



**Sabbatical Leave Committee Regular Meeting**  
**Friday, March 1, 2024 ~ 12:30pm – 2:30pm**  
**Hyflex Meeting – room OC3101 and**  
**Via Zoom in accordance with AB2449: Information below**  
**MiraCosta College, 1 Barnard Drive, Oceanside, CA 92056**

Zoom Meeting Link: <https://miracosta-edu.zoom.us/j/93142887826>  
Meeting ID: 931 4288 7826  
Find your local number: <https://miracosta-edu.zoom.us/u/adE4uiYtKX>  
Join by Skype for Business: <https://miracosta-edu.zoom.us/skype/93142887826>

## **AGENDA**

- I. Call to Order**
- II. Remote Member Attendance**  
Description: *The Sabbatical Leave Committee will consider remote participation of members under the provisions of AB2449, if any.*
- III. Roll Call**
- IV. Persons Wishing to Address the Committee**  
*Members of the public shall have an opportunity to address the committee either before or during the committee's consideration of each item of business to be discussed at regular or special committee meetings, including closed session items. In addition, with limited exceptions, the committee will provide an opportunity at regular meetings to address the committee on any other item of interest which is within the subject matter jurisdiction of the Academic Senate. In order to efficiently manage the business of the committee, the committee chair may limit the amount of time allocated for public testimony for each individual speaker to three (3) minutes, and to limit the total time allocated on a particular issue to fifteen (15), unless waived by the committee (pursuant to Board Policy 2345). Decorum is to be expected by all members of the committee and public as outlined in Board Policy 2355.*
- V. Consent Calendar**
  - A. Approval of the Meeting Minutes of October 6, 2023**
- VI. Sabbatical Leave Reports**  
Description: *The SLC will discuss sabbatical leave reports received from eight (8) faculty who have returned from their sabbatical leave during the Fall 2023 semester. A taskforce was assigned to review the documentation submitted with each report. The SLC will vote on sabbatical leave reports based on taskforce recommendations.*
- VII. Sabbatical Leave Handbook**  
Description: *Each year the committee looks over the Sabbatical Leave Handbook and makes any appropriate and/or necessary revisions and changes to the SL Handbook.*
- VIII. Adjournment**

An executive order issued on 3-18-20 by the Governor of California indicated that the requirements for having a physical space for meetings has been waived due to the Coronavirus (COVID-19). Meeting will be held remotely until further notice. The public may observe the meeting and offer public comment. A link for remote viewing or calling in is attached to the agenda. Therefore, Sabbatical Leave Committee (SLC) meetings will be held via Zoom. If you wish to attend the meeting and you have another disability requiring special accommodations, please notify the SLC Administrative Secretary at 760.795.6873 or 760.757.2121, extension 6873. The California Relay Service (CRS) is available by dialing 711, or 1-800-735-2929 or 1-800-735-2922.

In compliance with Government Code section 54957.5, nonexempt writings that are distributed to a majority or all of the MiraCosta Community College District SLC in advance of their meetings may be viewed at the Office of the Academic Senate President, One Barnard Drive, Oceanside, California, or by clicking on the SLC website at <http://www.miracosta.edu/instruction/slc/index.html>. Such writings will also be available at the SLC meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Debby Adler, Administrative Assistant to the SLC Chair, at 760.795.6873 or by email at [dadler@miracosta.edu](mailto:dadler@miracosta.edu).



