

## Sabbatical Leaves Committee – Meeting Agenda

Monday, November 25, 2024 | 3:30-5:00 p.m.

2<sup>nd</sup> & 4<sup>th</sup> 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 10/28/24 Minutes	Minutes approved.																						
Committee Updates	<ul style="list-style-type: none"><li>10% exceptions and 25/26 proposals going to December Board for approval.</li><li>All Promissory Notes signed for 25/26 leaves. Will start PAF reminders in Spring 2025 semester.</li><li>Application for 26/27 leaves will open soon.</li><li>Cancel December 9<sup>th</sup> or January 13<sup>th</sup> meeting?</li></ul> <p>Reviewed updates. Cancel December 9<sup>th</sup> meeting.</p>																						
Reports Ready for Full Committee Vote	<p>Teams will have 10 minutes to breakout to prep for full committee review vote. Ready for Voting:</p> <table><tr><th>Report</th><th>Team</th><th>Approve or Follow Up?</th></tr><tr><td><a href="#">Kent Wisniewski</a></td><td>Mary-Catherine</td><td>A motion was made and seconded and the proposal is not approved. Mary Catherine will follow up on next steps.</td></tr><tr><td><a href="#">Andrea Alvarado</a></td><td>Emilio/Loretta</td><td>Approved.</td></tr><tr><td><a href="#">Mas Iimura</a></td><td>Emilio/Loretta</td><td>Approved.</td></tr><tr><td><a href="#">George Sellu</a></td><td>Emilio/Loretta</td><td>Follow up needed. Will bring back to January</td></tr><tr><td><a href="#">Kasia Fortunati</a></td><td>Sharien</td><td>Approved.</td></tr><tr><td><a href="#">April Oliver</a></td><td>Sharien</td><td>Roll to January</td></tr></table>		Report	Team	Approve or Follow Up?	<a href="#">Kent Wisniewski</a>	Mary-Catherine	A motion was made and seconded and the proposal is not approved. Mary Catherine will follow up on next steps.	<a href="#">Andrea Alvarado</a>	Emilio/Loretta	Approved.	<a href="#">Mas Iimura</a>	Emilio/Loretta	Approved.	<a href="#">George Sellu</a>	Emilio/Loretta	Follow up needed. Will bring back to January	<a href="#">Kasia Fortunati</a>	Sharien	Approved.	<a href="#">April Oliver</a>	Sharien	Roll to January
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Team members Report Review – Breakout groups	<p>Reports: <a href="#">23-24 reports</a></p> <p>Fall 2024 reports due Friday Feb 7<sup>th</sup>, 2025. Will assign to teams after deadline.</p>																						
Future Agendas (proposed)	<ul style="list-style-type: none"><li>Proposal Template update, Guidelines feedback from Spring semester, update Improvement Ideas below. Should we add support to the sabbatical process and what does that look like</li></ul> <p>Teams:</p> <ul style="list-style-type: none"><li>Tony/Bitá/Mary Catherine- Review/revise guidelines and confirm compliance with 25.08D &amp; Creation of rubric for proposal aligned to guidelines.</li><li>Loretta/Emilio Establish ongoing Fall PDA Workshop. Identify model sabbatical proposals, identify intended audience, agenda.</li><li>Sharien/Anna- Orientation Plan: Make language stronger, Canvas Modules for Asynchronous.</li></ul>																						

	<p>Ideas for Improvement:</p> <ul style="list-style-type: none"> <li>• Review Sabbatical Committee Website and make sure the website is as clear as possible. (Shauna working on)</li> <li>• Make language about workshops and orientation stronger? Create steps. (part of orientation planning)</li> <li>• Create Canvas Modules for an asynchronous orientation. (part of orientation planning)</li> <li>• Future: Possibly require orientation? Require workshop? (part of orientation planning)</li> <li>• What happens if committee does not recommend? (part of revision of guidelines)</li> <li>• Update the model sabbaticals (part of PDA Workshop Planning)</li> <li>• Have small groups identify example proposals to recommend to applicants. (part of PDA Workshop Planning)</li> <li>• Review Guidelines and confirming compliance with 25.08D (first item in plan above)</li> </ul>
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<b>FALL SEMESTER 2024 Sabbatical Deadlines</b>	<b>DUE DATES</b>
Preparation of formal proposals by applicants (25/26)	August 2024
Proposal Workshop (25/26)	August 26
Dept. approved proposals due to committee (25/26)	September 6
Committee review of proposals (25/26)	September 9 – October 28
Deadline to withdraw proposals (25/26)	September 13
Last day for committee to notify alternates (25/26)	September 20
Last day for alternates to submit proposals (25/26)	October 11
Spring 2024 reports due to committee	October 18
Committee recommendations of proposals to VP of Academic Affairs (25/26)	November 1
Committee recommendations of proposals to President/Board (25/26)	November 8
25/26 Promissory Notes Due	November 29
Board meeting for approval of proposals (25/26)	December 10
Application period for 2026/2027 leaves begins	December 11

- [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).