

Sabbatical Leaves Committee – Meeting Agenda

Monday, April 24, 2023 | 3:30-4:00 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 4-10-23 meeting notes. Minutes approved.
Update on Rankings	We had one faculty drop from our 24-25 Sabbatical list. Angie Evins-Schroder has moved up and is now invited to submit a Sabbatical proposal. Discussed new ranking list. Angie has accepted.
Exemplary Board meeting Invitation	Ying Lin is our Awardee and Scott Mehl is our runner-up. Emilio has sent an invitation to Ying. Once accepted, we will submit Board item. Ying has accepted but cannot attend in person or zoom but will create a video recording.
Approval of Remaining 22-23 Reports	Ready for full committee Review: Kratzmann & Navarro. Navarro approved. Kratzmann approved. Board Meeting May 9 th , 2023. Board reports, abstracts, and exemplary proposal due April 25 th . Shauna will compile these reports.
PDA Session Plans Update	Emilio, Sal, Shauna, and M-Cat will be presenting. Draft Description for Committee Feedback: Do you need to recharge your academic batteries? Could you use some time to refresh or renew your scholarship or simply pursue discipline interests? Did you know that you may be eligible for a semester-long or full-year sabbatical leave? If you want to learn more about your options, attend this workshop to get started. Emilio submitted for PDA day workshop. Sharien would like to be in the workshop as well. Committee will email any edits they have on workshop description. Broke out into workshop session groups from 4pm-5pm.
Future Agenda Items (proposed)	Reminder of Teams: <ul style="list-style-type: none"> • 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.

	<p>Ideas 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) • 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 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 & 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).