

Sabbatical Leaves Committee – Meeting Agenda

Monday, January 27, 2025 | 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), 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 1/13/25 Minutes	Minutes approved.																		
Committee Announcements	<div>-Cleaning up Improvement sections and timeline</div> <div>Roll to Feb 24th agenda. Remove teams’ portion, leave ideas of improvement and come up with top 3 priorities. Add survey to Feb 24th agenda</div> <div>-Sab Application for 26/27 closes this week</div> <div>Have 40 applicants so far.</div> <div>-George Sellu Report update</div> <div>George should be ready for Feb agenda meeting.</div> <div>-Lauralyn update</div> <div>Adding language: “3rd paragraph of purpose of leave removed during proposal revision per discussion on 2/14/24”</div> <div>Add Lauralyn to Feb 10th agenda for committee vote</div>																		
Reports Ready for Full Committee Vote	<div>Teams will have 10 minutes to break out to prep for full committee review vote. Ready for Voting:</div> <table><tr><th>Report</th><th>Team</th><th>Approve or Follow Up?</th></tr><tr><td>April Oliver</td><td>Sharien/Mary Catherine</td><td>Approved</td></tr><tr><td>Albert Yu</td><td>Anna</td><td>Approved</td></tr><tr><td>Luz Navarrette</td><td>Anna</td><td>Approved</td></tr><tr><td>Kat Ferguson</td><td>Bitá/Tony</td><td>Approved</td></tr><tr><td>Brian Antonson</td><td>Bitá/Tony</td><td>Approved</td></tr></table>	Report	Team	Approve or Follow Up?	April Oliver	Sharien/Mary Catherine	Approved	Albert Yu	Anna	Approved	Luz Navarrette	Anna	Approved	Kat Ferguson	Bitá/Tony	Approved	Brian Antonson	Bitá/Tony	Approved
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Team members Report Review – Breakout groups	Reports: 23-24 reports																		
Future Agendas (proposed)	<div><div><div>• Proposal Template update, Guidelines feedback from Spring semester, update Improvement Ideas below</div></div><div>Teams:</div><div><div>• Tony/Bitá/Mary Catherine- Review/revise guidelines and confirm compliance with 25.08D & Creation of rubric for proposal aligned to guidelines.</div><div>• Loretta/Emilio Establish ongoing Fall PDA Workshop. Identify model sabbatical proposals, identify intended audience, agenda.</div><div>• Sharien/Anna- Orientation Plan: Make language stronger, Canvas Modules for Asynchronous.</div></div><div>Ideas for Improvement:</div><div><div>• Review Sabbatical Committee Website and make sure the website is as clear as possible. (Shauna working on)</div></div></div>																		

	<ul style="list-style-type: none"> • 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) • 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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SPRING SEMESTER 2025 Sabbatical Deadlines	DUE DATES
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).