

Chabot-Las Positas Community College District
SABBATICAL LEAVE APPLICATIONS 2018 – 2019

Barnezet-Parrish, Caren	Chabot	F 2018, S 2019
Dobson, James	LPC	F 2018, S 2019
Foth, Homeira	Chabot	F 2018
Gibson, Donna	Chabot	F 2018, S 2019
Glen, Chad	Chabot	F 2018, S 2019
Greene, Dara	Chabot	F 2018, S 2019
Heisler, Tim	LPC	F 2018, S 2019
Hern, Kathleen	Chabot	F 2018, S 2019
Kalyagin, Dmitriy	Chabot	S 2019
LePell, Rachel	Chabot	F 2018, S 2019
Morris, Jason	LPC	F 2018, S 2019
Otto, Rebecca	Chabot	F 2018, S 2019
Yest, Robert	Chabot	F 2018, S 2019



**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
LETTER OF INTENT TO APPLY
FOR SABBATICAL LEAVE OF ABSENCE**



TO: Sabbatical Leave Committee
c/o Vice President, Academic Services

DATE: April 1, [Year]

SUBJECT: LETTER OF INTENT TO APPLY FOR SABBATICAL LEAVE OF ABSENCE
(Due to the College Office of Academic Services [Day], April 1, 5:00 p.m.*
Late letters will not be accepted.)

This is to inform the Sabbatical Leave Committee of my intent to apply for a Sabbatical Leave of Absence during the [Year] Academic Year. It is my understanding that this will be accomplished by providing the information requested below: *(Please print in ink or type.)*

Name of Applicant: BARNEZET PARRISH, CAREN, MANUELA
(Last) (First) (Middle)

W/SSN: ~~XXXXXXXXXXXX~~

Location: Chabot Las Positas College

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: Fall Academic Year: 2018
Semester: Spring Academic Year: 2019

Please note: The contract, in Article 12-1A.3.f, provides as follows:

Because of potential adverse impact on programs, full year Sabbatical Leaves of Absence that start in the Spring Semester, or that are split between two Spring Semesters or two Fall Semesters, must be approved both by the Sabbatical Leave Committee and by the President of the appropriate college.

The Sabbatical Leave Committee will handle this provision as follows: We will review the application. The Committee will not make judgments as to the validity of rationales for split leaves. The Leave proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

Date initially employed by District: 04 / 04 / 17
(Month) (Day) (Year)

While employed by the District, have you taken a Sabbatical Leave of Absence?
 Yes No

*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.

If "Yes," list the terms and years of the last Sabbatical Leave of Absence taken.

Semester: _____	Academic Year: _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Semester: _____	Academic Year: _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Semester: _____	Academic Year: _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid

Since your initial employment by the District, or date of completion of the last Sabbatical Leave of Absence taken, whichever is later.

(a) Have you taken authorized Leaves of Absence Without Pay?

Yes No If "Yes," list the beginning and ending dates of all such leaves.

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

(b) Have you resigned from District employment and then been rehired by the District?

Yes No If "Yes," list the beginning and ending dates for all such periods of absence.

From: _____ To: _____

From: _____ To: _____

(c) Have you provided any District service outside of the bargaining unit, such as Division Dean, other management positions, or a classified position?

Yes No If "Yes," give the position and dates:

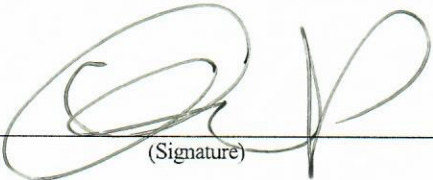
Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____

(d) If you are planning to augment your sabbatical salary with your banked Workload, please be aware that you will need to attach the Workload Banking: Augment Sabbatical Salary form to your application for Sabbatical Leave of Absence. [Appendix B]

I certify to the best of my knowledge that the information provided in this Letter of Intent is true, accurate, and complete.



 (Signature)

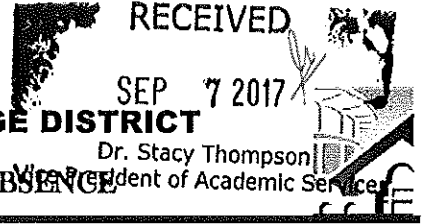
04/04/17

 (Date)

RECEIVED

*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.

Dr. Stacy Thompson
Vice President of Academic Services



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

(Pursuant to Agreement between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association) [Article 12-1A.7]

I. General Information *(please print or type)*

Date of Application: 08/31/2017

A. Applicant's Name: Barnezet Parrish, Caren Manuela
(last) *(first)* *(middle)*

~~XXXXXXXXXX~~

Location: Chabot Las Positas

Division: Language Arts

Discipline: World Languages (French)

B. Has this proposal ever been approved but not funded, or approved, funded, but not taken by the applicant?
Yes No If "yes," give date of approval _____

C. Period of which leave is requested (please list entire period – see note regarding split leaves on next page.)
Semester: Fall Academic Year: 2018
Semester: Spring Academic Year: 2019

D. If you are planning to augment your sabbatical salary with workload bank, please attach the Workload Banking: Augment Sabbatical Salary form to this application.

Applicant's Signature:

Received and Reviewed by: Marcia Corcoran 9-7-17
Administrator's Signature

Vice President, Academic Services Signature

Applications due on September 15 by 5:00 p.m. to your college's Office of the Vice President, Academic Services. (Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.) [Article 12-1A.7]

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

This page is for administrative processing and will be filled out by the single responsible Vice President, Academic Services through the recommendation of the Sabbatical Leave Committee or purposes of preparing Board of Trustees' report and employment verification to the District Offices of Human Resources and Payroll.

