

## Sabbatical Leaves Committee – Meeting Notes

Monday, February 24th, 2025 | 3:30-5:00 p.m.

2<sup>nd</sup> & 4<sup>th</sup> Monday of each Month

Agenda Items																
<b>Committee Members</b>	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)															
<b>Approval of 2/10/25 Minutes</b>	Meeting Notes approved.															
<b>Committee Announcements</b>	<ul style="list-style-type: none"> <li>-Initial rankings distributed. Challenge to rankings close Feb 25<sup>th</sup></li> <li>-Final rankings being distributed March 3<sup>rd</sup>- May send early</li> <li>-Need report ideas for exemplary board meeting invitation</li> <li>-The non-fulfilment for this report cycle will be on the March Board of Trustees Agenda for vote</li> </ul>															
<b>Finalize March 10<sup>th</sup> orientation</b>	Finalize agenda/logistics:  <a href="#">Sabbatical Orientation Agenda March 2025</a> - Agenda has been reviewed and edited.															
<b>Cleaning Improvement Sections and Timeline</b>	<ul style="list-style-type: none"> <li>-Removed Teams. Review ideas of improvement and come up with top 3 priorities.</li> <li>-Suggestion from Loretta for mini retreat or additional meeting on pda flex day</li> <li>-Possibly add survey for those who went on sabbatical recently and how we can support and/or be more transparent in the process.</li> </ul> <p>Given the status of Reports needing to be approved, the group has tabled these discussion items for next meeting.</p>															
<b>Reports Ready for Full Committee Vote</b>	Teams will have 10 minutes to break out to prep for full committee review vote. Ready for Voting: <table border="1" style="margin-top: 10px; width: 100%;"> <thead> <tr> <th>Report</th> <th>Team</th> <th>Approve or Follow Up?</th> </tr> </thead> <tbody> <tr> <td><a href="#">George Sellu</a></td> <td>Emilio/Loretta</td> <td>Approved.</td> </tr> <tr> <td><a href="#">Leslie Crane</a></td> <td>Emilio/Loretta</td> <td>Approved.</td> </tr> <tr> <td><a href="#">Jan Kmetko</a></td> <td>Emilio/Loretta</td> <td>Approved.</td> </tr> <tr> <td><a href="#">Jocelyn Arild</a></td> <td>Anna</td> <td>Approved.</td> </tr> </tbody> </table>	Report	Team	Approve or Follow Up?	<a href="#">George Sellu</a>	Emilio/Loretta	Approved.	<a href="#">Leslie Crane</a>	Emilio/Loretta	Approved.	<a href="#">Jan Kmetko</a>	Emilio/Loretta	Approved.	<a href="#">Jocelyn Arild</a>	Anna	Approved.
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<b>Team members Report Review – Breakout groups</b>	Reports: <a href="#">23-24 reports</a>  Sabbatical Reports for Exemplary Consideration so far: Albert Yu Jan Kmetko Jocelyn Arild Brian Antonson															

<b>Future Agendas (proposed)</b>	<p>Future agenda: AI minutes</p> <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> <li>• What happens if committee does not recommend?</li> <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).