

Sabbatical Leaves Committee – Meeting Agenda

Monday, November 25, 2024 | 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 10/28/24 Minutes			
Committee Updates	<ul style="list-style-type: none"> 10% exceptions and 25/26 proposals going to December Board for approval. All Promissory Notes signed for 25/26 leaves. Will start PAF reminders in Spring 2025 semester. Application for 26/27 leaves will open soon. Cancel December 9th or January 13th meeting? 		
Reports Ready for Full Committee Vote	Teams will have 10 minutes to breakout to prep for full committee review vote. Ready for Voting:		
	Report	Team	Approve or Follow Up?
	Kent Wisniewski	Mary-Catherine	
	Andrea Alvarado	Emilio/Loretta	
	Mas Imura	Emilio/Loretta	
	George Sellu	Emilio/Loretta	
	Kasia Fortunati	Sharien	
	April Oliver	Sharien	
Team members Report Review – Breakout groups	Reports: 23-24 reports Fall 2024 reports due Friday Feb 7 th , 2025. Will assign to teams after deadline.		
Future Agendas (proposed)	<ul style="list-style-type: none"> Proposal Template update, Guidelines feedback from Spring semester, update Improvement Ideas below Teams: <ul style="list-style-type: none"> Tony/Bitá/Mary Catherine- Review/revise guidelines and confirm compliance with 25.08D & Creation of rubric for proposal aligned to guidelines. Loretta/Emilio Establish ongoing Fall PDA Workshop. Identify model sabbatical proposals, identify intended audience, agenda. Sharien/Anna- Orientation Plan: Make language stronger, Canvas Modules for Asynchronous. Ideas for Improvement: <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) 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 PDA Workshop Planning)
- Review Guidelines and confirming compliance with 25.08D (first item in plan above)

FALL SEMESTER 2024 Sabbatical Deadlines	DUE DATES
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).