

## Sabbatical Leaves Committee – Meeting Agenda

Monday, January 27, 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 1/13/25 Minutes</b>                  | Minutes approved.  |                          |      |                       |                              |                        |                          |                           |      |                          |                                |      |                          |                              |           |                          |                                |           |                          |
| <b>Committee Announcements</b>                      | <p>-Cleaning up Improvement sections and timeline<br/> <a href="#">Roll to Feb 24th agenda. Remove teams' portion, leave ideas of improvement and come up with top 3 priorities. Add survey to Feb 24<sup>th</sup> agenda</a></p> <p>-Sab Application for 26/27 closes this week<br/> <a href="#">Have 40 applicants so far.</a></p> <p>-George Sellu Report update<br/> <a href="#">George should be ready for Feb agenda meeting.</a></p> <p>-Lauralyn update<br/> <a href="#">Adding language: "3<sup>rd</sup> paragraph of purpose of leave removed during proposal revision per discussion on 2/14/24"</a><br/> <a href="#">Add Lauralyn to Feb 10<sup>th</sup> agenda for committee vote</a></p>   |                          |      |                       |                              |                        |                          |                           |      |                          |                                |      |                          |                              |           |                          |                                |           |                          |
| <b>Reports Ready for Full Committee Vote</b>        | <p>Teams will have 10 minutes to break out to prep for full committee review vote. Ready for Voting:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Report</th> <th style="width: 30%;">Team</th> <th style="width: 40%;">Approve or Follow Up?</th> </tr> </thead> <tbody> <tr> <td><a href="#">April Oliver</a></td> <td>Sharien/Mary Catherine</td> <td style="text-align: center;"><a href="#">Approved</a></td> </tr> <tr> <td><a href="#">Albert Yu</a></td> <td>Anna</td> <td style="text-align: center;"><a href="#">Approved</a></td> </tr> <tr> <td><a href="#">Luz Navarrette</a></td> <td>Anna</td> <td style="text-align: center;"><a href="#">Approved</a></td> </tr> <tr> <td><a href="#">Kat Ferguson</a></td> <td>Bitá/Tony</td> <td style="text-align: center;"><a href="#">Approved</a></td> </tr> <tr> <td><a href="#">Brian Antonson</a></td> <td>Bitá/Tony</td> <td style="text-align: center;"><a href="#">Approved</a></td> </tr> </tbody> </table> | Report                   | Team | Approve or Follow Up? | <a href="#">April Oliver</a> | Sharien/Mary Catherine | <a href="#">Approved</a> | <a href="#">Albert Yu</a> | Anna | <a href="#">Approved</a> | <a href="#">Luz Navarrette</a> | Anna | <a href="#">Approved</a> | <a href="#">Kat Ferguson</a> | Bitá/Tony | <a href="#">Approved</a> | <a href="#">Brian Antonson</a> | Bitá/Tony | <a href="#">Approved</a> |
| Report  | Team   | Approve or Follow Up?    |      |                       |                              |                        |                          |                           |      |                          |                                |      |                          |                              |           |                          |                                |           |                          |
| <a href="#">April Oliver</a>                        | Sharien/Mary Catherine   | <a href="#">Approved</a> |      |                       |                              |                        |                          |                           |      |                          |                                |      |                          |                              |           |                          |                                |           |                          |
| <a href="#">Albert Yu</a>                           | Anna   | <a href="#">Approved</a> |      |                       |                              |                        |                          |                           |      |                          |                                |      |                          |                              |           |                          |                                |           |                          |
| <a href="#">Luz Navarrette</a>                      | Anna   | <a href="#">Approved</a> |      |                       |                              |                        |                          |                           |      |                          |                                |      |                          |                              |           |                          |                                |           |                          |
| <a href="#">Kat Ferguson</a>                        | Bitá/Tony  | <a href="#">Approved</a> |      |                       |                              |                        |                          |                           |      |                          |                                |      |                          |                              |           |                          |                                |           |                          |
| <a href="#">Brian Antonson</a>                      | Bitá/Tony  | <a href="#">Approved</a> |      |                       |                              |                        |                          |                           |      |                          |                                |      |                          |                              |           |                          |                                |           |                          |
| <b>Team members Report Review – Breakout groups</b> | Reports: <a href="#">23-24 reports</a>   |                          |      |                       |                              |                        |                          |                           |      |                          |                                |      |                          |                              |           |                          |                                |           |                          |
| <b>Future Agendas (proposed)</b>                    | <ul style="list-style-type: none"> <li>Proposal Template update, Guidelines feedback from Spring semester, update Improvement Ideas below</li> </ul> <p>Teams:</p> <ul style="list-style-type: none"> <li>Tony/Bitá/Mary Catherine- Review/revise guidelines and confirm compliance with 25.08D &amp; Creation of rubric for proposal aligned to guidelines.</li> <li>Loretta/Emilio Establish ongoing Fall PDA Workshop. Identify model sabbatical proposals, identify intended audience, agenda.</li> <li>Sharien/Anna- Orientation Plan: Make language stronger, Canvas Modules for Asynchronous.</li> </ul> <p>Ideas for Improvement:</p> <ul style="list-style-type: none"> <li>Review Sabbatical Committee Website and make sure the website is as clear as possible. (Shauna working on)</li> </ul>   |                          |      |                       |                              |                        |                          |                           |      |                          |                                |      |                          |                              |           |                          |                                |           |                          |

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|  | <ul style="list-style-type: none"> <li>• Make language about workshops and orientation stronger? Create steps. (part of orientation planning)</li> <li>• Create Canvas Modules for an asynchronous orientation. (part of orientation planning)</li> <li>• Future: Possibly require orientation? Require workshop? (part of orientation planning)</li> <li>• What happens if committee does not recommend? (part of revision of guidelines)</li> <li>• Update the model sabbaticals (part of PDA Workshop Planning)</li> <li>• Have small groups identify example proposals to recommend to applicants. (part of PDA Workshop Planning)</li> <li>• Review Guidelines and confirming compliance with 25.08D (first item in plan above)</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).