Santa Rosa Junior College

Sabbatical Leaves Committee – Meeting Agenda
Monday, January 27, 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), Bita Bookman (Faculty, AFA Representative); Tony Graziani (Faculty); Anna Brown (Faculty); Loretta Esparza (Faculty); Emilio Gomez (Faculty Co-Chair); Shauna Hagerman (Admin support)
Approval of 1/13/25 Minutes	
Committee Announcements	-Cleaning up Improvement sections and timeline -Sab Application for 26/27 closes this week -George Sellu Report update
Reports Ready for Full Committee Vote	(see table below)

Report	Team	Approve or Follow Up?	
April Oliver	Sharien/Mary Catherine		Teams will have 10 minutes to break out to prep for full committee review vote. Ready for Voting:
Luz Navarrette	Anna		
Kat Ferguson	Bita/Tony		
Brian Antonson	Bita/Tony		
Albert Yu	Anna		

Team members Report Review – Breakout groups	Reports: 23-24 reports
Future Agendas (proposed)	• Proposal Template update, Guidelines feedback from Spring semester, update Improvement Ideas below Teams: • Tony/Bita/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: • 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)

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).