



Wharton County Junior College

PAID PROFESSIONAL ASSIGNMENT (PPA) REQUEST FORM

TO: AVPAA Dr. Millsap

DATE: 8/21/2026

FROM: Patrick Ralls and TK Krpec

DIV or UNIT: Communication and Fine Arts

SUBJ: PPA request for: Dr. Wendy Wood

Title of PPA activity: Assistant Department Head - English

Dates (or semesters) of activity: Fall 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.

Dr. Wendy Wood will provide essential administrative and instructional support to the department through aiding in the following responsibilities:

- * Recreate and restructure the departmental shell to provide a centralized, organized, and sustainable resource for full-time and part-time faculty.
- * Populate and maintain the departmental shell with instructional resources, departmental materials, standardized documents, assessment resources, and other materials that support consistency across courses and instructional locations.
- * Develop dedicated areas within the departmental shell for assessment and data collection, providing faculty with clear and efficient processes for accessing, submitting, and reviewing departmental assessment information (in coordination with Dr. Snider).
- * Coordinate with full-time and part-time instructors to identify resources, processes, and organizational improvements that would increase faculty efficiency, strengthen communication, and support the quality and consistency of instruction.
- * Develop and implement improvements to the departmental shell based on faculty feedback and departmental needs, ensuring that the resource remains useful, accessible, and responsive to changing instructional and assessment requirements.
- * Coordinate a collaborative professional development opportunity with Galveston College English faculty to encourage inter-institutional collaboration, exchange effective instructional practices, and identify strategies for improving student learning and success.

- B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,400.00	
TOTAL		\$ 2,400.00	\$ 0.00

Budget Number : 1110.14503.6092.100

- C. **Approvals**

Supervisor: Patrick Ralls Digitally signed by Patrick Ralls
Date: 2026.08.31 12:32:30 -05'00' Date: _____

VP: Pam Millsap Digitally signed by Pam Millsap
Date: 2026.09.09 14:27:08 -05'00' Date: _____

President:  Date: 08/18/26