Applicant's Name: Caren M. Barnezet Parrish

W / SSN: ~~XXXXXXXXXX~~

Date application received: September 7, 2017

A. Seniority Number 735
(Article 12-13.3b)

B. Priority Ranking assigned number: 8 in a group of 15

C. Workload Banking: Augment Sabbatical Salary Requested

Yes No

D. Workload Banking: Augment Sabbatical Salary Form Received

Yes No

Date Received: 9/7/17

E. Vice President, Academic Services verification of banked workload:

ST
initials

F. Type of Sabbatical Leave of Absence Approved:

Paid Sabbatical

Unpaid Sabbatical

Please print name
of Vice President that prepared: Stacy Thompson

Date:
Completed: 9/20/17

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

Caren Barnezet Parrish

II. Purpose of Leave

Sabbatical Leaves of Absence may be granted for purposes of study or travel of a kind and in an amount that will so improve and update capabilities that during future employment the unit member will be of increased value to the District and to the students of the District.

Article 12-1A.1 Agreement Between Chabot-Las Positas Community College District and the Chabot-Las Positas Faculty Association (July 1, 2015 - June 30, 2018).

In a general statement, explain how your proposal is related to the above statement.

During my Sabbatical Leave of Absence, I plan to complete a Certificate of Achievement of Online Education Standards and Practices (OESP) offered by @ONE. From this training, I will develop and redesign the French online program so that all four semester courses can become eligible for the Online Education Initiative (OEI) Course Exchange.

This will entail redesigning these four online courses as to make them compliant with the requirements listed in the OEI Course Design Rubric used in the review process to the CCC Course Exchange.¹

The French program has been offering online courses since fall 2010, and since spring 2015 students have been able to complete the French AA degree taking only online French courses.

The purpose of my Sabbatical Leave of Absence would be to:

1. Update and improve my ability to teach French online in Canvas by completing a Certificate of Achievement of Online Education Standards and Practices (OESP) through @ONE.
2. Design the French online program (4 semester courses) on Canvas as to be compliant with the requirements listed in the OEI Course Design Rubric used in the review process of the CCC Course Exchange.

The benefits would be to ensure that the French online program at Chabot College meets the highest standards in Distance Education and is recognized by the California Community Colleges Consortium.

¹ <https://ccconlineed.instructure.com/courses/700/pages/the-course-review-process>

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

Caren Barnezet Parrish

III. Specific Objectives and Methods for Achieving These Objectives

Objective 1: To complete @ONE Online Certification (Certificate of Achievement of Online Education Standards and Practices (OESP) (20%) (<http://www.onefortraining.org/certification>)

Plan: For my sabbatical, I plan to complete a Certificate of Achievement of Online Education Standards and Practices (OESP) with @ONE. This is the second and last level of the Online Teaching Certification offered by @ONE. It is designed as an intensive ten-week practicum course to develop an ePortfolio demonstrating the application of the best practices and standards of Online Teaching.²

The course is designed as a Canvas Sandbox and includes:

1. 3 modules:
 - o an Orientation unit,
 - o a content unit with assessment (formative, summative, content appropriate to unit objectives),
 - o an ePortfolio
2. 10 Technical Tasks (based on learning about the course management system),
 - o Canvas Profile, Sandbox, Discussion, Module, Quiz, Content Page, Assignments, Files, Announcements, Home Page
3. 10 Assignments (demonstrating the pedagogical reasons for using a specific technical tool),
 - o Local DE Policies, planning an online course, developing course policies, assessing online readiness, creating a welcome video, creating accessible content, curating content, creating group activities.
4. 10 Reflections (focusing on the reasons for integrating @ONE Standards and OEI rubrics to the developed course)

⇒ **Total estimated # of hours for objective # 1 = 150 hours (10 weeks x 15 hours)**

In order to apply for this second certification, @ONE requires applicants to complete first a Certificate of Completion, which I am scheduled to take fall 2017 as a 12-week intensive online course that focuses on developing and teaching with Canvas and

Documentation: I will provide an official transcript of completed course and a copy of the Certificate.

² Webinar <https://www.youtube.com/watch?v=s0uwt1cjzA0&t=28s>

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

Caren Barnezet Parrish

Objective 2: To redesign the French online program (4 semester courses) on Canvas as to be compliant with the requirements listed in the OEI Course Design Rubric used in the review process to the CCC Course Exchange. (80%)

Plan: For my sabbatical, I plan to use the Online Education Initiative (OEI) Course Design Rubric to revise and design all 4 semesters of the French online program on Canvas. This document sets standards that “promote student success and meet existing regulatory and accreditation requirements.” It is also a requirement “for a course to be offered to students in the CCC Course Exchange [.. to align with] the OEI Course Design Rubric.” (4)

The Rubric is divided into five sections:

1. Section A: Content Presentation
⇒ 13 elements for quality course design address how content is organized and accessed in the course management system. Key elements include course navigation, learning objectives, and access to student support information.
2. Section B: Interaction
⇒ 8 elements addressing instructor initiated and student initiated communication. Key elements include regular effective contact, student-to-student collaboration, and communication activities that build a sense of community among online learners.
3. Section C: Assessment
⇒ 8 elements address the variety and effectiveness of assessments within the course. Key elements include the alignment of objectives and assessments, the clarity of instructions for completing assessments, and evidence of timely and regular feedback.
4. Section D: Accessibility
⇒ 23 elements that determine if a student using assistive technologies would be able to access course content (“508 Compliance”).
5. Section E: Institutional Accessibility Concerns
⇒ 4 elements that cover accessibility of external tools and third-party content.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

