

**Professional Standards Type A/B Leaves Committee  
Organization Meeting  
AGENDA  
January 26, 2018  
10am - Noon  
The Submarine Room**

**I. Welcome & Introductions**

1. New members: *Kristine Fertel & Trisha Butler*
2. Old members with new roles: *Kale Braden*

**II. Overview of the Committee**

1. Mission and function
2. Committee website
3. Guidelines for reviewing applications
  - a. Applications and committee discussions are confidential
  - b. Review is conducted via Los Rios Google apps
    - Applications can be viewed on the committee's Google site after 6 pm on Friday, February 9
    - Log in to Los Rios Google apps with your Employee ID and Los Rios Unified Password
    - Go to Google Sites and click on the link to our committee
    - Click on the Applications tab to view faculty leave requests

**III. Committee updates**

1. Applications are due on February 9.
2. Remaining allocation for Fall 2018 Type A & B Leaves?
3. Publish changes to committee website and leaves application form.

**Next meetings**

**Friday, February 23: voting meeting**

**Friday, April 20: wrap-up meeting**