

## 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																		
Committee Members	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)																	
Approval of 2/24/25 Minutes	Minutes approved. Committee announcement: Sabbatical Non-fulfillment is on the March 11 <sup>th</sup> board meeting consent calendar.																	
Reports Ready for Full Committee Vote	Teams will have 5 minutes to break out to prep for full committee review vote. Ready for Voting: <table><tr><th>Report</th><th>Team</th><th>Approve or Follow Up?</th></tr><tr><td><a href="#">AC Panella</a></td><td>Anna</td><td>Approved.</td></tr><tr><td><a href="#">Jessica Longoria</a></td><td>Bitá/Tony</td><td>Approved.</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>			Report	Team	Approve or Follow Up?	<a href="#">AC Panella</a>	Anna	Approved.	<a href="#">Jessica Longoria</a>	Bitá/Tony	Approved.						
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Sabbatical orientation 4-5pm	Agenda: <a href="#">Sabbatical Orientation Agenda March 2025</a>  Add Sean Martin for next meeting for full committee review.																	
Future Agendas (proposed)	Future agenda: AI minutes, Report Review, Improvement Ideas (2/24/25 agenda rollover)  Ideas for Improvement: <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).