Caren Barnezet Parrish

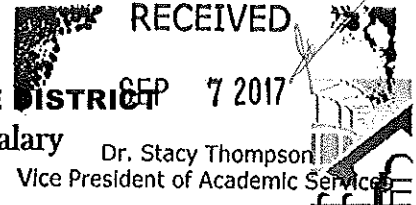
Breakdown of work:

1. French 1A = 24 weeks x 10 hours to implement each section of the rubric. This will include redesigning and developing online content (screencasts, assessment, assignments, grading rubrics) on Canvas, as well as providing accessibility to course content (captioning of screencasts, naming of images and links).
2. French 1B = 24 weeks x 10 hours to implement each section of the rubric. This will include redesigning and developing online content (screencasts, assessment, assignments, grading rubrics) on Canvas, as well as providing accessibility to course content (captioning of screencasts, naming of images and links).
3. French 2A = 24 weeks x 10 hours to implement each section of the rubric. This will include redesigning and developing online content (screencasts, assessment, assignments, grading rubrics) on Canvas, as well as providing accessibility to course content (captioning of screencasts, naming of images and links).
4. French 2B = 24 weeks x 10 hours to implement each section of the rubric. This will include redesigning and developing online content (screencasts, assessment, assignments, grading rubrics) on Canvas, as well as providing accessibility to course content (captioning of screencasts, naming of images and links).

⇒ **Total estimated # of hours for objective # 2 = 960 hours** (4 courses x (24 weeks x 10 hours))

Documentation: I will complete a Self-Check OEI Course Design Rubric (PDF) for each of the four online French courses. At this time (September 2017), only the 24 California Community Colleges part of the OEI pilot are eligible to submit requests for course assessment and compliance with the Course Design Rubric.

As we move forward with more Community Colleges (including Chabot and Las Positas Colleges) transitioning to Canvas and the Course Exchange growing, my hope is that by spring 2019 the review process will include an increasing number of institutions including ours. Having worked on getting all French online courses aligned with the OEI Course Rubric will ensure that this program is ready to take the next step in the OEI approval process. If by spring 2019 the conditions were favorable (Chabot-Las Positas is part of the OEI course exchange), I will apply to have the French program assessed.



NOTE: Article 12-1A.4g of the Contract states that this shall be submitted with the original Sabbatical Leave of Absence Application by September 15th of each Calendar Year.

(Please Print)

TO: Vice President of Academic Services

FROM: Caren Barnezet Parrish

W#: 106X096X

(Please Print Name)

DATE:

SUBJECT: Request to Use Earned Bank Load to Increase Salary on Sabbatical Leave

In order to be compensated at full salary for an Academic Year Sabbatical Leave (Fall through Spring Semester), a Faculty member must have banked nine (9) CAHs equivalent units of earned Banked Load. [Article 12-1A.4g.]

For a one (1) semester sabbatical leave an Instructional and Counseling Faculty may use three (3) CAHs equivalent units of earned Banked Load and be compensated at full salary. A Library or Special Assignments Faculty may use one and a half (1.5) CAHs equivalent units of earned Banked Load and be compensated at full salary for a one (1) semester Sabbatical Leave of Absence. [Article 12-1A.4g.]

A faculty member taking a Sabbatical Leave of Absence has until the end of the Term preceding the leave to complete the required load banking. [Article 12.1A.4-1g.]

COMPLETE THE FOLLOWING:

A. I am applying for a Sabbatical Leave of Absence for:

- 1. One (1) semester Leave: _____ (Indicate semester/year)
2. One (1) continuous year Leave: Fall 2018-Spring 2019 (Indicate academic year)
3. One (1) year split Leave: _____ (Indicate semester and years)

B. Indicate the number of CAHs equivalent units of earned Load you have currently Workload Banked (do not include units in progress): 10.6

C. Indicate, if applicable, the number of additional CAHs equivalent units of Load you plan on workload banking before your Sabbatical Leave: Fall [] Spring [] Summer []

D. I request to use the following number CAH equivalent units of workload to be earned and banked by the end of the Term preceding applied to my Sabbatical Leave of Absence in order to increase my salary:

- 1. One (1) semester Leave; or Fall ___ Spr ___ Yr ___
2. One (1) continuous Academic Year Leave; or Fall ___ Spr ___ Yr ___
3. One (1) aggregate year split within two (2) Academic Years. Fall ___ Yr ___ Fall ___ Spr ___ Yr ___

Signature: [Handwritten Signature] (Faculty Signature)

Date: 08/31/17



Approved



Disapproved

Division Dean/Administrator Signature: Marcella Conner Date: 9/17/17

FOR OFFICE USE ONLY

Verified By: _____
ACADEMIC SERVICES
CHABOT COLLEGE
(Vice President of Academic Services) Date: 9/20/17

Original signed copy to be attached to Sabbatical Leave of Absence Application that will be provided to Human Resources.

