

## Sabbatical Leaves Committee – Meeting Notes

Monday, March 10, 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 2/24/25 Minutes</b>           | <b>Minutes approved.</b><br><b>Committee announcement: Sabbatical Non-fulfillment is on the March 11<sup>th</sup> board meeting consent calendar.</b>   |                       |      |                       |                            |      |           |                                  |           |           |  |  |  |  |  |  |
| <b>Reports Ready for Full Committee Vote</b> | <p>Teams will have 5 minutes to break out to prep for full committee review vote. Ready for Voting:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Report</th> <th style="text-align: left;">Team</th> <th style="text-align: left;">Approve or Follow Up?</th> </tr> </thead> <tbody> <tr> <td><a href="#">AC Panella</a></td> <td>Anna</td> <td style="color: red;">Approved.</td> </tr> <tr> <td><a href="#">Jessica Longoria</a></td> <td>Bitá/Tony</td> <td style="color: red;">Approved.</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>  | Report                | Team | Approve or Follow Up? | <a href="#">AC Panella</a> | Anna | Approved. | <a href="#">Jessica Longoria</a> | Bitá/Tony | Approved. |  |  |  |  |  |  |
| Report                                       | Team  | Approve or Follow Up? |      |                       |                            |      |           |                                  |           |           |  |  |  |  |  |  |
| <a href="#">AC Panella</a>                   | Anna  | Approved.             |      |                       |                            |      |           |                                  |           |           |  |  |  |  |  |  |
| <a href="#">Jessica Longoria</a>             | Bitá/Tony   | Approved.             |      |                       |                            |      |           |                                  |           |           |  |  |  |  |  |  |
|  |   |                       |      |                       |                            |      |           |                                  |           |           |  |  |  |  |  |  |
|  |   |                       |      |                       |                            |      |           |                                  |           |           |  |  |  |  |  |  |
| <b>Sabbatical orientation 4-5pm</b>          | <p>Agenda: <a href="#">Sabbatical Orientation Agenda March 2025</a></p> <p style="color: red;"><b>Add Sean Martin for next meeting for full committee review.</b></p>   |                       |      |                       |                            |      |           |                                  |           |           |  |  |  |  |  |  |
| <b>Future Agendas (proposed)</b>             | <p>Future agenda: AI minutes, Report Review, Improvement Ideas (2/24/25 agenda rollover)</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> |                       |      |                       |                            |      |           |                                  |           |           |  |  |  |  |  |  |

| 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).