Join Zoom Meeting: https://miracosta-edu.zoom.us/j/89873311652
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AGENDA

I. **Call to Order**

II. **Roll Call**

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

IV. **Consent Calendar**

   A. Approval of the Meeting Minutes of October 3, 2025

V. **Sabbatical Leave Reports**

   Description: The SLC will review sabbatical leave reports received from eight (8) faculty who have returned from their sabbatical leave during the Fall 2025 semester. The SLC will vote on sabbatical leave reports based on the committee's recommendations.

VI. **New Google Applications and Reports**
   Description: The SLC Committee will review the new Application and Report format to be considered.

VII. **Information / Discussion**

   A. Shared-reading system for large Fall reviews only, and shared Google Sheets for tracking readers, liaisons, and revision confirmations.
   B. SLC member Google Folder
   C. SLC chair for 2026-2028
   D. Nominations for a new Sabbatical Leave Chair

VIII. **Adjournment**

Regular Meeting – Friday, October 3, 2025
Time – 12:00pm - 3:00pm
Hyflex Meeting – Room OC 14293 and Via Zoom in
accordance with AB2449: Information below
Call **1 Barnard Drive, Oceanside, CA 92056**

UNOFFICIAL MINUTES

I.   **Call to Order -** 12:06pm

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

III.   **Roll Call**
       Members present: Pilar Hernandez, Shanon Myers, John Kirwan, Gail Meinhold, Dean Ramos, Jose Jara, Christina Sharp, Ruth Gaye, Claudia Flores.
       Absent: None
       Others present: None.

IV.   **Persons Wishing to Address the Committee**
       None.

V.   **Consent Calendar**
       A. Approval of the Meeting Minutes of April 18, 2025
           A Motion to approve the minutes of April 18th passes. **MS Myers/Meinhold. Sharp and Gaye abstain.**

VI.   **Sabbatical Leave Reports**
       Description: The SLC will discuss sabbatical leave reports received from seven (7) faculty who have returned from their sabbatical leave during the Spring 2025 semester. The SLC will vote on sabbatical leave reports based on the committee's recommendations.

       Robert Kelley - (John Kirwan is assigned) Kirwan described the report as thorough and ambitious, with hours that reflect significant work. He noted that Objectives 1 and 2 were combined, making the structure confusing, and recommended labeling each objective (1–4) separately for clarity. A log of hours was missing, and Kelley was the only one with public documentation. Kirwan suggested splitting total hours in half and using a cut-and-paste approach to streamline the report. Christina raised the concern of whether requesting revisions would require Kelley to add hours beyond what he already reported. Kirwan clarified that revisions could be minimal. Additional comments noted the report's impressive—"Herculean"—effort.

       Violeta Sanchez - (Dean Ramos is assigned) Kirwan noted typos in Objective 1 and suggested that the final paragraph in Objectives 1 and 2, which describes benefits rather than activities, should be moved to the "Benefits" section. The committee discussed adding guidance in each objective's sub-header to clarify how to list "Activities, Benefits, Contributions."

       Chad Tsuyuki -(Jose Jara is assigned) This was very clear, easy-to-read and interesting. This may be a template for other faculty. Kirwan suggests in Objective 2 Suggestive Growth: this area doesn't seem like a place to bullet items here, but more a coherent statement.

       Pedro Morgado - (Ruth Gay is assigned) The statement, "I pre-ordered…." is used a lot, ask him to remove any activities that are outside of sabbatical (past or future). Ask to revise his statements in Objective Activities, Contributions to Professional Growth as they were verbatim. The committee would like to know the names of

the companies consulted with e.g. Genetech, Viasat etc.
Wendy Horton - (Claudia Flores is assigned) No revisions

Michael Paulding (Pilar Hernandez is assigned) No revisions

Leah Cluff (Gail Meinhold is assigned) Suggestion to use the titles instead of associate faculty names.
In Objective # 1, Benefits to the College/Community: list out competencies, adjust few small grammatical errors.
**A motion was made to approve (7) Report all pending suggestive revisions. MSU Jara/Kirwan.
Motion passes.**

Sabbatical Leave Applications
Description: the SLC will discuss sabbatical leave applications received from seventeen (17) faculty who plan to take their sabbatical leave during the 2026-2027 academic year. Committee members will be assigned to each applying faculty member.

Pilar Hernandez - Approved, no revisions needed.

