Sabbatical Leaves Committee – Meeting Notes
Monday, October 14, 2024 | 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), Bita Bookman (Faculty, AFA Representative); Tony Graziani (Faculty); Anna Brown (Faculty); Loretta Esparza (Faculty); Emilio Gomez (Faculty Co-Chair); Shauna Hagerman (Admin support)
Approval of 9/23/24 Minutes	Meeting Notes for 9/23 unanimously approved.
Committee updates	- Loretta appointed to sabbatical, and her first meeting will be 10/28 - Reports are due Friday October 18th
Proposals Ready for Full Committee Vote	Teams will have 15 Minutes in Breakout to prep for full committee review vote. Ready for Voting: *(see table below)*
Team members Proposal Review – Breakout groups	Four alternate proposals came in, now assigned in team folders: 25-26 Proposals
Future Agendas (proposed)	- Proposal Template update, Guidelines feedback from Spring semester, update Improvement Ideas below Teams: - Tony/Bita/Mary Catherine- Review/revise guidelines and confirm compliance with 25.08D & Creation of rubric for proposal aligned to guidelines. - Loretta/Emilio Establish ongoing Fall PDA Workshop. Identify model sabbatical proposals, identify intended audience, agenda. - Sharien/Anna- Orientation Plan: Make language stronger, Canvas Modules for Asynchronous. Ideas for Improvement:

Ready for Voting:

Proposal	Team	Approve or Follow Up?
Emilio Gomez	Anna	Comments are in the document, will need revision. Shauna will communicate this to Emilio.
Lizbeth Giron-Brosnan	Anna	Comments are in the document, will need revision. Shauna will communicate this to Lizbeth
Marty Kinahan	Tony/Bita	Approved.
Claudia Morales	Emilio	Approved.
Dave Harden	Emilio	Approved.
Robert Tuico JR	Emilio	Approved.
Tony Ruiz	Mary-Catherine	Address Lanzamiento objectives – provide options for revision and send again via email for approval.

	• 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) • 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 PDA Workshop Planning) Review Guidelines and confirming compliance with 25.08D (first item in plan above)

FALL SEMESTER 2024 Sabbatical Deadlines	DUE DATES
~~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).