Sabbatical Leaves Committee – Meeting Agenda
Monday, November 28th, 2022 | <mark>4:00-5:00 p.m.</mark>
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 11/14 minutes. Minutes approved.
PDA Sabbatical Session Idea (M-Cat & Emilio)	Possibly do a Fall PDA Day that includes interactive work? possibly compare sample Proposals? Get help from team that only has 1 report? Committee agreed to do fall pda day workshop. Would align with proposals and reports timeline. Will work on pda day workshop in spring semester
Review Reports in Small Group (All) 21-22 Reports	Sal & Emilio: Alexa Forrester, Cannon Crawford Sharien & Anna: Andrea Alexander, Leslie McCauley Steven & Tony: Ying Lin Discussed Application- will be launching December 13th, moving to an online form. Shauna will create form and we can review at our next meeting on December 12th before launching. Reviewed Reports during meeting. Ready for Committee Review so far- Canon Crawford & Ying Lin.
Future Agenda Items (proposed)	Follow-up on Ideas from the committee for improvement: • Review Sabbatical Committee Website and make sure the website is as clear as possible. • Make language about workshops and orientation stronger? Create steps. • Create Canvas Modules for an asynchronous orientation. • Future: Possibly require orientation? Require workshop? • Be clear about recommendations vs. approval. • Creation of rubric? • What happens if committee does not recommend? • Update the model sabbaticals • Have small groups identify example proposals to recommend to applicants. • Assigned small groups, meet independently. • Give more time for proposal review. Vote on recommendations as they are ready, don't • Editing process and communication with applicants • PDA Day Workshop (Spring 2023 semester) • December 12th Agenda Items: Review Application, Continue Report Review, Vote on 2 ready for committee.

FALL SEMESTER 2022 Sabbatical Deadlines	DUE DATES
~~Preparation of formal proposals by applicants~~	~~August 2022~~
~~Proposal workshop (23/24)~~	~~August 22, 2022~~
~~Dept approved proposals due to committee (23/24). 10% rule reviewed/exercised~~	~~September 9th~~
Committee Review of proposals	**September 12-October 26**
~~Deadline to withdraw proposals (23/24)~~	~~September 21~~
~~Last day for committee to notify alternates (23/24)~~	~~September 28~~
~~Last day for alternates to submit proposals (23/24)~~	~~October 12~~
~~**Spring 22 reports due to committee**~~	~~**October 19**~~
~~Spring 23 Promissory notes due~~	~~October 20~~
~~Committee recommendations of proposals to VP of Academic Affairs (23/24)~~	~~October 28 Extended to 11/14/22~~
~~**Committee recommendations of proposals to president board (23/24)**~~	~~**November 21**~~
Board Meeting for approval of proposals (23/24)	**December 13**
Application period for 24-25 leaves begins	**December 13**

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