# Santa Rosa Junior College

**Sabbatical Leaves Committee – Meeting Agenda**
**Monday, February 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), 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 2/10/25 Minutes** | |
| **Committee Announcements** | -Initial rankings distributed. Challenge to rankings close Feb 25th<br>-Final rankings being distributed March 3rd- May send early<br>-Need report ideas for exemplary board meeting invitation |
| **Finalize March 10th orientation** | Finalize agenda/logistics:<br><br>Sabbatical Orientation Agenda March 2025 |
| **Cleaning Improvement Sections and Timeline** | -Removed Teams. Review ideas of improvement and come up with top 3 priorities.<br>-Suggestion from Loretta for mini retreat or additional meeting on pda flex day<br>-Possibly add survey for those who went on sabbatical recently and how we can support and/or be more transparent in the process. |
| **Reports Ready for Full Committee Vote** | Teams will have 10 minutes to break out to prep for full committee review vote. Ready for Voting:<br><br><table><tr><td>**Report**</td><td>**Team**</td><td>**Approve or Follow Up?**</td></tr><tr><td>George Sellu</td><td>Emilio/Loretta</td><td></td></tr><tr><td>Leslie Crane</td><td>Emilio/Loretta</td><td></td></tr><tr><td>Jan Kmetko</td><td>Emilio/Loretta</td><td></td></tr><tr><td>Jocelyn Arild</td><td>Anna</td><td></td></tr></table> |
| **Team members Report Review – Breakout groups** | Reports: 23-24 reports |
| **Future Agendas (proposed)** | Future agenda: AI minutes<br><br>Ideas for Improvement:<br>• Review Sabbatical Committee Website for clarity and transparency<br>• Make language about workshops and orientation stronger. Create steps.<br>• Proposal & Report template update<br>• Create Canvas Modules for an asynchronous orientation.<br>• What happens if committee does not recommend? |

| | • Update the model sabbaticals<br>• Have small groups identify example proposals to recommend to applicants.<br>• Review Guidelines and confirming compliance with 25.08D (spring 2024 feedback) |
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| SPRING SEMESTER 2025 Sabbatical Deadlines | DUE DATES |
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| 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).