Robert Falero - Suggestion to edit Objective #1. Writing is fragmented. Merge both sentences.
Abstract is missing important an important verb, "is."

Shawn Fourizian - The committee recommended changing the sabbatical type to "self-directed," clarifying the number of chapters being written, and defining what constitutes a chapter in the abstract. Wording should be adjusted to avoid overcommitment, using terms like "draft" or "proposal." Regarding the defense, he should phrase it as "preparing for a defense" rather than stating it as a defense. The committee also requested additional deliverables, such as a sample of one chapter, and asked for a detailed breakdown of the work involved in writing and revising two chapters.

Emiko Kiyochi - Revise the Abstract for clarity and coherence, integrating key activities and benefits. Ensure "Learning Sciences" is capitalized consistently throughout the report. Replace "Optional Output" with "I plan to" and specify a concrete number of hours (e.g., 620) rather than a range.

JahB Prescott - The committee recommended revising the abstract for clarity and coherence, particularly the final paragraph to better connect to the sabbatical. Typos were noted, including "unground," and "Letters" should be capitalized. The abstract should clearly highlight research, developments, and outcomes, with an emphasis on enhancing student outcomes.

Catherine Walker - The committee suggested expanding the benefits section of Objective #1 in the abstract to clarify what is meant by "Injecting more humanity." They also recommended integrating context from Objective #2 (intro and activities) into the abstract and including the relevant course number.

Discussion: Pilar will revise the application form to enhance clarity around instructions pertaining to how-to submit an activity log, add "with hours."

Laura Hayek - Application was strong and interesting to read.

Mariana Silva -The committee recommended listing hours for the single objective, clarifying the timeline in Objective #1 Activities, and revising the abstract by splitting and clarifying the second sentence.

Rhonda Welch-Scalco -Revise Objective #1 to state she will select a few trainings rather than committing to all.
In Objective #1 Activities, phrase intentions more directly (e.g., "I plan to complete 2 out of 4 trainings").
In Objective #2, add a conjunction to the statement, "I will align the two infant classes…"
Revise activities to use active voice ("I want, I will") to convey stronger agency.

Robert Bond - Reads well, no revisions.

Karina Duarte -The committee discussed whether Karina had incorporated awareness of the AI resources the Board had invested in and suggested that this knowledge be reflected in her Report. They also asked her to clarify that activities occurring after the sabbatical, such as a Flex workshop, were not included. As a secondary note, the committee recommended adding page numbers and writing out full course titles (e.g., "CSIT 100 – Introduction to Computer Science").

Laney Collins - Suggestion to hyphenate list. No other revisions.

Tony Burman - Suggestion to change, "I foresee to I plan to do the following…."

Lynnie Trzoss - Application was missing Benefit Statements for each objective. Committee rejected this application due to incompleteness.

Himgauri Kulkarni - A great application. No revisions.

Jim Julius - Ask him to clarify if he is creating one or multiple videos.

Final conclusions: Sabbatical Leave Reports will need revised per feedback, deadline is before the next round of submissions. Secondly, Sabbatical Leave Applications will require an update, *add activity log w/ hours*. **(MSP Myers/Jara)** [**Hernandez abstained] to approve fifteen (16) Sabbatical Leave Applications pending suggestive revisions. On 10/5/2025; applicant Shawn Fourizian withdrew his application via email. Fifteen Sabbatical Leave Applications will be forwarded to the Academic Senate as a consent item for the 11/7/2025 Agenda.**
(MSP Flores/Sharp) [Hernandez abstained] to exclude one (1) incomplete Sabbatical Leave Application from

VII. **Lynnie Trzoss.**

VIII. **Sabbatical Leave Handbook and Committee work**
Description: The SLC Committee will discuss this year's committee plans and review the updated handbook based on revisions made during the April 18, 2025 sabbatical committee meeting. The Handbook and Change Log is linked to the April 18, 2025 Unofficial Minutes.
Light discussion around the revised Handbook. Members did not have questions.

IX. The meeting adjourned at 2:58pm.

SABBATICAL LEAVE REPORT

Submission Instructions

- Complete all sections by replacing all "[Enter here]" with your information and clicking on any check boxes. If there were more than 3 objectives, please copy/paste objective 3 and modify.
- Download as PDF.
- Email the signed report to the Academic Senate Administrative Assistant by the last business day of the 4th week of instruction in the semester you return to full-time service.

