

Sabbatical Leaves Committee – Meeting Agenda

Monday, February 13, 2023 | 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), 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 1-23-23 minutes minutes approved.
Sabbatical Updates	<ul style="list-style-type: none"> • Application closed and applicants' names were sent to VPAA • Initial Rankings sent out • March 13th Planned Orientation • Fall 2022 Reports Due February 10th • Sending out a reminder for promissory notes from those we have not received <p style="text-align: center;">Announced updates and timelines</p>
College Council Shared Governance Survey	<p>https://financeadmin.santarosa.edu/form/sharedgovsurvey</p> <p>Fill out this form together as a team. We will have a discussion and take notes.</p> <p>Questions for Committee Discussion:</p> <ol style="list-style-type: none"> 1. Please briefly describe your committee's process for appointments, term limits, and ex-officio members (if any) We are a primarily faculty committee. Dean Lret assigned by position and the faculty positions are assigned by academic senate and 1 AFA rep appointed by afa execute council. Determining Chair is by faculty vote. Term limit is 3 years and must confirm every year with Academic Senate if you would like to continue. Afa is appointed every year and is a 1 year term. Has a designated administrative assistant to support the committee with admin tasks/logistics. 2. What is the function (work product, actions, and recommendations) the committee regularly produces? We review and administer the sabbatical process from application, to proposals, to final reports including compliance in contract procedures. Make recommendations for reports and proposals. Supports faculty in questions and procedures. 3. What is the most critical work product of your committee or council? Review and uphold the integrity of the sabbatical process according to the contract. Balancing both the interest of the district and the faculty member. 4. How does the work product of your committee or council link to District mission, state initiatives, or local initiatives? We constantly support faculty in their growth, professional development, and staying relevant in their current disciplines and jobs. Also supports student learning. Enhances faculty excellence and strengthens instructional programs. 5. Please briefly describe how committee work products, actions, and recommendations get reported. Our sabbatical timeline is established and vetted through multiple constituent groups. We also report to the vpaa and the proposals and reports get sent to the board for approval. Our committee agenda and minutes get posted to the committee website. 6. What is the annual timeline for completing the work product, actions, and recommendations the committee regularly produces? We have a timeline that is updated with two years advance notice.

7. What is the regular process to receive updates and completion information on committee work? **We have high accountability to follow our timelines and guidelines. The VPAA is included in most steps of the process and we have broad communications that go to all faculty which is in line with the annual timeline.**
8. Meeting Frequency and Schedule: **Second and fourth Mondays 3:30-5:00pm**
9. Is the committee's / council's workload sustainable for chairs? For committee member? **We do most of our work within the committees meeting time. We feel for the most part the work is sustainable for both the chair and committee, however it would be nice to have an extra two faculty members to be able to share workload to be able to finish the work in the time allotted and take on more projects to better our systems.**
10. Are you posting agendas and minutes regularly to a shared, public website? **Yes.**
11. Committee or council meeting schedule: a) Needs to meet on its current schedule b) Needs to meet more often c) Could meet less often d) Could be ad hoc (convened on an as-needed basis) **A) meets on a regular schedule**
12. Who does this committee consult with? a) Academic Senate b) Classified Senate c) Student Government d) Other... **Afa, academic senate, VPAA, Human Resources, Department Chairs, and Deans**
13. What challenges do you feel impede the work of your committee? Please briefly describe them here. **Faculty Not understanding contract language. The contract language is limited and lack of clarity in the guidelines. Committee has limited power to make formal decisions despite the language in the contract. Lack of clarity of what is professional development vs what is sabbatical within the contract. It would be nice to have an extra two faculty members to be able to share workload to be able to finish the work in the time allotted.**
14. Do you feel there is any duplication of purpose/effort of the work of your committee elsewhere within the SRJC committee/council structure? Please explain or elaborate. **We don't feel like there are duplication of tasks with another committee.**
15. Please comment on the value of your committee and its contribution to the overall work of the college. **We provide high value because we are responsible for faculty's contractual right to refresh and provide scholarly work. We keep the timeline fresh and up to date. Follow the guidelines, communicate and work with Human Resources. There is low room for error and we are constantly communicating with departments and faculty to make sure the integrity of the process is being upheld. Its high stakes to establish trust and make sure both faculty and the districts procedures are being followed.**
16. What would happen if your committee ceased to exist (is effort being duplicated, would disbanding cause problems, could your work be considered part of another committee's?) **it would be impossible to disband this committee. Contract would be broken, its required work and this is the only committee who handles it.**
17. Is there anything else that College Council should understand about the work of this committee or council? If so, please share here. **We do have regular cyclical deadlines but we are in charge of processes and documents that we have to keep current. We initiate promissory notes, timelines, pafs, sabbatical forms/website. We are constantly working on multiple years of work, reports from last year, proposals for the current years, applications for the next cycles year. We work on 3+ years that we track and we are doing it all simultaneously which takes high multi-tasking and tracking to make sure everything is being completed and documented. It is easy to miss items if you are not constantly checking and staying on top of the work.**

Time in Teams to work on projects (Most likely next meeting)	<ul style="list-style-type: none"> • Tony/Steven/Mary Catherine- Review/revise guidelines and confirm compliance with 25.08D & Creation of rubric for proposal aligned to guidelines. • Sal/Emilio Plan for PDA Workshop in Fall: identify model sabbaticals, identify intended audience, agenda. • Sharien/Anna- Orientation Plan: Make language stronger, Canvas Modules for Asynchronous. <p>Worked on sabbatical orientation instead of topics above.</p> <p>Mary-Catherine will send out save the date for March 13th 3:30-5pm. Will send out to everyone who is on sabbatical eligible list.</p> <p>Worked on Agenda for sabbatical orientation.</p>
Future Agenda Items (proposed)	<p>Ideas from the committee for improvement:</p> <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) • Be clear about recommendations vs. approval. (Shauna working on) • 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 orientation planning) • Assigned small groups, meet independently. (plan above uses this model) • Give more time for proposal review. Vote on recommendations as they are ready, don't (Shauna and M-Cat working on) • Editing process and communication with applicants (Shauna working, we can discuss details in group to make sure we set some goals) • Review guidelines and confirming compliance with 25.08D (first item in plan above) <p>Next Meeting: Review reports, finalize orientation</p>

SPRING SEMESTER 2023 Sabbatical Deadlines	DUE DATES
Last day to file application for 24/25 leaves	January 25
Last day to withdraw approved sabbatical leave (23/24)	January 25
List of applicants submitted to VPAA (24/25)	February 1
Fall 2022 reports due to committee	February 10
Committee review of Fall 22 Reports	February 13 – April 6 th
Initial ranking distributed to applicants, VPAA and appropriate VP	February 15
Challenges to ranking by applicants (24/25)	February 22
Final ranking distributed to applicants VPAA and appropriate VP (24/25)	March 1
Committee holds orientation meeting (24/25)	March 13
Fall 2023 Promissory Notes due	March 15

Committee sends final reports to VP of Academic Affairs	April 7
Proposal Workshop (24/25)	April 24
Proposal Workshop (24/25)	May 8
Board meeting for approval for final reports	May 9
Committee notification of Board approved Sabbatical Reports	May 10

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