- cc: Division Dean
- Vice President of Academic Services
- Faculty Applicant

Reference: Article 12-1A.4g- Faculty Collective Bargaining Agreement

09/21/2017

Chabot College
Academic Year 2017-2018

REPORT: SWOINAS.CHA

INSTRUCTOR: BARNEZET PAR,C ID: W10610957 DIV: Language Arts

COURSE	DAY	TIME	CRN	ROOM	BEGIN	END	FTE	CAH
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Fall 2017

FRNC 1A	ON1	1.00 HOURS	TBA20879	ONLIN08/16	12/19	12/19	.05	.800
		5.00 HOURS	TBA20879	ONLIN08/16	12/19	12/19	.33	5.000
FRNC 1B	ON1	6.00 HOURS	TBA20876	ONLIN08/16	12/19	12/19	.38	5.800
FRNC 2A	ON1	5.00 HOURS	TBA22298	ONLIN08/16	12/19	12/19	.32	4.800
FRNC 2B	ON1	5.00 HOURS	TBA22299	ONLIN08/16	12/19	12/19		

TEACHING HRS: A= .00 B= 1.00 C= .00 OTHER= 21.00 TOTAL: 22.00
 CAH HRS: A= .000 B= .800 C= .000 OTHER= 15.600 TOTAL: 16.400

Spring 2018

FRNC 1A	ON1	5.00 HOURS	TBA31522	ONLIN01/16	05/25	05/25	.33	5.000
		1.00 HOURS	TBA31522	ONLIN01/16	05/25	05/25	.05	.800
FRNC 1B	ON1	6.00 HOURS	TBA31749	ONLIN01/16	05/25	05/25	.38	5.800
FRNC 2A	ON1	5.00 HOURS	TBA31909	ONLIN01/16	05/25	05/25	.32	4.800
FRNC 2B	ON1	5.00 HOURS	TBA31910	ONLIN01/16	05/25	05/25		

TEACHING HRS: A= .00 B= .00 C= .00 OTHER= 22.00 TOTAL: 22.00
 CAH HRS: A= .000 B= .000 C= .000 OTHER= 16.400 TOTAL: 16.400

Prior (Unbanked) Carry Over Load: .000
 CAH Year Total: 32.800
 Current (Unbanked) Carry Over: 2.800
 Workload Banked Balance: 10.600

INSTRUCTOR SIGNATURE _____ DATE _____
 I HAVE RECEIVED THIS SCHEDULE AND HAVE MADE ANY COMMENTS ON THE REVERSE SIDE.



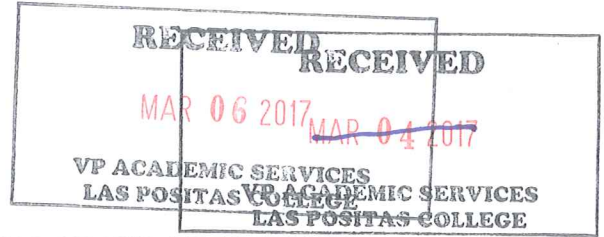
LETTER OF INTENT TO APPLY FOR SABBATICAL LEAVE OF ABSENCE



TO: Sabbatical Leave Committee
c/o Vice President, Academic Services

DATE: April 1, [Year] 2017

SUBJECT: LETTER OF INTENT TO APPLY FOR SABBATICAL LEAVE OF ABSENCE
(Due to the College Office of Academic Services [Day], April 1, 5:00 p.m.*
Late letters will not be accepted.)



This is to inform the Sabbatical Leave Committee of my intent to apply for a Sabbatical Leave of Absence during the [Year] Academic Year. It is my understanding that this will be accomplished by providing the information requested below: (Please print in ink or type.)

2018-2019

Name of Applicant: Dobson James LeRoy
(Last) (First) (Middle)

W/SSN: ~~XXXXXXXXXXXX~~

Location: Chabot Las Positas College

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: Fall Academic Year: 2018
Semester: Spring Academic Year: 2019

Please note: The contract, in Article 12-1A.3.f, provides as follows:

Because of potential adverse impact on programs, full year Sabbatical Leaves of Absence that start in the Spring Semester, or that are split between two Spring Semesters or two Fall Semesters, must be approved both by the Sabbatical Leave Committee and by the President of the appropriate college.

The Sabbatical Leave Committee will handle this provision as follows: We will review the application. The Committee will not make judgments as to the validity of rationales for split leaves. The Leave proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

Date initially employed by District: August 15 2001
(Month) (Day) (Year)

While employed by the District, have you taken a Sabbatical Leave of Absence?

Yes No

*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.

If "Yes," list the terms and years of the last Sabbatical Leave of Absence taken.

Semester: _____ Academic Year: _____ Paid Unpaid
Semester: _____ Academic Year: _____ Paid Unpaid
Semester: _____ Academic Year: _____ Paid Unpaid

Since your initial employment by the District, or date of completion of the last Sabbatical Leave of Absence taken, whichever is later.

(a) Have you taken authorized Leaves of Absence Without Pay?

Yes No If "Yes," list the beginning and ending dates of all such leaves.

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

(b) Have you resigned from District employment and then been rehired by the District?

Yes No If "Yes," list the beginning and ending dates for all such periods of absence.

From: _____ To: _____

From: _____ To: _____

(c) Have you provided any District service outside of the bargaining unit, such as Division Dean, other management positions, or a classified position?

Yes No If "Yes," give the position and dates:

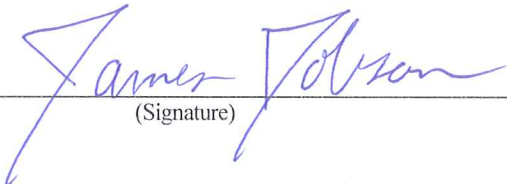
Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____


Position: _____ From: _____ To: _____

(d) If you are planning to augment your sabbatical salary with your banked Workload, please be aware that you will need to attach the Workload Banking: Augment Sabbatical Salary form to your application for Sabbatical Leave of Absence. [Appendix B]

I certify to the best of my knowledge that the information provided in this Letter of Intent is true, accurate, and complete.



