

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
PERSONAL PROFESSIONAL DEVELOPMENT PLAN (PPDP)  
Classified Employees**

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|--|---|---|
| <b>Employee Name:</b><br>Matthew Moore             | <b>Classification:</b><br>Instructional Designer/Technologist | <b>Start Date:</b><br>October 2015            |
| <b>Department/Location:</b><br>Ventura College LRC | <b>Supervisor:</b><br>Dr. Gwendolyn Lewis Huddleston          | <b>Anticipated End Date:</b><br>November 2015 |

**Instructions:** Complete the PPDP in a planning session with employee and supervisor.

**Note:** Participation in the PPDP process is voluntary. For those who participate, please note that a PPDP is most effective when reflected on by the employee and reviewed with the supervisor for feedback and support multiple times throughout the year. It is recommended that the employee and supervisor meet at least three times per year.

**Employee Goals: What goals do you want to accomplish through the PPDP?**

Take a course title Introduction to Online Teaching and Learning (IOLT) from @ONE (a CCC training organization)

**Future Opportunity and Development Objectives – What are your career and/or developmental goals? What, specifically, do you need to do to achieve your goals?**

Prepares me for teaching online, reminds me of what teachers need to know, helps me prepare course to teacher other teacher how to teach online

**Resources Needed – What resources/activities do you need to carry out your objectives? (Completed with supervisor)**

Computer Resources that I currently have and time to take course

**Success Factors –Please indicate what will be used to measure success. What will positive results look like?**

Receive a Certificate and High Grade In Course

**Action Plan – Outline the specific plan to carry out objectives, including a timeline of events. (Completed with supervisor)**

Course occurs during October and November of this year. It is a self paced course with specific due dates.

**Coaching/Mentoring Meeting Dates (3<sup>rd</sup> meeting to occur at the 1-year mark)**

1<sup>st</sup>: 10/13/2015

2<sup>nd</sup>: 10/20/2015

3<sup>rd</sup>: 11/10/2015

**Employee Benchmark/Follow up- What is the level of satisfaction in the outcomes of the PPDP process?**

Time to check in with supervisor and update current status helped me stay on task. Project is relevant to job and future teaching possibilities at VC and/or VCCCD. Very Rewarding for me and I was grateful for the time in the day to work on some of the course.

X

Employee Signature

(date)

X

Supervisor Signature

(date)