



**Sabbatical Leave Committee Meeting**  
**Tuesday, February 26, 2019**  
**12:00pm – 2:00pm ~ OC4708**

**AGENDA**

- I. Call to Order
- II. Persons Wishing to Address the Committee
- III. Approval of the Minutes of September 28, 2018
- IV. Discuss Sabbatical Leave Reports  
*Description: The SLC discusses sabbatical leave reports received from faculty who have returned from their sabbatical leaves during Fall 2018. A taskforce was assigned to each returning faculty member. The SLC will vote on sabbatical leave reports based on task force recommendations.*
- V. Changes to SL Report and Application Forms  
*Description: The committee will discuss implementing edit recommendations to both the SL report and application forms, in particular, documentation for SL reports.*
- VI. Changes to SL 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.*
- VII. Adjournment

Sabbatical Leave Committee meetings are held in meeting rooms that are accessible to persons with mobility disabilities. If you wish to attend the meeting and you have another disability requiring special accommodation, please notify the Sabbatical Leave Committee 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 Sabbatical Leave Committee 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 Sabbatical Leave Committee website at <http://www.miracosta.edu/instruction/slc/index.html>. Such writings will also be available at the Sabbatical Leave Committee meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Debby Adler, Administrative Secretary to the Sabbatical Leave Committee Chair, at 760.795.6873 or by email at [dadler@miracosta.edu](mailto:dadler@miracosta.edu).



## **Sabbatical Leave Committee Meeting**

**Friday, September 28, 2018**

**11:30pm – 1:30pm ~ OC4708**

### **MINUTES**

**Members present:** Trisha Hanada-Rogers (co-chair) in attendance via Skype conference call, Pilar Hernandez (co-chair), Gail Meinhold, Jennifer Paris, Dean Ramos

**Members absent:** None.

**Others present:** None.

**I. Call to Order** – The meeting was called to order at 11:38am.

**II. Persons Wishing to Address the Committee** – None.

**III. Approval of the Minutes of February 22, 2018**

**MSU (Meinhold / Paris)** to approve the minutes of February 22, 2018, as presented.

#### **IV. Discuss Sabbatical Leave Reports and Assign to Committee Members**

*Description: The SLC discusses sabbatical leave reports received from faculty who are returning from their sabbatical leaves during Spring 2018 or the 2017-18 year. Committee members will be assigned to committee member, each returning faculty member.*

- Megan Allison – assigned to committee member, Meinhold
  - Concerned that her documentation includes hours for trip planning and preparation. Travel time, trip planning and preparation, should be removed from the documentation.
  - There is an issue with the hours by units attending class. She was enrolled in a Spanish class at MiraCosta College (MCC) and can count the class plus what she did in Spain. However, she can only count the hours for the one 4-unit class (she can see the handbook for the formula to convert units to hours). The hours in Spain can be counted as total immersion. She cannot count her study for the final exam at MCC.
  - It was determined that receiving a grade of “D” in an undergraduate class is acceptable; however, she took her sabbatical in the fall so hours in the class in the spring so don count. She cannot count the hours in June for this class, but can count the hours she continued to study Spanish on her own.
  - July and August hours can be counted at 48 hours per unit for a total of 5 weeks and calling it “independent study” of Spanish in the summer. She could not that she did take a class and completed it; however, she did not pass it but still put in all the hours. She is not submitting her transcript for credit, but as proof that she was doing the independent study of Spanish.
  - Under Part “B” of the report, expand on the department benefits i.e. SLOs, equity, diversity, and inclusion. Move discussion on equity, diversity, and inclusion from Part A to Part B of the report.
  - Remove the word “assessed” in the last comment.
- Paul Clarke – assigned to committee member, Hanada-Rogers
  - A very good report. No corrections required.
  - Share this report with Robert Kelley to show how points are bulleted and documentation is in a separate appendix.
- Steven Deineh – assigned to committee member, Hernandez
  - Good report. No corrections required.
- Rica French – assigned to committee member, Parris
  - In her report, noted a mistake on the Google report form indicating that in the original paper application, there was a Part 5 where there was a place to talk about participation in activities outside of the sabbatical leave. This new Google form will need to be updated to include a space to share activities done outside of the sabbatical.
  - Ask her to remove the comment in Objective 4, noted above, about Part 5 and include the activities she did outside of the sabbatical in the appendix.

