

## Sabbatical Leaves Committee – Meeting Agenda

**Monday, April 14<sup>th</sup>, 2025 | 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 3/24/25 Minutes                          |  |                       |      |                       |                              |         |  |                             |      |  |                                    |           |  |                                |           |  |
| Committee Updates                                    | <p>-Reports due to VPAA April 17<sup>th</sup> 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 17<sup>th</sup>.</p> <ul style="list-style-type: none"><li>• Albert Yu</li><li>• Jan Kmetko</li><li>• Jocelyn Arild</li><li>• Brian Antonson</li></ul> <p>Pre-Cabinet Presentation for Board of Trustees Meeting Monday, May 5<sup>th</sup> anytime 9:30am – 11:30am (Awardee only – Zoom Option)</p> <p>Academic Senate Award – Exemplary Sabbatical Award included Thursday, May 8<sup>th</sup> 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 13<sup>th</sup> 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> |                       |      |                       |                              |         |  |                             |      |  |                                    |           |  |                                |           |  |
| 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><a href="#">Michael Hale</a></td><td>Sharien</td><td></td></tr><tr><td><a href="#">Amy Lacasse</a></td><td>Anna</td><td></td></tr><tr><td><a href="#">Michelle Van Aalst</a></td><td>Bitá/Tony</td><td></td></tr><tr><td><a href="#">Roy Gattinella</a></td><td>Bitá/Tony</td><td></td></tr></table>   | Report                | Team | Approve or Follow Up? | <a href="#">Michael Hale</a> | Sharien |  | <a href="#">Amy Lacasse</a> | Anna |  | <a href="#">Michelle Van Aalst</a> | Bitá/Tony |  | <a href="#">Roy Gattinella</a> | Bitá/Tony |  |
| Report   | Team   | Approve or Follow Up? |      |                       |                              |         |  |                             |      |  |                                    |           |  |                                |           |  |
| <a href="#">Michael Hale</a>                         | Sharien  |                       |      |                       |                              |         |  |                             |      |  |                                    |           |  |                                |           |  |
| <a href="#">Amy Lacasse</a>                          | Anna   |                       |      |                       |                              |         |  |                             |      |  |                                    |           |  |                                |           |  |
| <a href="#">Michelle Van Aalst</a>                   | Bitá/Tony  |                       |      |                       |                              |         |  |                             |      |  |                                    |           |  |                                |           |  |
| <a href="#">Roy Gattinella</a>                       | Bitá/Tony  |                       |      |                       |                              |         |  |                             |      |  |                                    |           |  |                                |           |  |
| Shared Governance Structure – College Council Review | Discussion Only – College Council has no changes, just updates to positions  |                       |      |                       |                              |         |  |                             |      |  |                                    |           |  |                                |           |  |
| Future Agendas (proposed)                            | <p>Ideas for Improvement:</p> <ul style="list-style-type: none"><li>• Review Sabbatical Committee Website for clarity and transparency</li><li>• Make language about workshops and orientation stronger. Create steps.</li><li>• Proposal &amp; Report template update</li><li>• Create Canvas Modules for an asynchronous orientation.</li></ul>  |                       |      |                       |                              |         |  |                             |      |  |                                    |           |  |                                |           |  |

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|  | <ul style="list-style-type: none"> <li>• Update the model sabbaticals</li> <li>• Have small groups identify example proposals to recommend to applicants.</li> <li>• Review Guidelines and confirming compliance with 25.08D (spring 2024 feedback)</li> <li>• Updating the FAQs – ranking and load banking in</li> </ul> |
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| <b>SPRING SEMESTER 2025 Sabbatical Deadlines</b>                        | <b>DUE DATES</b> |
|---|------------------|
| 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).