(Signature)



(Date)

*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT



APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

(Pursuant to Agreement between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association) [Article 12-1A.7]

I. General Information *(please print or type)*

Date of Application: August 29, 2017

A. Applicant's Name: Dobson James LeRoy
(last) (first) (middle)

Location: Chabot Las Positas

Division: Arts and Communication

Discipline: Communication Studies

B. Has this proposal ever been approved but not funded, or approved, funded, but not taken by the applicant?
Yes No If "yes," give date of approval _____

C. Period of which leave is requested (please list entire period – see note regarding split leaves on next page.)

Semester: Fall Academic Year: 2018-19

Semester: Spring Academic Year: 2018-19

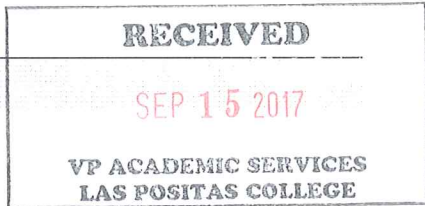
D. If you are planning to augment your sabbatical salary with workload bank, please attach the Workload Banking: Augment Sabbatical Salary form to this application.

Applicant's Signature: James Dobson

Received and Reviewed by: [Signature] 9/15/17
Administrative Services

[Signature] 9/15/17
Vice President, Academic Services

Applications due on September 15 by 5:00 p.m. to your college's Office of the Vice President, Academic Services. (Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.) [Article 12-1A.7]



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

This page is for administrative processing and will be filled out by the single responsible Vice President, Academic Services through the recommendation of the Sabbatical Leave Committee or purposes of preparing Board of Trustees' report and employment verification to the District Offices of Human Resources and Payroll.

Applicant's Name: Dobson, James

W / SSN: ~~XXXXXXXXXX~~
~~XXXXXXXXXX~~


Date application received: September 15, 2017

A. Seniority Number 600
(Article 12-1A.3b.)

B. Priority Ranking assigned number: 3 in a group of 15

C. Workload Banking: Augment Sabbatical Salary Requested
Yes No

D. Workload Banking: Augment Sabbatical Salary Form Received
Yes No Date Received: 09/15/17

E. Vice President, Academic Services verification of banked workload: 
(initials)

F. Type of Sabbatical Leave of Absence Approved:
Paid Sabbatical
Unpaid Sabbatical

Please print name of Vice President that prepared:  Date: 09/20/17
Completed:



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Workload Banking: Augment Sabbatical Salary

Article 12-1A.



NOTE: Article 12-1A.4g of the Contract states that this shall be submitted with the original Sabbatical Leave of Absence Application by September 15th of each Calendar Year.

(Please Print)

TO: Vice President of Academic Services

FROM: James Dobson

W#: ~~XXXXXXXXXX~~

(Please Print Name)

DATE: 9-5-17

SUBJECT: Request to Use Earned Bank Load to Increase Salary on Sabbatical Leave

In order to be compensated at full salary for an Academic Year Sabbatical Leave (Fall through Spring Semester), a Faculty member must have banked nine (9) CAHs equivalent units of earned Banked Load. [Article 12-1A.4g.]

For a one (1) semester sabbatical leave an Instructional and Counseling Faculty may use three (3) CAHs equivalent units of earned Banked Load and be compensated at full salary. A Library or Special Assignments Faculty may use one and a half (1.5) CAHs equivalent units of earned Banked Load and be compensated at full salary for a one (1) semester Sabbatical Leave of Absence. [Article 12-1A.4g.]

A faculty member taking a Sabbatical Leave of Absence has until the end of the Term preceding the leave to complete the required load banking. [Article 12.1A.4-1g.]

COMPLETE THE FOLLOWING:

A. I am applying for a Sabbatical Leave of Absence for:

- 1. One (1) semester Leave: _____ (Indicate semester/year)
2. One (1) continuous year Leave: 2018-19 (Indicate academic year)
3. One (1) year split Leave: _____ (Indicate semester and years)

B. Indicate the number of CAHs equivalent units of earned Load you have currently Workload Banked (do not include units in progress): 10

C. Indicate, if applicable, the number of additional CAHs equivalent units of Load you plan on workload banking before your Sabbatical Leave: Fall [] Spring [] Summer []

D. I request to use the following number CAH equivalent units of workload to be earned and banked by the end of the Term preceding applied to my Sabbatical Leave of Absence in order to increase my salary:

- 1. One (1) semester Leave; or Fall ___ Spr ___ Yr ___
2. One (1) continuous Academic Year Leave; or Fall ___ Spr ___ Yr 9
3. One (1) aggregate year split within two (2) Academic Years. Fall ___ Yr ___ Fall ___ Spr ___ Yr ___

Signature: James Dobson (Faculty Signature)

Date: 9 / 5 / 17



Approved



Disapproved

Division Dean/Administrator Signature: _____



Date: 9/15/17

FOR OFFICE USE ONLY

Verified By: _____



(Vice President of Academic Services)

Date: _____

9/15/17

Original signed copy to be attached to Sabbatical Leave of Absence Application that will be provided to Human Resources.

cc: Division Dean
Vice President of Academic Services
Faculty Applicant

Reference: Article 12-1A.4g- Faculty Collective Bargaining Agreement

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

II. Purpose of Leave

The primary purpose of my Sabbatical Leave is to host the Phi Rho Pi National Championship Tournament. The competition takes place in the hotel where the contestants, coaches, and tournament staff stay. As such, a convention center hotel is required. Unfortunately, the cost of hotel space in Northern California is too cost prohibitive. Therefore, the National Tournament will take place at The Nugget Hotel in Sparks Nevada. Due to this, multiple trips to Sparks and the Reno area are necessary to host this event.

