

Sabbatical Leaves Committee – Meeting Agenda

Monday, March 27, 2023 | 3:30-5:00 p.m.

2nd & 4th Monday of each Month

Agenda Items	
Committee Members	Mary-Catherine Oxford, Dean, LRET (Admin, Co-Chair); Sharien Hinton (Faculty), Steven Kessler (Faculty, AFA Representative); Tony Graziani (Faculty); Anna Brown (Faculty); Salvador Diaz (Faculty); Emilio Gomez (Faculty Co-Chair); Shauna Malvino (admin support)
Approval of Minutes	Approval of 2-27-23 minutes Minutes approved.
Orientation Debrief	<p>Plan for workshop invitations – reminder of goal to make this language stronger. See attached invitation from last year. Reviewed and updated workshop invitation template. We will send out invites first week of April and copy committee.</p> <p>Any improvements for next year? We would still host a live orientation and record but would like to add a canvas module to the orientation.</p>
Request for Postponement: 1. Gattinella 2. Giordano (30 minutes)	<ol style="list-style-type: none"> Roy additional March 6th meeting update. Reviewed Roy's additional postponement materials. Committee voted to approve Roy's postponement to Fall 24. Mary-Catherine will email Roy. Giordano (email 2/28/23) See attached communication regarding justification. Reviewed Marco's proposal. Anna, Emilio, and Mary-Catherine will set up a meeting with Marco to gather additional information. Emilio will email Marco to set up meeting. <p>Contract language: 25.4.B.6</p>
Review Fall 22 Reports due to VPAA April 10th	<p>-Break into Teams to review reports: 22-23 reports – 20 minutes</p> <p>Sal & Emilio: Pardoe, Meehl Anna & Sharien: Navarro (<i>Deliverables update from Anna/Sharien</i>) Steven & Tony: Kratzmann, Brumbaugh Reviewed David Kratzmann proposal. Steven asking for updates to report by April 19th. Will review again at April 24th meeting. Sharien will send out Navarro's proposal and report for committee to review</p> <p>Ready for full committee Review: Ferguson Reports for exemplary board meeting invitation so far: Alexa Forrester & Ying Lin.</p> <p>Board Meeting May 9th, 2023. Board reports, abstracts, and exemplary proposal due April 25th.</p>
Future Agenda Items (proposed)	<p>Reminder of Teams:</p> <ul style="list-style-type: none"> Tony/Steven/Mary Catherine- Review/revise guidelines and confirm compliance with 25.08D & Creation of rubric for proposal aligned to guidelines. Sal/Emilio Plan for PDA Workshop in Fall: identify model sabbaticals, identify intended audience, agenda.

	<ul style="list-style-type: none"> Sharrien/Anna- Orientation Plan: Make language stronger, Canvas Modules for Asynchronous. <p>Ideas for Improvement:</p> <ul style="list-style-type: none"> Review Sabbatical Committee Website and make sure the website is as clear as possible. (Shauna working on) Make language about workshops and orientation stronger? Create steps. (part of orientation planning) Create Canvas Modules for an asynchronous orientation. (part of orientation planning) Future: Possibly require orientation? Require workshop? (part of orientation planning) Be clear about recommendations vs. approval. (Shauna working on) What happens if committee does not recommend? (part of revision of guidelines) Update the model sabbaticals (part of PDA Workshop Planning) Have small groups identify example proposals to recommend to applicants. (part of orientation planning) Assigned small groups, meet independently. (plan above uses this model) Give more time for proposal review. Vote on recommendations as they are ready, don't (Shauna and M-Cat working on) Editing process and communication with applicants (Shauna working, we can discuss details in group to make sure we set some goals) Review guidelines and confirming compliance with 25.08D (first item in plan above)
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SPRING SEMESTER 2023 Sabbatical Deadlines	DUE DATES
Last day to file application for 24/25 leaves	January 25
Last day to withdraw approved sabbatical leave (23/24)	January 25
List of applicants submitted to VPAA (24/25)	February 1
Fall 2022 reports due to committee	February 10
Committee review of Fall 22 Reports	February 13 – April 6 th
Initial ranking distributed to applicants, VPAA and appropriate VP	February 15
Challenges to ranking by applicants (24/25)	February 22
Final ranking distributed to applicants VPAA and appropriate VP (24/25)	March 1
Committee holds orientation meeting (24/25)	March 13
Fall 2023 Promissory Notes & PAFs due	March 15
Committee sends final reports to VP of Academic Affairs	April 7
Proposal Workshop (24/25)	April 24
Proposal Workshop (24/25)	May 8
Board meeting for approval for final reports	May 9
Committee notification of Board approved Sabbatical Reports	May 10

- [MS Teams](#)
- Sabbatical Committee [SharePoint](#) (Public)
- [Sabbatical Private Team Site](#) (SharePoint for committee access only, older files are located here).