

Professional Standards Type A/B Leaves Committee
Voting Meeting Minutes
Friday, September 27, 2019, 10am-12:00
CTL Conference Room (3rd Fl. Library)

The meeting was called to order at 10:05.

Present: Deb Aucoin-Ratcliff, Kale Braden, Oranit Limmaneeprasert, Diana Hicks, Marcia McCormick, Mary Ellen Kraft, Trisha Butler, Anita Fortman, Hilary Mroczka, Fred Evangelisti, Noue Leung, Kris Fertel, Daniel Slutsky, Frank Kobayashi (proxy for open manager position), and Gary Hartley (proxy for J. DeLapp).

Absent: Jan DeLapp and Dyanne Marte

I. Welcome & Sign-In - proxy attendees were acknowledged.

II. Review Evaluation and Voting Procedures – the chair reviewed the criteria and process for decision making of submitted proposals as follows:

- A. Review applications based on their merits (*see criteria below*)
- B. Spring 2020-Fall 2020 Type A/B Leave Allocation:
5.0 Type A FTE and .216 Type B FTE (.108 annualized) = 5.216 FTE, with the option to convert Type A FTE to Type B FTE
- C. Discuss applications
- D. Vote to approve or deny
- E. Rank applications (if necessary)
- F. Notification of award to be done by chair – decisions remain confidential and committee members should refer any questions to the committee chair.

Criteria reminders:

A. A final report on Type A/B leaves is a contractual obligation that must be fulfilled within three months of returning to the faculty member’s regular assignment. No subsequent leaves can be awarded if the committee and college president have not approved a final report for a previous leave. *Final reports for fall leaves are due March 31 and final reports for spring leaves are due October 31.*

B. Rule of thumb for calculating hours based on release time awarded for faculty coordinator time.

Approximate equivalent FTE leave time to project hours (652.5xFTE formula)	
.1 FTE	65 hours
.2 FTE	131 hours
.3 FTE	196 hours
.4 FTE	261 hours
.5 FTE	326 hours
.6 FTE	392 hours

.7 FTE	457 hours
.8 FTE	522 hours
.9 FTE	587 hours
1.0 FTE	653 hours

C. Application Evaluation Criteria:

- *retraining of applicant to allow for future new assignment in a needed area as determined by District priorities;*
- *studies, projects or activities that provide staff with opportunities to upgrade academic technical and vocational skills and knowledge for current or future assignment;*
- *studies, projects or activities for the improvement of curriculum, educational delivery systems, student personnel services or other support services;*
- *studies, project or activities for development or revision of certificate or degree programs;*
- *studies, projects or activities related to feasibility or revision of a new or existing program;*
- *studies, projects or activities for the enhancement of student access and success at the course, program or institutional levels.*

Note: In addition to meeting the above criteria, and submitting a complete sabbatical application form, we also require applicants to submit an “In-progress Final Report” if a sabbatical was taken in the prior award period. All applicants who have been awarded sabbatical in the past, must have submitted a Final Report to be considered.

III. Review and Voting - The committee discussed each application and voted to recommend or not recommend to the College President. No Type A applications were recommended (1 applicant). 9 of 11 Type B leave proposals were recommended. Action: Deb will send emails to all applicants with a cc to their Dean during the next week.

Action Pending from prior meetings:

9/6/19: There was some discussion on the role of the LRCFT member and whether the representative has voting status according to the contract. Oranit reported actions that were taken in the past to determine this as she currently is a voting member. Action: Kale will investigate and report back.

Next meeting: November 15, 2019 – CTL Conference Room

Wrap-up meeting agenda: 1) discuss any additional changes to the application document & website; 2) review & vote to accept Final Reports from Sp19.

The meeting was adjourned at 11:35
Recorded by D. Aucoin-Ratcliff