

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 11/28 minutes. Approved.
Review Sabbatical Application	<p>Application will launch December 13th – New Form instead of Word Doc</p> <p>Reviewed new sabbatical application launching December 13th.</p> <p>updated question #6 to add a “none” option on the application.</p> <p>#6 updated FMLA (Family/maternity/paternity/medical)</p> <p>#12 added article language</p> <p>#14 removed salary question</p> <p>https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=cP6ega-mtUyzxmAE38ndZSqZ-f7-08RMiyVZYxjbmidUMTk3N0xOQ1RHRUxOUVlwWIZNMTU4RU9UWC4u&Token=9eda812f902241e0b937be7f8aefac38</p>
Initial Review of Guidelines and Process	<p><i>Contract Language 25.08.D:</i> Proposal acceptance: The Sabbatical Leave Committee may reject or require resubmission of proposals they deem to be incomplete or inappropriate according to the written and <i>published guidelines</i> established by the Sabbatical Leave Committee and mutually agreed to by the Vice President of Academic Affairs, the President of the Academic Senate and AFA.</p> <p>Will review these in spring and use these to possibly create a handbook.</p> <p>Mary-Catherine and Shauna will pull any documents and historical context to help start the discussion on updating the guidelines.</p> <p>https://sabbatical.santarosa.edu/sabbatical-leave-guidelines Review to understand.</p> <p>Proposed Plan for committee consideration: Revise/Review Guidelines in Spring and work on agreement with groups mentioned in contract.</p>
Break out in Small Groups to finish review	<i>(10-15 minutes)</i>
Review and Vote on Acceptance of Reports (All) 21-22 Reports	<p>Ready for Committee Review: Canon Crawford, Alexa Forrester, Andrea Alexander, & Ying Lin</p> <p>Reviewed reports:</p> <p>Canon-approved.</p> <p>Alexa-approved. (possible proposal for board meeting invitation)</p> <p>Andrea Alexander- approved.</p> <p>Ying Lin-approved. (possible proposal for board meeting invitation)</p> <p>Leslie McCauley- approved.</p>

Future Agenda Items (proposed)	<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. • Make language about workshops and orientation stronger? Create steps. • Create Canvas Modules for an asynchronous orientation. • Future: Possibly require orientation? Require workshop? • Be clear about recommendations vs. approval. • Creation of rubric? • What happens if committee does not recommend? • Update the model sabbaticals • Have small groups identify example proposals to recommend to applicants. • Assigned small groups, meet independently. • Give more time for proposal review. Vote on recommendations as they are ready, don't • Editing process and communication with applicants • Review guidelines and confirming compliance with 25.08D • Fall 2022 Report Review/Application rankings
---------------------------------------	--

FALL SEMESTER 2022 Sabbatical Deadlines	DUE DATES
Preparation of formal proposals by applicants	August 2022
Proposal workshop (23/24)	August 22, 2022
Dept approved proposals due to committee (23/24)- 10% rule reviewed/exercised	September 9th
Committee Review of proposals	September 12-October 26
Deadline to withdraw proposals (23/24)	September 21
Last day for committee to notify alternates (23/24)	September 28
Last day for alternates to submit proposals (23/24)	October 12
Spring 22 reports due to committee	October 19
Spring 23 Promissory notes due	October 20
Committee recommendations of proposals to VP of Academic Affairs (23/24)	October 28 Extended to 11/14/22
Committee recommendations of proposals to president board (23/24)	November 21
Board Meeting for approval of proposals (23/24)	December 13
Application period for 24-25 leaves begins	December 13

- [MS Teams](#)

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