

## Sabbatical Leaves Committee – Meeting Agenda

Monday, October 28, 2024 | 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), Bita 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 10/14/24 Minutes</b>	Minutes approved																											
<b>Committee updates</b>	<ul style="list-style-type: none"> <li>Welcome Loretta!</li> <li>Spring 24 Reports deadline has past. Have one report that needs AFA consult.</li> <li>Only one meeting in November, Next meeting November 25<sup>th</sup> to start report review</li> </ul> <p>M-Cat announced updates.</p>																											
<b>Proposals Ready for Full Committee Vote</b>	<p>Teams will have 15 Minutes in Breakout to prep for full committee review vote.</p> <p>Ready for Voting:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Proposal</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="#">Emilio Gomez</a></td> <td>Anna</td> <td>Approved.</td> </tr> <tr> <td><a href="#">Brianna Thomsen</a></td> <td>Anna</td> <td>Follow up on sabbatical length.</td> </tr> <tr> <td><a href="#">Lizbeth Giron Brosnan</a></td> <td>Anna</td> <td>Follow up. Expansion of narrative and audience definition. Deliverables being too simple</td> </tr> <tr> <td><a href="#">Margarita Gonzalez-Jordan</a></td> <td>Emilio</td> <td>Approved.</td> </tr> <tr> <td><a href="#">Robin Eurgubian</a></td> <td>Tony/Bit</td> <td>Approved.</td> </tr> <tr> <td><a href="#">Jessica Harris</a></td> <td>Sharien</td> <td>Approved.</td> </tr> <tr> <td><a href="#">Hannah Skoonberg</a></td> <td>Sharien</td> <td>Approved.</td> </tr> <tr> <td><a href="#">Chris Grant</a></td> <td>Sharien</td> <td>Approved.</td> </tr> </tbody> </table>	Proposal	Team	Approve or Follow Up?	<a href="#">Emilio Gomez</a>	Anna	Approved.	<a href="#">Brianna Thomsen</a>	Anna	Follow up on sabbatical length.	<a href="#">Lizbeth Giron Brosnan</a>	Anna	Follow up. Expansion of narrative and audience definition. Deliverables being too simple	<a href="#">Margarita Gonzalez-Jordan</a>	Emilio	Approved.	<a href="#">Robin Eurgubian</a>	Tony/Bit	Approved.	<a href="#">Jessica Harris</a>	Sharien	Approved.	<a href="#">Hannah Skoonberg</a>	Sharien	Approved.	<a href="#">Chris Grant</a>	Sharien	Approved.
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<b>Team members Proposal Review – Breakout groups</b>	<p>Any remaining proposals outstanding, vote via email. <a href="#">25-26 Proposals</a></p> <p>All Proposals due to VPAA <b>Friday November 1<sup>st</sup></b></p>																											
<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/Bit/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>																											

	<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> </ul> <p>Review Guidelines and confirming compliance with 25.08D (first item in plan above)</p>
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<b>FALL SEMESTER 2024 Sabbatical Deadlines</b>	<b>DUE DATES</b>
Preparation of formal proposals by applicants (25/26)	August 2024
Proposal Workshop (25/26)	August 26
Dept. approved proposals due to committee (25/26)	September 6
Committee review of proposals (25/26)	September 9 – October 28
Deadline to withdraw proposals (25/26)	September 13
Last day for committee to notify alternates (25/26)	September 20
Last day for alternates to submit proposals (25/26)	October 11
Spring 2024 reports due to committee	October 18
Committee recommendations of proposals to VP of Academic Affairs (25/26)	November 1
Committee recommendations of proposals to President/Board (25/26)	November 8
25/26 Promissory Notes Due	November 29
Board meeting for approval of proposals (25/26)	December 10
Application period for 2026/2027 leaves begins	December 11

- [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).