PART I: Applicant Information

Name: [Enter here]
Department: [Enter here]
Title: [Enter here]
Select the duration of your sabbatical leave:
☐ Fall – One semester (full sabbatical)
☐ Spring – One semester (full sabbatical)
☐ Full-year sabbatical at 50% pay
☐ Variable (requires pre-approval by the Superintendent/President)
☐ Year taken [Enter here]
Category of Sabbatical Leave:
☐ Advanced Academic Studies
☐ Self-Directed Studies

PART II: Abstract (Copied from Approved Application)

Copy and paste the final approved abstract from your Sabbatical Leave Application (including any Superintendent/President-approved modifications if applicable).

Abstract:
[Enter here]

PART III: Objectives and Activities

Objective #1: [Copy and paste approved objective here]
Activities: List the activities, collaborations, creations, readings, fieldwork, site visits, training, consultations,etc, that you completed to achieve this objective.
[Enter here]
Total Hours spent on Objective #1: [Enter here]

Objective #2: [Copy and paste approved objective here or delete this section if no #2]
Activities: List the activities, collaborations, creations, readings, fieldwork, site visits, training, consultations,etc, that you completed to achieve this objective.
[Enter here]
Total Hours spent on Objective #2: [Enter here]

Objective #3: [Copy and paste approved objective here or delete this section if no #3]
Activities: List the activities, collaborations, creations, readings, fieldwork, site visits, training, consultations,etc, that you completed to achieve this objective.
[Enter here]
Total Hours spent on Objective #3: [Enter here]

PART IV: Contributions, Benefits, and Impact

In approximately 600-800 words, reflect on the broader outcomes and value of your sabbatical work. Use the following guiding prompts to organize your reflection into a cohesive narrative.

Guiding Prompts

- Impact on Students:
  How did your sabbatical outcomes improve or enrich student learning, engagement, or success? Which SLOs, PSLOs, or Core Competencies were strengthened through your project's results?
- Impact on Your Department:
  How does your work enhance curriculum, pedagogy, program design, or professional collaboration within your department?
  How might it support equity, diversity, and inclusion (EDI) or contribute to ongoing departmental initiatives?
- Impact on the College and/or Community:
  Describe institutional or community-level benefits, such as professional dissemination, public presentations, workshops, curriculum, or creative/scholarly contributions that elevate MiraCosta College's visibility or mission.
- Impact on Your Professional Growth:
  Reflect on the new knowledge, skills, or perspectives you gained and how they influence your teaching, leadership, or future professional practice.

Impact and Contributions:
[Enter here]

PART V: Deliverables and Documentation

A. List the materials you are providing the SLC that serve as evidence of your sabbatical work and outcomes. Examples: annotated bibliography, research report, curriculum materials, toolkit, article, creative works, recordings, a link to a website, a video tour of work completed, etc.

Deliverables:
[Enter list here]

B. Include a link to your Documentation set to "Anyone with the link can view" and include all supporting materials, deliverables, and your Activity Log of hours (for self-directed sabbaticals). Below in permissions, you may choose who may view this folder. If necessary, the AS administrative assistant will remove the link from the report and share it only with the parties you designate:

Link to Folder: [Enter link here]

PART VI: Estimated Total Hours

Total the number of verified hours spent completing the sabbatical activities (minimum 576 hours for one semester). Exclude:
- Travel time and travel preparations
- Activities not directly related to approved objectives
- Work conducted outside the official sabbatical period (unless pre-approved in writing by the Superintendent/President)
- Contractual duties (committee service, chair roles, coordination)

Total Hours Completed: [Enter here]

PART VII: Permission for Sharing

☐ Yes – I consent to make my deliverables folder available to the Academic Senate, Superintendent/President, Board, and the public.
☐ No – I request that access be limited to an ad hoc task force of the Sabbatical Leave Committee.

PART VIII – Certification

Signature: _____   Date: _____

APPLICATION FOR SABBATICAL LEAVE [year here]

Submission Instructions

1. Complete all sections. Use the bracketed areas marked [Enter here].
2. Go to File → Download → PDF (.pdf) to save your completed application.
3. Email the PDF to Arielle Locke and attach along with your Application Signature Page by the posted deadline.
4. Retain a copy of your application for your records and to make revisions if requested.
5. Applications are due in the fall semester by 4:30 p.m. on the last business day of the 5th week of instruction for leave in the following academic year.

PART I: Applicant Information and Preparation

Complete and Check Off Each Step Before Submitting Your Application.