- The benefits to the college would be by hosting this prestigious tournament (Phi Rho Pi is the longest running national speech and debate tournament having started in 1933), Las Positas College will be known as one of the schools to take on the responsibility of hosting this event. The forensics program has accomplished a lot since this college began. We have won the Gold Team Sweepstakes Award twice as National Champions. We have finished in the top 6 and earned a team sweepstakes trophy five years in a row. We have won the International Championship for Community Colleges twice. Even the Las Positas Wikipedia Page mentions the success of the forensics program. There is, however, one thing we have not accomplished. In fact, it is probably the last thing left to do in order to be known as one of the most recognized forensics programs in the country, and that is to host the National Championships.
- Individually, I have also accomplished quite a bit in my forensics career. Aside from coaching all of these teams to such great successes, I was also a National Champion three times over, an International Champion, member of the National Forensics Association Hall of Fame, and have presented multiple papers on Forensics at the National Communication Association's annual conference. Really, this is one of the last things I have not yet accomplished. By hosting such a large event (roughly 700 participants over the course of 14 days), I will be able to more effectively grow the tournament we host on our campus each year, improve my understanding of student wellness, increase my own ability to host a tournament, and ultimately improving my teaching ability.
- With the potential loss of two faculty members from the same discipline, it is important to maintain the program by taking an active role in its maintenance. I will be continuing my role as the Student Learning Outcome Coordinator. Additionally I will take part in the writing of the Program Review. I care deeply for the growth and development of the

Communication Studies program and there is no way I would turn my back on the necessary maintenance of the program.

- The following contains the two objectives I plan to accomplish during the sabbatical. The first is broken down into four sub-objectives marked 1A, 1B, 1C, and 1D which will make up 90% of the time. The second objective will make up 10% of the time.

III. Specific Objectives and Methods for Achieving These Objectives

Objective #1 – Host the 2019 Phi Rho Pi National Championship Speech & Debate Tournament. Preparation and management of this event will take extensive planning including multiple trips to Reno with the bulk of the labor being focused in the following four (4) areas found below. (90%)

Objective 1A: Preparation and planning for the successful operation of the **Opening Ceremony, Closing Ceremony, Final Night Entertainment**. Time and attention will have to be given to (but not limited to) the following tasks:

- Creation of Theme for Opening Ceremony.
- Secure a National Anthem Singer (Arrange for meal, housing, and negotiate fee.).
- Creation of Table Assignments.
- Secure Banquet Live Entertainment (Arrange for meal, housing, and negotiate fee.).
- Create the banquet menu keeping in mind dietary restrictions.
- Develop Table Décor along with arranging for Table Gifts.
- Creation of Theme for Closing Ceremony.
- Music/Entertainment for the Awards ceremony and closing Dance.
- Creation of Theme for final night's entertainment.
- Put together a photo booth and/or other entertainment options for the dance.

Plan for achieving objective: In order to achieve this objective I will meet with Tim Heisler (the co-host) to discuss the specifics of the ceremony. Additionally I will reach out to several individuals through email and/or phone to acquire the entertainers and arrange the menu with the hotel banquet manager.

Documentation: To document, I will produce an agenda and the results. Copies of the correspondence will be provided as well as any contracts for the entertainment.

Objective 1B: Identification of **Student Wellness** needs and taking such steps necessary to address those needs for the sake of student participants. In order to do this, the following types of projects (but not exclusively limited to these projects) will have to be undertaken:

- Create a Welcome Bag for Participants.
 - Gifts
 - Maps
 - Tournament schedule
 - “Swag”, etc.
- Identification of food options for students including breakfast, lunch, and dinner. Time constraints will impact these options.
- Creation of a “Refresh Station” including water, gum, breath mints, etc.
- Identification of a Storage Space for student possessions during the day including securing an attendant.
- Create evening activities for competitors (2-3 nights worth).

Plan for achieving objective: I will create the maps and schedules as well as purchase gifts for the welcome bag and refresh station. I will collect menus and discuss with management food options at local eateries. I will also meet with hotel management to secure the storage space and meet with the co-host for the evening events.

Documentation: To document, I will provide a copy of the bag checklist and take a picture of the swag bag. I will also provide copies of receipts of the purchases made or documentation of sponsorship. Email correspondence for the hotel space will be provided.

Objective 1C: Tournament Administration. The actual running of a tournament with 700 participants is an enormous challenge. Every element of tournament operation must be planned and managed by the hosts. Responsibilities of the host for tournament operation include (but are not limited to) the following:

- Room Designation (what aspects of the tournament go where)
- Posting signage.
 - Non-electronic signage (Posters are required for daily tournament information).
- Online development and creation.
 - Create a website, Instagram, and Twitter account for the tournament.
 - Posting of daily information online for competitors during the tournament
- Acquire and deliver computer, printers, and copy machines.
- Secure Tabulation Room Supplies.
 - Ballots
 - Pens
 - Paper
 - Markers
 - Tape
 - Post-Its
 - Card Stock
 - Sticky-label paper
 - Easels
 - Poster Board

- Flip Charts
- etc.)
- Acquire Registration Supplies.
 - T-Shirts design, orders, and distribution to all participants.
- Creation of Tournament Theme and implantation of Theme/Logo throughout the tournament and on online and offline presence.
- Visit the 2018 Phi Rho Pi National Tournament in Daytona Beach Florida for Host Promotion of the 2019 Event (create and deliver a speech, commercial, etc.).
- Seek out sponsors to help gift or contribute to the tournament's operation.

Plan for achieving objective: To achieve the different aspects of this objective I must meet with the hotel manager to secure space for the needed competition rooms. I will contact individuals within our own school to acquire some of the needed supplies. For all supplies that are not donated, they must be purchased. I will also learn the necessary online technology in order to create an online presence.