## UNOFFICIAL MINUTES

I. **Call to Order** – The meeting was called to order at 11:35am.

II. **Remote Member Attendance**

Description: *The Sabbatical Leave Committee will consider remote participation of members under the provisions of AB2449, if any.*

**Isabel Luengo requested remote participation under the Just Cause provision of AB2449. The committee approved her attendance under the Just Cause Provision of AB2449 by unanimous consent.**

III. **Roll Call**

**Members present:** Trisha Hanada-Rogers (co-chair), Pilar Hernandez, Luke Lambert, Gail Meinhold (co-chair), Jennifer Paris, Dean Ramos

**Attending via Just Cause:** Isabel Luengo

**Members absent:** John Kirwan

IV. **Persons Wishing to Address the Committee**

V. **Consent Calendar**

A. **Approval of the Meeting Minutes of February 24, 2023**

**The consent calendar was approved by unanimous consent.**

VI. **Sabbatical Leave Reports**

Description: *The SLC will discuss sabbatical leave reports received from five faculty who have returned from their sabbatical leaves during the Spring 2023 semester. A taskforce was assigned to review the documentation submitted with each report. The SLC will vote on sabbatical leave reports based on taskforce recommendations.*

The taskforce of Hanada-Rogers and Meinhold reviewed and approved all documentation for the reports.

**Eli Clarke** (assigned to Hanada-Rogers)

This was a well-written report. No changes required.

**Claudia Flores** (assigned to Meinhold)

Needs to correct her hours. Add some more to contributions to the college.

**Arlie Langager** (assigned to Hanada-Rogers)

A well-written report. No changes required.

After some discussion, it was suggested that a separate area be included on the SL Report Form where faculty members can include a spreadsheet of their hours.

**Kristi Reyes** (assigned to Hanada-Rogers)

This report is good and no changes required.

**Alexis Tucker Sade** (assigned to Hernandez)

Will suggest she explain how her work would benefit our MANA students and/or promote on campus consciousness of our Pacific Island community.

**MSU (Hernandez / Paris) [Luengo and Lambert were not present for the vote]** to approve the sabbatical leave reports for Eli Clarke, Claudia Flores, Arlie Langager, Kristi Reyes, and Alexis Tucker Sade pending a few minor changes.

VII. **Sabbatical Leave Applications**

Description: *The committee will discuss seventeen (17) sabbatical leave applications received from faculty who plan to take their sabbatical leave during the 2024-2025 academic year. Committee members will be assigned to each applying faculty member.*

1. **Megan Allison** (assigned to Gail Meinhold)

It was noted that she will be taking a one-year sabbatical at 50% and will continue as chair since she is the only full-time member in her department. She will need to show documentation for Objectives 1 and 2. If she is going to create a Canvas course page, she can take a screenshot and share it as part of her documentation. Further, connect her Hort 118 to the PSLO.

