

## Sabbatical Leaves Committee – Meeting Agenda

Monday, September 23, 2024 | 3:30-5:00 p.m.

2<sup>nd</sup> & 4<sup>th</sup> Monday of each Month

Agenda Items																						
Committee Members	Mary-Catherine Oxford, Dean, LRET (Admin, Co-Chair); Sharien Hinton (Faculty), Bitá Bookman (Faculty, AFA Representative); Tony Graziani (Faculty); Anna Brown (Faculty); TBD (Faculty); Emilio Gomez (Faculty Co-Chair); Shauna Hagerman (Admin support)																					
Approval of 8/26/24 & 9/9/24 Minutes																						
Committee Updates	<ul style="list-style-type: none"><li>Sharien has been appointed to committee (Welcome back Sharien!)</li><li>Missing 1 more Faculty appointment. Academic Senate putting out a call.</li><li>10% counseling update – VPAA Approval of 1 over in Spring 26, 2 faculty moving to Fall 25</li></ul>																					
Proposals Ready for Full Committee Vote	<p>(Optional) Teams will have 5 Minutes in Breakout to prep for full committee review vote.</p> <p>Ready for Voting:</p> <table><tr><th>Proposal</th><th>Team</th><th>Approve or Follow Up?</th></tr><tr><td><a href="#">Greg Morre</a></td><td>Anna</td><td></td></tr><tr><td><a href="#">Tony Ruiz</a></td><td>M-Cat</td><td></td></tr><tr><td><a href="#">Saska Gjorgjievska</a></td><td>Tony</td><td></td></tr><tr><td><a href="#">Steven Kessler</a></td><td>Tony</td><td></td></tr><tr><td><a href="#">Claudia Morales</a></td><td>Emilio</td><td></td></tr><tr><td><a href="#">Robert Tuico JR</a></td><td>Emilio</td><td></td></tr></table>	Proposal	Team	Approve or Follow Up?	<a href="#">Greg Morre</a>	Anna		<a href="#">Tony Ruiz</a>	M-Cat		<a href="#">Saska Gjorgjievska</a>	Tony		<a href="#">Steven Kessler</a>	Tony		<a href="#">Claudia Morales</a>	Emilio		<a href="#">Robert Tuico JR</a>	Emilio	
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Team members Proposal Review – Breakout groups	<a href="#">25-26 Proposals</a>																					
Future Agendas (proposed)	<ul style="list-style-type: none"><li>Proposal Template update, Guidelines feedback from Spring semester, update Improvement Ideas below</li></ul> <p>Teams:</p> <ul style="list-style-type: none"><li>Tony/TBD/Mary Catherine- Review/revise guidelines and confirm compliance with 25.08D &amp; Creation of rubric for proposal aligned to guidelines.</li><li>TBD/Emilio Establish ongoing Fall PDA Workshop. Identify model sabbatical proposals, identify intended audience, agenda.</li><li>Sharien/Anna- Orientation Plan: Make language stronger, Canvas Modules for Asynchronous.</li></ul> <p>Ideas for Improvement:</p> <ul style="list-style-type: none"><li>Review Sabbatical Committee Website and make sure the website is as clear as possible. (Shauna working on)</li><li>Make language about workshops and orientation stronger? Create steps. (part of orientation planning)</li><li>Create Canvas Modules for an asynchronous orientation. (part of orientation planning)</li><li>Future: Possibly require orientation? Require workshop? (part of orientation planning)</li></ul>																					

	<ul style="list-style-type: none"> <li>• What happens if committee does not recommend? (part of revision of guidelines)</li> <li>• Update the model sabbaticals (part of PDA Workshop Planning)</li> <li>• Have small groups identify example proposals to recommend to applicants. (part of PDA Workshop Planning)</li> </ul> <p>Review Guidelines and confirming compliance with 25.08D (first item in plan above)</p>
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<b>FALL SEMESTER 2024 Sabbatical Deadlines</b>	<b>DUE DATES</b>
Preparation of formal proposals by applicants (25/26)	August 2024
Proposal Workshop (25/26)	August 26
Dept. approved proposals due to committee (25/26)	September 6
Committee review of proposals (25/26)	September 9 – October 28
Deadline to withdraw proposals (25/26)	September 13
Last day for committee to notify alternates (25/26)	September 20
Last day for alternates to submit proposals (25/26)	October 11
Spring 2024 reports due to committee	October 18
Committee recommendations of proposals to VP of Academic Affairs (25/26)	November 1
Committee recommendations of proposals to President/Board (25/26)	November 8
25/26 Promissory Notes Due	November 29
Board meeting for approval of proposals (25/26)	December 10
Application period for 2026/2027 leaves begins	December 11

- [MS Teams](#)
- Sabbatical Committee Handbook: <https://sabbatical.santarosa.edu/>
- Sabbatical Committee [SharePoint](#) (Public)
- [Sabbatical Private Team Site](#) (SharePoint for committee access only, older files are located here).