

Professional Standards Type A/B Leaves Committee
Wrap-up/Final Reports Meeting Agenda
Friday, November 15, 2019, 10am-12noon
CTL Conference Room (3rd floor Library)

I. Welcome & sign-in

II. Review evaluation and voting procedures for final reports

- A. Review final reports (*see criteria below*) – a total of 6/6 now received from Spring 2019- please review on PSC Google Site
- B. Discuss final reports (if needed)
- C. Vote to approve or deny

Final Reports

Faculty members who complete Type A or B leaves must submit a 3-5 page report to the Professional Standards/Type A & B Leaves Committee. Supporting documents may also be included. The committee will review the report and recommend approval or disapproval to the college President. Upon approval of the President, the report will be forwarded to the LRCCD Human Resources Office. Digital copies, with any supporting documents, of approved final reports will be posted on the committee website.

Final report due dates:

- a. *The recipient's final report for a spring leave is due on **October 31st**. The recipient's final report for a fall leave is due on **March 31st**.*
- b. *However, **if the recipient plans to apply for back-to-back leaves**, a one-page preliminary report on the first leave must be submitted at the same time as the new application. This one-page report should briefly explain what part of the project or activity has been completed to date.*

The recipient's final report should address each of the following:

	1. Describe the focus of the work proposed and completed during your leave.
	2. What was accomplished as a result of your leave?
	3. Explain how the work completed during your leave relates to ARC's goals and focus areas, and to the state's professional development guidelines.
	4. As a result of your leave, what will you take back with you to your current assignments and/or to the college as a whole?
	5. How did you, or do you plan to share the results of your study, project, or activity with colleagues, the college, and the community, where appropriate?

The final report, and any supporting documents, must be scanned into one PDF document and emailed to

ARC-PD-TypeAorBLeave@arc.losrios.edu. Title the single document file using your last name e.g. Smith_TypeB_Leave_Final_Report

III. Discuss proposed website and PSC application document changes

IV. Discuss requests received outside of PSC timeframes

Spring 2020 Meeting Dates: Jan. 31, Feb. 21, April 17 – 10-12 in Submarine Room