

Sabbatical Leaves Committee – Meeting Agenda

Monday, December 12th, 2022 | 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 12/12/22 minutes. Minutes approved.
Modality of Meetings in Spring 23 & Fall 23	Do we want to continue online, hybrid, in person? Stay via zoom for spring. Revisit again in fall
Update on Board Approval/Applications/Reports	<ul style="list-style-type: none"> All proposals were board approved 12-13-22 Reminder went out January 19th: Application closing on January 25th Fall 2022 reports due Feb 10th, 2023 Reported brief updates to committee
Assign teams to work on ideas/tasks for committee improvement	See list below. Keep partner structure already established? Remain in current team structure. Assigned teams to topics below.
Future Agenda Items (proposed)	<p><i>Discuss, adjust, and approve suggestions below and have committee members sign-up to work on.</i></p> <p>Committee went to breakout rooms to begin discussing committee improvement ideas below.</p> <p>Co-chairs' suggestion: Priorities for Committee member Teams to work on:</p> <ol style="list-style-type: none"> Review/revise guidelines and confirm compliance with 25.08D & Creation of rubric for proposal aligned to guidelines Steven & Tony & Mary-Catherine Plan for PDA Workshop in Fall: identify model sabbaticals, identify intended audience, agenda Emilio & Sal Orientation Plan: Make language stronger, Canvas Modules for Asynchronous Anna & Sharien <p>Follow-up on 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)

	<ul style="list-style-type: none"> • 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) • Fall 2022 Report Review/Application rankings (clarify this suggestion with committee – addressed in guidelines revision?)
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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/Spring 23 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).