- Robert Kelley – assigned to committee member, Ramos
  - Needs to include his writing from the links into the actual online report form.
  - Should summarize what he wants to say under “B.”
  - Objective 3 is long and should summarize what he did such as a bulleted list with a more in depth description in the appendix which can be accessed from a single link at the end of the report.
  - Just include total number of hours and not “out of ‘so many’ hours.” Every objective should have a summary of how he accomplished it and with a statement that indicates for more information click on the link for the appendix. Remove links from the body of the report.
  - The comment about a family trip does not belong in the report but can include a reference to his trip in the appendix.
- Luke Lambert – assigned to committee member, Hernandez
  - Good report. No corrections required.
- Sue Simpson – assigned to committee member, Meinhold
  - The total hours are listed as .32 and should be .37.
  - Objective 1 has a lower case “to” and should be corrected to “To.” In Objective 1B, the word “trialed” is unclear. The word could be “tested” such that it could mean it was something like a 30-day trial. The word ‘tested’ would be more appropriate.
  - Talks about a certified Nurse Educator Credential but there is no supporting documentation. Add a link in her folder with the supporting documentation for the credential or certificate.
- Chad Tsuyuki – assigned to committee member, Hernandez
  - Good report. No corrections required.
- Committee members will check the math for each report assigned to them.
- In the instructions on the form will note not to include URLs in the body of the report but to only include a link at the end of the report.

**MSU (Meinhold / Ramos)** to approve the Sabbatical Leave Reports for eight returning faculty members pending noted recommended revisions discussed by the committee.

- The deadline to submit revisions via email is October 5<sup>th</sup>.
- The committee will correspond via email to determine when the revisions have been made and accepted.

## **V. Discuss Sabbatical Leave Applications and Assign to Committee Members**

*Description: The committee discusses sabbatical leave applications received from faculty who plan to take their sabbatical leave during Fall 2019 and/or Spring 2020. Committee members will be assigned to committee member, each applying faculty member.*

- Suzie Bailey – assigned to committee member, Meinhold
  - Need examples of people she will talk to and institutions to be visited.
  - Start a bibliography of six or seven books or articles.
  - There is too much detail in the way hours are listed in objective 3. Does not need to break down each chunk of time but should give a range of time.
  - Estimate the hours and indicate what she is going to do for the time spent.
  - Objective 1 – conceptual – vague and needs to be more clear.
  - Research noted in objective 1 is related to objective 2 where are the deliverable is. Can input a bibliography here.
- Angela Beltran-Aguilar – assigned to committee member, Ramos
  - Refers to becoming certified in Jim Julius’s program. Instead, should indicate possible ways in which she will get the hours; either one or a combination of two. That way, if Jim’s program is not completed, she is not required to do it and can do the backup program i.e. @One.
  - In objective 3, don’t specify which one.
  - Give a ballpark of the number of videos rather than a specific number.
  - List a few sample ones such as Screencast, etc.

- Joanne Benschop – assigned to committee member, Hanada-Rogers
  - Include a list of some of the experts and campuses. Include the hours she would spend.
  - Correct the spelling of MiraCosta.
- Eric Bishop – assigned to committee member, Hanada-Rogers
  - In the abstract, the word “enhanced” should be “enhance.”
  - Gove a list some websites and workshops, in objective 1.
  - Note how he is going to document what he does in Objective 2. This could even be a reflection paper on what he gained.
  - List websites, papers, etc. for objectives 3 and 4.
  - Needs to provide what the documentation will be for all four objectives. Include a list of books and conferences; start a bibliography.
  - In objective 1b, needs to indicate how he will receive the certification he mentions and provide documentation when he receives it.
  - Remove the words “thank you” at the end.
- Theresa Bolaños – assigned to committee member, Hernandez
  - Include a list of schools she will observe and a list of possible contacts.
  - In the abstract, use consistent and correct spelling of MiraCosta.
- Brad Byrom – assigned to committee member, Ramos
  - Indicates he will enhance his knowledge of mission history but there are no deliverables, no documentation, and no bibliography.
  - Will he be writing or will there be writing in the documentation? 350 hours for this but need to know if we will we see the writing.
  - In objective 2, he needs to be more specific. He wrote, “Read and conduct into mission...” Needs to clarify what this means.
  - Need more concrete lists. Start a bibliography and identify one or two conferences he will attend.
  - What are his deliverables i.e. will there be a link to drafts of his writing.
  - Oral interviews need to be clarified; who will he interview? What will he do with them? Is he going to record them.
- Yvette Duncan – assigned to committee member, Meinhold
  - Concerns that this does not fit as “academic studies” because of the time of her coursework. Does not fit within the confines of the sabbatical.
  - Needs units for academic studies.
  - Needs to remove hours from spring and only include the fall.
  - Needs to check self-directed studies and should not mention the spring semester.
  - Indicates she will write the final chapters and prepare an article for publication. She should show a link to the draft of the article and a link to the chapters for her documentation.
  - She does not have to break down the hours. Does not have to be specific about how long they will take.
  - She should remove the coursework and do self-directed studies. If she is receiving credit for the research for her PhD, then she would need to show a completed transcript. Needs to clarify either 12 units or less than 12 units and the hours for the project. If this a graduate level course, needs to include the course # and description. If this is not a course, it is still a legitimate sabbatical.
  - She should use words like “observing”. This will determine if this is academic studies or self-directed studies; either provide a transcript or drafts of chapters and articles. If self-directed, remove mentioning coursework and PhD.
- Stephen Eso – assigned to committee member, Hernandez
  - Start a bibliography of ten or so sources of the 50 he notes in his application.
  - He indicates he will write an entire short textbook. As him to add a draft of the textbook and note it as a ‘draft’ in the abstract.

