Sabbatical Leaves Committee – Meeting Agenda
Monday, February 27, 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 2-13-23 minutes minutes approved
Sabbatical Updates	-Challenge to Rankings closed on Feb 22nd. -Final Rankings being Distributed by March 1st – May send early if complete -Promissory Note & PAF Reminders were sent out – All Promissory Notes for 23-24 are signed -College Council Survey was submitted -George Sellu Sabbatical Update Announced newest updates with the committee Shared VPAA email, Committee will review and share any thoughts on the email regarding postponements and will send thoughts to Shauna.
Request for Postpone: Gattinella	**Request from Roy**: I'm scheduled to complete the second half of my sabbatical leave this year during the upcoming Fall '23 semester. Several of my key project participants will be unavailable this fall and I'm hoping to move the remainder of my leave to Fall '24 in order to complete my work. The Business Department has been informed and there are no issues or objections from any faculty or our Dean. May I respectfully ask that the committee also approve this move? Contract language: 25.4.B.6 Reviewed Roy's original proposal/objectives. Will ask Roy for more info.- Sharien, Emilio, Tony will meet with Roy over zoom
Finalize March 13th Orientation	Finalize Agenda/logistics Draft: Sabbatical Orientation Agenda March 2023.docx Agenda is finalized, no additional edits.

Review Fall 22 Reports	-Break into Teams to review reports: 22-23 reports
	    Sal & Emilio: Pardoe, Meehl
	    Anna & Sharien: Navarro, Ferguson Mark Ferguson is ready for committee approval. Going to bring Geoff report to next committee agenda
	    Steven & Tony: Kratzmann, Brumbaugh
	Broke out into break out rooms to review reports. Committee members will email Shauna when they are approved.

Future Agenda Items (proposed)	Ideas from the committee for improvement: - 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)

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 6th
~~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 & PAFs 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).