

## Sabbatical Leaves Committee – Meeting Notes

Monday, February 24th, 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 2/10/25 Minutes	Meeting Notes approved.															
Committee Announcements	-Initial rankings distributed. Challenge to rankings close Feb 25 <sup>th</sup> -Final rankings being distributed March 3 <sup>rd</sup> - May send early -Need report ideas for exemplary board meeting invitation -The non-fulfilment for this report cycle will be on the March Board of Trustees Agenda for vote															
Finalize March 10 <sup>th</sup> orientation	Finalize agenda/logistics:  <a href="#">Sabbatical Orientation Agenda March 2025</a> - Agenda has been reviewed and edited.															
Cleaning Improvement Sections and Timeline	-Removed Teams. Review ideas of improvement and come up with top 3 priorities. -Suggestion from Loretta for mini retreat or additional meeting on pda flex day -Possibly add survey for those who went on sabbatical recently and how we can support and/or be more transparent in the process.  Given the status of Reports needing to be approved, the group has tabled these discussion items for next meeting.															
Reports Ready for Full Committee Vote	Teams will have 10 minutes to break out to prep for full committee review vote. Ready for Voting: <table><tr><th>Report</th><th>Team</th><th>Approve or Follow Up?</th></tr><tr><td><a href="#">George Sellu</a></td><td>Emilio/Loretta</td><td>Approved.</td></tr><tr><td><a href="#">Leslie Crane</a></td><td>Emilio/Loretta</td><td>Approved.</td></tr><tr><td><a href="#">Jan Kmetko</a></td><td>Emilio/Loretta</td><td>Approved.</td></tr><tr><td><a href="#">Jocelyn Arild</a></td><td>Anna</td><td>Approved.</td></tr></table>	Report	Team	Approve or Follow Up?	<a href="#">George Sellu</a>	Emilio/Loretta	Approved.	<a href="#">Leslie Crane</a>	Emilio/Loretta	Approved.	<a href="#">Jan Kmetko</a>	Emilio/Loretta	Approved.	<a href="#">Jocelyn Arild</a>	Anna	Approved.
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Team members Report Review – Breakout groups	Reports: <a href="#">23-24 reports</a>  Sabbatical Reports for Exemplary Consideration so far: Albert Yu Jan Kmetko Jocelyn Arild Brian Antonson															

<b>Future Agendas (proposed)</b>	<p>Future agenda: AI minutes</p> <p>Ideas for Improvement:</p> <ul style="list-style-type: none"> <li>• Review Sabbatical Committee Website for clarity and transparency</li> <li>• Make language about workshops and orientation stronger. Create steps.</li> <li>• Proposal &amp; Report template update</li> <li>• Create Canvas Modules for an asynchronous orientation.</li> <li>• What happens if committee does not recommend?</li> <li>• Update the model sabbaticals</li> <li>• Have small groups identify example proposals to recommend to applicants.</li> <li>• Review Guidelines and confirming compliance with 25.08D (spring 2024 feedback)</li> <li>• Updating the FAQs – ranking and load banking in</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).