2. **Kristine Arquero** (assigned to Pilar Hernandez)  
Show that she will have a spreadsheet of hours for Objective 1.
3. **Leah Cluff** (assigned to Pilar Hernandez)  
Include an activity log for documentation in Objective 1. Add an example of three or four people she will meet using the words “such as” and not including specific names. Instead, she can use their title such as director.
4. **Christy Coobatis** (assigned to Dean Ramos)  
He will be asked to rewrite this proposal. In his Abstract, move benefits to students, align benefits to college, to the end of his proposal. Unless he presents his collection as a benefit to the college, he should remove this from his proposal. Add more depth to his abstract. It is unclear whether he is creating a process or an album. Needs to be clearer about what he wants to do and what his documentation will be. What will his deliverable be at the end of his sabbatical? Further, he needs to be clearer about connecting to MCC and his explanation of how it will contribute to his professional development.
5. **Steven Deineh** (assigned to Luke Lambert)  
Under Objective 3, will be asked to expand on the process and how we will be able to see what was done with what deliverable. Link a college core competency to college by taking from the abstract and adding it into the contribution. Under contribution, add a specific SLO. Include examples of possible certifications he will receive or be specific if only one and include it with documentation.
6. **Arti Dua** (assigned to Jennifer Paris)  
Should note that documentation will include access to the Canvas class noting that documentation can be private.
7. **Kelly Hagen** (assigned to Luke Lambert)  
Would like clarity on what will be done related to gaming as explained at the end of the proposal. Explain what is meant by gaming.
8. **Rachel Hastings** (assigned to John Kirwan)  
Under Objective 1, should provide examples of resources and books using the wording, “such as.” Included that she will make outlines for modules in her objectives. The statement about documentation is not clear. Needs to include anticipated hours in the documentation for Objective 3. Indicates she is researching, but there is no connection between her documentation and objective 1. Give an estimated timeline and remove an exact timeline in the event it cannot be met. Tie her contribution to a SLO or PSLO and carry the contribution from the abstract to contribution.
9. **Wendy Horton** (assigned to Trisha Hanada-Rogers)  
Will need to total hours at the end of the form.
10. **Robert Kelley** (assigned to Trisha Hanada-Rogers)  
It is suggested that the objective could be summarized in a couple of lines without so much detail.
11. **Lauren McFall** (assigned to Gail Meinhold)  
Needs to correct her hours. Will also suggest including examples for the documentation of OER content in Objective 3.
12. **Casey McFarland** (assigned to Gail Meinhold)  
Very clear. Good as is; no changes required.
13. **Pedro Morgado** (assigned to Isabel Luengo)  
Will be asked to include some specific benefits, SLOs or PSLOs, or core competencies with a DEI lens and be more detailed. Suggests using the word “redesign” in place of the word “update.” Further, provide samples in documentation for Objectives 1 and 2 in a Google folder. It would be helpful to see the redesigned course and let him know it can be made private.
14. **Lemee Nakamura** (assigned to Jennifer Paris)  
Cannot prep a class during sabbatical and so remove lecture notes from the proposal. Suggest writing a course supplement and not a book and to remove page numbers. Include supplement (or book) in the abstract. Ask if she will unbanking one semester according to application timeline.
15. **Violeta Sanchez** (assigned to Trisha Hanada-Rogers)  
This application looks good as it is. Ask if she will be unbanking one semester.
16. **Chad Tsuyuki** (assigned to John Kirwan)  
It was suggested that Objectives 1 and 2 could be combined. Provide an annotated bibliography as documentation for Objective 3.

## **Alternate**

### **1. Michael Paulding (assigned to Isabel Luengo)**

He should describe how this sabbatical relates to the courses he teaches and the students here. Calculation of hours doesn't add up he cannot include the summer session in his hours. Needs to show a connection between his contributions and sabbatical work. Advise him that he is an alternate. Ask him to remove the last sentence of his abstract starting with "Please note..."

**MSU (Hernandez / Meinhold)** to approve 15 of the 17 SL applications pending recommended minor changes recommended.

It was suggested that when emails are sent to the committee member's point of contact (POC), let the faculty member know you are their POC from the SLC. Inform them that the committee has accepted their application pending some changes that they will need to provide by a deadline. The committee decided that the deadline to submit changes to SL reports and applications, is Friday, October 20<sup>th</sup>.

**MSU (Hernandez / Meinhold)** to approve applications for Christy Coobatis and Michael Paulding pending major changes clarifying their abstract, objectives, documentation, and contributions.

## **VIII. Sabbatical Leave Handbook**

Description: *Each year the committee looks over the Sabbatical Leave Handbook and makes any appropriate and/or necessary revisions and changes to the SL Handbook.*

It was suggested that the handbook and all forms be revised to use gender neutral language such as "them" and not "him/her".

Changes noted under Obligation of Service to the District is showing in red on the current draft of the Handbook. The statement needs to be included in the Handbook and uploaded to the website. It was also noted that the word "district" is misspelled.

Will include a place on the sabbatical leave report form that requires a link to a public Excel spreadsheet to document their hours.

Will list the following on the SL application:

- Fall
- Spring
- Full year

Will also include language regarding calculation of hours for semester and quarter unit classes as provided by Hernandez. Additionally, will include a statement that any foreign language counts as upper division undergraduate course.

## **IX. Adjournment – The meeting adjourned at 1:40pm.**