

Sabbatical Leaves Committee – Meeting Agenda

Monday, April 14th, 2025 | 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), 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 3/24/25 Minutes	Minutes approved.															
Committee Updates	<p>-Reports due to VPAA April 17th and all reports due to board docs 4/29/25</p> <p>-Need to pick exemplary sabbatical project. Any nominations in addition to those listed below? Shauna Will send out survey asap. Must vote before Thursday April 17th.</p> <ul style="list-style-type: none">• Albert Yu• Jan Kmetko• Jocelyn Arild• Brian Antonson <p>Pre-Cabinet Presentation for Board of Trustees Meeting Monday, May 5th anytime 9:30am – 11:30am (Awardee only – Zoom Option)</p> <p>Academic Senate Award – Exemplary Sabbatical Award included Thursday, May 8th 3:15 – 5:00pm SAC (Bertolini) – <i>Need a Committee Faculty Member to introduce</i></p> <p>Board Meeting Presentation of Exemplary Sabbatical Project Tuesday, May 13th 4:00pm SAC (Bertolini) – Mary-Catherine will introduce</p> <p>-Mary-Catherine will reach out to winner to prep for may board and share Academic Senate Award</p> <p>-Next meeting is a proposal workshop. Shauna will send out signups ASAP</p> <p>Mary-Catherine shared updates.</p>															
Reports Ready for Full Committee Vote	<p>Teams will have 5 minutes to break out to prep for the 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>Michael Hale</td><td>Sharien</td><td>Approved.</td></tr><tr><td>Amy Lacasse</td><td>Anna</td><td>Approved (added to Exemplary)</td></tr><tr><td>Michelle Van Aalst</td><td>Bitá/Tony</td><td>Approved.</td></tr><tr><td>Roy Gattinella</td><td>Bitá/Tony</td><td>Committee voted unanimously to recommend as non-fulfillment.</td></tr></table>	Report	Team	Approve or Follow Up?	Michael Hale	Sharien	Approved.	Amy Lacasse	Anna	Approved (added to Exemplary)	Michelle Van Aalst	Bitá/Tony	Approved.	Roy Gattinella	Bitá/Tony	Committee voted unanimously to recommend as non-fulfillment.
Report	Team	Approve or Follow Up?														
Michael Hale	Sharien	Approved.														
Amy Lacasse	Anna	Approved (added to Exemplary)														
Michelle Van Aalst	Bitá/Tony	Approved.														
Roy Gattinella	Bitá/Tony	Committee voted unanimously to recommend as non-fulfillment.														
Shared Governance Structure – College Council Review	<p>Discussion Only – College Council has no changes, just updates to positions</p> <p>No changes.</p>															

Future Agendas (proposed)	Ideas for Improvement: <ul style="list-style-type: none"> • Review Sabbatical Committee Website for clarity and transparency • Make language about workshops and orientation stronger. Create steps. • Proposal & Report template update • Create Canvas Modules for an asynchronous orientation. • Update the model sabbaticals • Have small groups identify example proposals to recommend to applicants. • Review Guidelines and confirming compliance with 25.08D (spring 2024 feedback) • Updating the FAQs – ranking and load banking in
----------------------------------	--

SPRING SEMESTER 2025 Sabbatical Deadlines	DUE DATES
Last day to file application form (26/27)	January 28
Last day to withdraw approved sabbatical leave (25/26)	January 28
List of applicants submitted to VPAA (26/27)	February 4
Fall 2024 reports due to committee	February 7
Committee review of Spring 24 & Fall 24 reports	2/10 – 4/14
Initial ranking distributed to applicants, VPAA and appropriate VP	February 18
Challenges to ranking by applicants (26/27)	February 25
Final ranking distributed to applicants VPAA and appropriate VP (26/27)	March 3
Committee holds orientation meeting (26/27)	March 10
Committee sends final reports to VP of Academic Affairs	April 17
Proposal Workshop (26/27)	April 28
Proposal Workshop (26/27)	May 12
Board meeting for approval for final reports	May 13
Committee notification of Board approved Sabbatical Reports	May 16

- ☐ [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).