Santa Rosa Junior College

Sabbatical Leaves Committee – Meeting Agenda
Monday, February 10, 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 1/27/25 Minutes	
Committee updates	-List of Applicant sent to VPAA and rankings complete. -Rankings will be distributed by Feb 18th. Challenges due by Feb 25th -Fall 2024 reports are now assigned to committee
Reports Ready for Full Committee Vote	Teams will have 10 minutes to break out to prep for full committee review vote. Ready for Voting:

Report	Team	Approve or Follow Up?
Lauralyn Larsen	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 the 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).