

Sabbatical Leaves Committee – Meeting Notes

Monday, November 14th, 2022 | 3:30-5:00 p.m.

2nd & 4th Monday of each Month

Agenda Items	
Committee Members in attendance	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);
Approval of Minutes	Approve 10/24/22 minutes and Special Meeting Notes. Mary-Catherine covering minutes for Shauna for 11/14/22. Motion made by Steven K., Second by Sharien H. unanimous approval.
Final Vote on Remaining Sabbatical Proposals in Review (If needed)	Committee had suggestions regarding Michelle Van Aalst proposal, minor suggested language was included. A final vote will be done via email. Committee has approved Anne Donegan's proposal 4 yes, 2 abstentions, and 1 no.
Update on Board Approved Sabbatical Recommendations	<ol style="list-style-type: none"> 1. George Sellu postponement of sabbatical after district assignment change. 2. Approval for three departments to send more than one faculty member (over the 10% rule) on sabbatical in the 23-24 cycle.
Reflection of this semester's proposal review process	<p>What went well, what did not, and what can we improve?</p> <p>Ideas from the committee:</p> <ul style="list-style-type: none"> • 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
Future Agenda Items (proposed)	<ul style="list-style-type: none"> • Report review (5 total) 21-22 Reports (next meeting) • Editing process and communication with applicants

FALL SEMESTER 2022 Sabbatical Deadlines

Preparation of formal proposals by applicants

Proposal workshop (23/24)

DUE DATES

August 2022

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).