology & Business

SUBJ: PPA request for: Muna Saqer @00387408

Title of PPA activity: Online COSC1301 & BCIS1305 Redev Master Course

Dates (or semesters) of activity: Summer 2 2026

- 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.

Redevelop Online COSC 1301 & BCIS 1305 as master course to be delivered in Fall 2026 in the Brightspace learning environment.

1. Attend Preparing for Online Course Review presentation.
2. Submit completed "Getting Started" and one "Learning Module" for review by due date.
3. Complete Master Course modules after input from review of number 2.
4. Complete "For Instructor Area".
5. Submit Final Course for Review by due date.
 - a. Make any required revision indicated on OCE and Accessibility Feedback Form by due date.

One payment upon successful completion of Masters Course review.

B. Cost

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,400.00	\$ 2,400.00
TOTAL		\$ 2,400.00	\$ 2,400.00

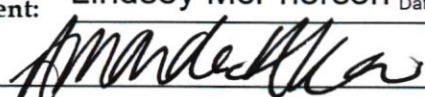
Budget Number : 1110-1412-6092-400

C. Approvals

Distance Education: Michele Betancourt Digitally signed by Michele Betancourt
Date: 2026.06.30 08:18:21 -05'00' Date: _____

Supervisor: David Kucera Digitally signed by David Kucera
Date: 2026.06.30 08:38:55 -05'00' Date: 06/30/2026

Vice President: Lindsey McPherson Digitally signed by Lindsey McPherson
Date: 2026.06.30 10:22:31 -05'00' Date: 06/30/26

President:  Date: 07/06/26