

Sabbatical Leaves Committee – Meeting Notes

Monday, September 9th, 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); TBD (Faculty), Bita Bookman (Faculty, AFA Representative); Tony Graziani (Faculty); Anna Brown (Faculty); TBD (Faculty); Emilio Gomez (Faculty Co-Chair); Shauna Hagerman (Admin support)
8-26-24 minute approval	Quorum was not established, approval of meeting notes from 8/26/24 will be moved to next meeting.
Committee Updates	<ol style="list-style-type: none"> 1. Committee appointments update: Waiting on 2 senate appointments. Will do a new member welcome/training later if applicable. 2. Introduction of our AFA Representative – Bita Bookman 3. 10% rule and rankings update – Only 10% rule violation is in Counseling and their exception request is at the VP level. 4. Hold off on process improvement – started with this work last semester – until we have all our appointments. 5. Emilio will offer workshops to our three alternates (Robin, Jessica & Brianna)
Reminder of Sabbatical Proposal Feedback Procedures (approved 9-11-2023)	Editing process and communication with applicants - Proposal Procedure: <ol style="list-style-type: none"> 1. Team members will enter edits directly on the shared document using the comments feature 2. Team Members will let Shauna (AAllI) know when proposal edits are ready to send or if proposal if ready for full committee review (no edits needed) 3. Shauna (AAllI) will send all proposal edits to participants and copy team members with a copy of the proposal edits with guidance to update the comments
Breakout Sabbatical proposal review	<ul style="list-style-type: none"> • Normally work in teams but since we don't have appointments will start with reviewing individually. • Mary-Catherine will review this proposal cycle. • Committee members have been assigned to proposals: 25-26 Proposals
Future Agendas (proposed)	<ul style="list-style-type: none"> • Proposal Template update, Guidelines feedback from Spring semester, update Improvement Ideas below Teams: <ul style="list-style-type: none"> • Tony/TBD/Mary Catherine- Review/revise guidelines and confirm compliance with 25.08D & Creation of rubric for proposal aligned to guidelines. • TBD/Emilio Establish ongoing Fall PDA Workshop. Identify model sabbatical proposals, identify intended audience, agenda. • TBD/Anna- Orientation Plan: Make language stronger, Canvas Modules for Asynchronous. Ideas for Improvement: <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) • What happens if committee does not recommend? (part of revision of guidelines) • Update the model sabbaticals (part of PDA Workshop Planning)

	<ul style="list-style-type: none"> • 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)
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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).