- ☐ Read the Sabbatical Leave Handbook (linked on the SLC Website).
- ☐ Email your department chair (or equivalent), of your intent to request a sabbatical leave, allowing time to consider staffing, budget, evaluation cycles, and other impacts.
- ☐ Email your dean and your Vice President of your intent to request a sabbatical leave, allowing time to consider staffing, budget, evaluation cycles, and other impacts.
- ☐ Consult with Human Resources about possible impacts on evaluations, STRS service credit, salary, and benefits, especially if you're in an evaluation cycle, taking a multi-semester leave, or combining sabbatical with other activities. This step is optional but strongly recommended. The checkbox is for SLC records.
- ☐ Complete and sign the Application Signature Page and submit it via email to the AS Administrative Assistant by the Application deadline.

Applicant Information

Name: [Enter here]
Department: [Enter here]
Title: [Enter here]
Select the duration of your sabbatical leave:
- ☐ Fall – One semester (full sabbatical)
- ☐ Spring – One semester (full sabbatical)
- ☐ Full-year sabbatical at 50% pay
- ☐ Variable (requires pre-approval by the Superintendent/President)

Full-time Hire Date (Semester & Year): [Enter here]
Date of Proposed Return to Full-time Service: [Enter here]
Category of Sabbatical Leave:
- ☐ Advanced Academic Studies
- ☐ Self-Directed Studies

PART II: Abstract (200 words or less)

Write a concise paragraph that summarizes your sabbatical project as a cohesive narrative. The abstract should explain what you will do, why it matters, and what you will produce as a result.
Guiding questions
1. What central purpose or need does your project address?
2. What key activities will you undertake to accomplish that purpose?
3. What tangible outcomes or deliverables will your sabbatical produce?
4. How will those outcomes benefit students, your department, or the college?

Tip: Think of the abstract as the "story" of your sabbatical in one clear paragraph (3–5 sentences). Avoid lists or timelines. Connect the purpose, process, and product.
Abstract: [Enter here]

PART III: Objectives and Activities

List up to three major objectives for your sabbatical project. Each objective should describe what you will accomplish and the activities should list how you will accomplish it. Avoid including the "why" (impact or benefits) here; you will describe those holistically in Part IV.
What is an objective? An objective is a clear, specific statement of what you plan to accomplish during your sabbatical. It usually begins with a phrase such as "To develop…", "To research…", or "To create…" and focuses on the intended result, not the process (which belongs in the Activities section). Keep it focussed. For example: Instead of two objectives "To research existing educational videos" and "To create instructional videos to fill identified gaps", think about writing one concise objective: "To analyze existing educational videos and create new content that addresses identified instructional gaps."

Objective 1

Objective Statement: [Enter here]
Activities:
Briefly describe the key activities you will complete to achieve this objective. Focus on what you will do, including the major tasks, steps, or methods involved. You may include anticipated resources such as readings, site visits, training, or consultations. Keep this section concise and action oriented.
[Enter here]
Estimated Hours: [Enter here]

Objective 2 (if applicable)

Duplicate the same structure as above. Delete if not applicable.

Objective 3 (if applicable)

Duplicate or delete as needed.

PART IV: Contributions, Benefits, and Impact

In approximately 400–600 words, explain the overall contributions, benefits, and impact of your sabbatical project on the following:

a) Students
b) Department
c) College and/or community
d) Your own professional growth
When relevant, refer to SLOs, PSLOs, Core Competencies, and equity, diversity, and inclusion.
Response: [Enter here]

PART V: Deliverables and Documentation

List the materials, reports, or products that will serve as evidence of your work and outcomes. Include your required Log of Activities (for self-directed sabbaticals) and any other relevant items.
Examples
- Annotated bibliography or research report
- Curriculum, modules, or toolkit
- Workshop presentation or Flex recording
- Creative or scholarly output

Deliverables: [Enter here]

PART VI: Estimated Total Hours

Add the estimated hours from each objective. The minimum total must equal 576 hours (full-time workload for one semester).
The following cannot be counted toward sabbatical hours
- Travel time and travel preparations
- Activities not directly related to approved objectives
- Work conducted outside the official sabbatical period (unless pre-approved in writing by the Superintendent/President)
- Contractual duties (committee service, chair roles, coordination)

Total Estimated Hours: [Enter here]

PART VII: Certification

Signature: _____   Date: _____