- Teresa Guinon – assigned to committee member, Hernandez
  - In objective 2 note if there will be a link to the manual and repeat in the documentation to a link to the manual from the objective itself.
  - Should do a range in the total hours, starting with 576 and up.
  - The abstract is long and parts of it can be moved to Part IV. Benefits; i.e. starting with “thirdly...” Can leave “I believe this sabbatical will serve” “Community college students have access.” Take out the wording, “this is not acceptable.”
  - Uses CCs and needs to be consistent. Include a (CC) next to first “Community College” and then continue with “CC” throughout.
- Trisha Hanada-Rogers – committee
  - Provide a link to the journal for documentation along with updates, improvements, and results.
  - Need to update and correct the total hours.
  - Create a list of instructors / contacts to be visited.
- Yoshimi Hayashi – assigned to committee member, Ramos
  - Objective 1 is long partially belongs in the abstract. Should not include the last sentence about his hours in the abstract. Starting with the second sentence in objective 1, move into the abstract.
  - Estimated hours at the top of each objective should be removed.
  - Should indicate what he is going to do in the objective.
  - Start a list of places, artists, and conferences he is thinking of visiting or attending.
  - In Part IV, he talks about an SLO but it is not the actual wording. He should quote the SLO if this is what he has included.
- Pilar Hernandez – committee
  - Very clear application that could be used as an example. No corrections required.
- Gail Meinhold – committee
  - In objective 3, provide a link to the new course as documentation.
  - In recording the hours, include a sentence at the beginning in the documentation indicating she will be doing research to create a new course. Note how she will be doing this is by taking these classes. The documentation will be a link to the new course i.e. in Canvas. Will keep track of the hours she will be doing the research.
  - Can keep objective 2 but call it “research.” Combine objectives 2 and 3 and make it research and develop a new course. The deliverable will be the new course. This can be 350 to 400 hours for the one new objective.
  - Further, can actually do only one single objective by condensing it all.
- Keith Meldahl – assigned to committee member, Paris
  - Documentation needs to be clear for each objective with links to materials and exercises, etc.
  - Start a bibliography for documentation in objective 2.

**MSU (Meinhold / Paris)** to approve the 14 Sabbatical Leave Applications pending noted recommended revisions as discussed by the committee.

- The deadline to submit revisions via email is October 5<sup>th</sup>.
- The committee will reread all reports and applications by October 12<sup>th</sup>.
- The committee will correspond via email to determine when the revisions have been made and accepted.
- Each committee member will read their own assigned application and ask for assistance, if needed.
- Hernandez and Hanada-Rogers will attend the Academic Senate meeting on October 19<sup>th</sup>.
- Upon final approval, sabbatical leave reports will be forwarded to Academic Senate and the Superintendent / President for approval and the Board of Trustees for information.
- Upon final approval, sabbatical leave applications will be forwarded to Academic Senate, the Superintendent / President, and the Board of Trustees for approval.
- All documentation needs to be included at end of sabbatical leave reports.

**VI. Adjournment** – The meeting adjourned at 1:47pm.