

## Sabbatical Leaves Committee – Meeting Agenda

Monday, January 13, 2025 | 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); Loretta Esparza (Faculty); Emilio Gomez (Faculty Co-Chair); Shauna Hagerman (Admin support)											
Approval of 11/25/24 Minutes												
Committee Updates	<ul style="list-style-type: none"><li>All 25/26 proposals &amp; 10% rule were board approved 12-10-24</li><li>Application closing on January 28th, 2025</li><li>Fall 2024 reports due Feb 7th, 2025.</li><li>Will add additional report to team sites once deadline passes for group review.</li></ul>											
Additional Support for Sabbatical Report or Proposal process	Continued discussion from November Meeting. Review our faculty support processes and discuss if anything needs to be changed or added.											
Reports Ready for Full Committee Vote	<p>Teams will have 10 minutes to breakout to prep for full committee review vote. Ready for Voting:</p> <table><tr><th>Report</th><th>Team</th><th>Approve or Follow Up?</th></tr><tr><td><a href="#">Carmen Castillo</a></td><td>Emilio/Loretta</td><td></td></tr><tr><td><a href="#">April Oliver</a></td><td>Sharien</td><td></td></tr></table>			Report	Team	Approve or Follow Up?	<a href="#">Carmen Castillo</a>	Emilio/Loretta		<a href="#">April Oliver</a>	Sharien	
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<a href="#">Carmen Castillo</a>	Emilio/Loretta											
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Team members Report Review – Breakout groups	Reports: <a href="#">23-24 reports</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/Bitá/Mary Catherine- Review/revise guidelines and confirm compliance with 25.08D &amp; Creation of rubric for proposal aligned to guidelines.</li><li>Loretta/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> <li>• Review Guidelines and confirming compliance with 25.08D (first item in plan above)</li> </ul>
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<b>SPRING SEMESTER 2025 Sabbatical Deadlines</b>	<b>DUE DATES</b>
Last day to file application form (26/27)	January 28
Last day to withdraw approved sabbatical leave (25/26)	January 28
List of applicants submitted to VPAA (26/27)	February 4
Fall 2024 reports due to committee	February 7
Committee review of Spring 24 & Fall 24 reports	2/10 – 4/14
Initial ranking distributed to applicants, VPAA and appropriate VP	February 18
Challenges to ranking by applicants (26/27)	February 25
Final ranking distributed to applicants VPAA and appropriate VP (26/27)	March 3
Committee holds orientation meeting (26/27)	March 10
Committee sends final reports to VP of Academic Affairs	April 17
Proposal Workshop (26/27)	April 28
Proposal Workshop (26/27)	May 12
Board meeting for approval for final reports	May 13
Committee notification of Board approved Sabbatical Reports	May 16

- [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).