Sabbatical Leaves Committee – Meeting Agenda
Monday, April 10, 2023 | 3:30-5:00 p.m.
2nd & 4th Monday of each Month

Agenda Items	
Committee Members in attendance	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)
Approval of Minutes	Shauna will be absent. Mary-Catherine is taking notes. Unanimous approval of 3-27-23 meeting notes.
Spring 23 Workshop sign up update	Invitation sent with sign-up link: 24-25 Proposal Workshop Signup.xlsx. Sharien and Emilio both volunteered to meet with any faculty that are not able to sign-up for the April 24th workshop due to capacity. M-Cat will let the group know if anyone is not able to sign-up for a time because the workshop is full.
1. Giordano Postponement Decision (5 Minutes)	M-Cat & Emilio met with Marco for more details about postponement. Here is the recording to be reviewed prior to our meeting. Postponement of 2nd semester sabbatical leave from Fall 23 to Spring 24 was not approved (4 no, 3 yes) by the committee. Marco remains scheduled for a Fall 23 2nd semester sabbatical. M-Cat will send email regarding decision to Marco, his Dean, his chair and copy the committee.
1.Kratzmann Report update **2.Navarro Report Update** **3. Breakout in Groups to Review Fall 22 Reports due to VPAA April 10th (10 minutes)**	1. Kratzmann updated report due April 19th. Full Committee Review will be on 4/24. 2. Navarro has been asked to submit lit review and notes from interviews as deliverables. Full Committee Review will be on 4/24. 3. Committee worked in teams to review remaining reports: 22-23 reports Full Committee Review and Approval: 1. Ferguson – approved 2. Pardoe – approved 3. Meehl – approved 4. Brumbaugh – approved
Exemplary Sabbatical Award & Board meeting Invitation	Reports for exemplary board meeting invitation: Alexa Forrester, Scott Meehl & Ying Lin. Committee would like to vote using email form. Mary-Catherine will send the form out via email ASAP with a Friday, April 14th Deadline. Board Meeting May 9th, 2023. Board reports, abstracts, and exemplary proposal due April 25th.
Other	Emilio reminded us to best support faculty in the workshops, we can encourage clear deliverables.

	M-Cat made a quick reminder that we will be having a Sabbatical PDA session given by Emilio, M-Cat, Shauna and Sal to help support faculty who will potentially be starting or are currently in the Sabbatical process.
Future Agenda Items (proposed)	Reminder of Teams: • 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. Ideas 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).