Documentation: To prove I have accomplished these objectives I will provide correspondence in the form of email or meeting notes with the onsite manager of the hotel. I will provide receipts for the supplies that are needed as well as documentation/contracts from those that donate.

Objective 1D: Site Management. In addition to actually running the tournament, it is the responsibility of the tournament host to work directly with the owners/managers of the tournament site in order to ensure a smooth, successful, and rewarding experience for all participants. The location of the 2019 Phi Rho Pi National Championship Tournament is the Nugget Resort in Sparks, Nevada. Unfortunately, the Bay Area does not have a hotel or college facility that meets the Phi Rho Pi requirements of affordability, lodging, and chamber needs. The host of the tournament is required to work with the operational staff of the Nugget Resort to address the following items:

- Hotel check-out. (Large hotels operate differently from smaller chains. As such, the billing cycles take up to 10 days to finalize.)
 - Coordinate with the Director of Sales to expedite the complicated process of bill division.
 - Create a timely distribution of billing and receipts for participating schools.
- Plan and execute the Coach/Judge Reception.
 - Menu Items
 - cost negotiation
 - etc.
- Pre-Tournament Site Visit.
 - Meet with the Director of Sales and Convention Service Manager.
 - Tour the facility.
 - Detailed identification/explanation of the tournament's operations and challenges that make this event "different" than a regular convention.

Plan for achieving objective: In order to achieve this objective I will meet with the Director of sales to come up with multiple options that the schools can have to make check out work for everyone. I will meet with the co-host and the banquet manager to plan the coach/judge reception. I will travel to the Nugget for the site visit.

Documentation: I will provide correspondence and notes from the meetings that took place. I will also provide receipts from the reception. I will also provide the hotel receipts for the visits to the Nugget.

Objective #2 – Maintenance of the Communication Studies Program (10%)

Student Learning Outcomes: I will maintain my role as discipline coordinator for SLOs.

Program Review: I will partake in writing the Program Review.

Plan for achieving objective: It is important that the program stays in compliance and I will maintain that role by participating in discipline meetings. I will also be sending out reminders to both full time and part time faculty to enter their SLOs. I have found that if I do not send out a reminder, they will not get done.

Documentation: I will provide copies of the email and notes from the meetings that take place. Additionally, a completed Program Review will serve as documentation of completing the task.

06/20/2017

Las Positas College
Academic Year 2017-2018

REPORT: SWOINAS.LPC

INSTRUCTOR: DOBSON,J ID: ~~XXXXXXXXXX~~ DIV: Communication Studies - LPC

COURSE	DAY	TIME	CRN	ROOM	BEGIN	END	FTE	CAH
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Summer 2017

SPCH 1	V01	MTWR	08:00-10:25	10013	4212	05/30	07/03	.20	3.000
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TEACHING HRS:	A=	10.80	B=	.00	C=	.00	OTHER=	.00	TOTAL:	10.800
CAH HRS:	A=	3.000	B=	.000	C=	.000	OTHER=	.000	TOTAL:	3.000

Fall 2017

CMST 1	V02	M W	09:30-10:45	23173	4213	08/16	12/19	.20	3.000
CMST 1	V05	M W	11:00-12:15	23176	4213	08/16	12/19	.20	3.000
CMST 1	V07	T R	08:00-09:15	23178	4213	08/16	12/19	.20	3.000
CMST 1	V09	T R	09:30-10:45	23180	4213	08/16	12/19	.20	3.000
CMST 10	093	W	19:00-21:50	23192	4212	08/16	12/19	.20	3.000

TEACHING HRS:	A=	15.00	B=	.00	C=	.00	OTHER=	.00	TOTAL:	15.000
CAH HRS:	A=	15.000	B=	.000	C=	.000	OTHER=	.000	TOTAL:	15.000

Prior (Unbanked) Carry Over Load:	-3.000
CAH Year Total:	18.000
Current (Unbanked) Carry Over:	.000
Workload Banked Balance:	10.000

INSTRUCTOR SIGNATURE _____ DATE _____
 I HAVE RECEIVED THIS SCHEDULE AND HAVE MADE ANY COMMENTS ON THE REVERSE SIDE.



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
LETTER OF INTENT TO APPLY
FOR SABBATICAL LEAVE OF ABSENCE



TO: Sabbatical Leave Committee
 c/o Vice President, Academic Services

RECEIVED

APR 05 2017

Dr. Stacy Thompson
 Vice President of Academic Services

DATE: April 1, [Year]

SUBJECT: LETTER OF INTENT TO APPLY FOR SABBATICAL LEAVE OF ABSENCE
 (Due to the College Office of Academic Services [Day], April 1, 5:00 p.m.*
 Late letters will not be accepted.)

This is to inform the Sabbatical Leave Committee of my intent to apply for a Sabbatical Leave of Absence during the [Year] Academic Year. It is my understanding that this will be accomplished by providing the information requested below: *(Please print in ink or type.)*

Name of Applicant: _____
 Foth Homeira
 (Last) (First) (Middle)

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: _____ Fall _____ Academic Year: _____ 2018 _____

Semester: _____ Academic Year: _____

Please note: The contract, in Article 12-1A.3.f, provides as follows:

Because of potential adverse impact on programs, full year Sabbatical Leaves of Absence that start in the Spring Semester, or that are split between two Spring Semesters or two Fall Semesters, must be approved both by the Sabbatical Leave Committee and by the President of the appropriate college.

The Sabbatical Leave Committee will handle this provision as follows: We will review the application. The Committee will not make judgments as to the validity of rationales for split leaves. The Leave proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

Date initially employed by District: _____
 August 17 2009
 (Month) (Day) (Year)

While employed by the District, have you taken a Sabbatical Leave of Absence?

