

Sabbatical Leaves Committee – Meeting Agenda

Monday, March 24th, 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 3/10/25 Minutes															
Reports Ready for Full Committee Vote	<div>Teams will have 5 minutes to break out to prep for the full committee review vote. Ready for Voting:</div> <table><tr><th>Report</th><th>Team</th><th>Approve or Follow Up?</th></tr><tr><td>Sean Martin</td><td>Bitá/Tony</td><td></td></tr><tr><td>Michelle Van Alast</td><td>Bitá/Tony</td><td></td></tr><tr><td>Roy Gattinella</td><td>Bitá/Tony</td><td></td></tr></table>			Report	Team	Approve or Follow Up?	Sean Martin	Bitá/Tony		Michelle Van Alast	Bitá/Tony		Roy Gattinella	Bitá/Tony	
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Sean Martin	Bitá/Tony														
Michelle Van Alast	Bitá/Tony														
Roy Gattinella	Bitá/Tony														
Team members Report Review – Breakout groups	Reports: 23-24 reports														
Future Agendas (proposed)	<div>Future agenda: AI minutes, Report Review, Identify top Improvement Ideas</div> <div>Ideas for Improvement:</div> <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.• What happens if committee does not recommend?• 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).