Yes No

*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.

If "Yes," list the terms and years of the last Sabbatical Leave of Absence taken.

Semester: _____ Academic Year: _____
Semester: _____ Academic Year: _____
Semester: _____ Academic Year: _____

Since your initial employment by the District, or date of completion of the last Sabbatical Leave of Absence taken, whichever is later.

(a) Have you taken authorized Leaves of Absence Without Pay?

Yes No If "Yes," list the beginning and ending dates of all such leaves.

From: _____ To: _____
From: _____ To: _____
From: _____ To: _____

(b) Have you resigned from District employment and then been rehired by the District?

Yes No If "Yes," list the beginning and ending dates for all such periods of absence.

From: _____ To: _____
From: _____ To: _____

(c) Have you provided any District service outside of the bargaining unit, such as Division Dean, other management positions, or a classified position?

Yes No If "Yes," give the position and dates:

Position: _____ From: _____ To: _____
Position: _____ From: _____ To: _____
Position: _____ From: _____ To: _____

(d) If you are planning to augment your sabbatical salary with your banked Workload, please be aware that you will need to attach the Workload Banking: Augment Sabbatical Salary form to your application for Sabbatical Leave of Absence. [Appendix B]

I certify to the best of my knowledge that the information provided in this Letter of Intent is true, accurate, and complete.

Homesira Foth

(Signature)

4/5/2017

(Date)

*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

RECEIVED
SEP 15 2017
Dr. Stacy Thompson
Vice President of Academic Services

(Pursuant to Agreement between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association) [Article 12-1A.7]

I. General Information *(please print or type)*

Date of Application: 9/14/2017

A. Applicant's Name: Foth Homeira
(last) (first) (middle)

Location: Chabot Las Positas

Division: Language Arts

Discipline: English

B. Has this proposal ever been approved but not funded, or approved, funded, but not taken by the applicant?
Yes No If "yes," give date of approval _____

C. Period of which leave is requested (please list entire period – see note regarding split leaves on next page.)
Semester: Fall Academic Year: 2018
Semester: _____ Academic Year: _____

D. If you are planning to augment your sabbatical salary with workload bank, please attach the Workload Banking: Augment Sabbatical Salary form to this application.

Applicant's Signature: Homer Foth

Received and Reviewed by: Marcia Conner
Administrator's Signature

Stacy Thompson 9/21/17
Vice President, Academic Services Signature

Applications due on September 15 by 5:00 p.m. to your college's Office of the Vice President, Academic Services. (Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.) [Article 12-1A.7]

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

This page is for administrative processing and will be filled out by the single responsible Vice President, Academic Services through the recommendation of the Sabbatical Leave Committee or purposes of preparing Board of Trustees' report and employment verification to the District Offices of Human Resources and Payroll.

Applicant's Name: Foth, Homeira

W / SSN: ~~XXXXXXXXXX~~

Date application received: September 15, 2017

A. Seniority Number 750
(Article 12.1A.5b)

B. Priority Ranking assigned number: 11 in a group of 15

C. Workload Banking: Augment Sabbatical Salary Requested
Yes No

D. Workload Banking: Augment Sabbatical Salary Form Received
Yes No Date Received: 9/15/17

E. Vice President, Academic Services verification of banked workload: ST
initials

F. Type of Sabbatical Leave of Absence Approved:
Paid Sabbatical
Unpaid Sabbatical

Please print name of Vice President that prepared: Steve Kumpson Date Completed: 9/21/17

II. Purpose of Leave

I have been teaching College English for close to twenty years, and I have always believed that good literature transcends time and place, and for that reason I have always incorporated some Shakespeare in my literature based classes. In spring 2018, and for the next couple of years, I get the opportunity to teach English 21, our Shakespeare elective, to our students at Chabot. Needless to say, I'm quite excited; teaching Shakespeare to college students is both a great honor and huge responsibility. Naturally, I have been thinking a lot about how I'm going to approach this task and what I can do to make Shakespeare more relevant and accessible to our diverse student body at Chabot. Traditionally, English teachers have taught Shakespeare plays with a heavy emphasis on reading and analysis of the text, followed by discussions. Although there is nothing necessarily wrong with that process, I'm not sure if text-based analysis of Shakespeare really reaches and speaks to all students. Since many students have limited or no experience with Shakespeare, they may find text based analysis of Shakespeare not only challenging, due to the language, but they may also find the material un-relatable or irrelevant to their lives. In many English classrooms, Shakespeare has been taught more in the context of his time as opposed to out of context, which allows students to make connections with Shakespeare and become aware of Shakespeare's ubiquitous influence in many aspects of their lives. **After doing some preliminary research and reading , I have decided that for my sabbatical I would like to work on creating a more performance based curriculum and find ways to incorporate technology and popular culture into the teaching of Shakespeare, making it fun and relevant for the students.**

For my sabbatical I would like to come up with a package of ideas for creative ways to teach Shakespeare and to make Shakespeare come alive in the classroom. My plan is to share my ideas with my department, and others as well. I would like to post the lessons and activities on the English department website. In order to do develop this curriculum, I will be taking a course, "Shakespeare for non-Shakespeareans" in the Fall of 2018 through the continuing education program at Stanford University. The course will be taught by Professor Nicholas Jenkins, who, in his course description, states: "Many courses on Shakespeare concentrate on anchoring his work as firmly as possible within the context of Renaissance history and culture. By contrast, we will let these plays float freely across centuries toward us. In the spirit of Jonson's praise of Shakespeare as being 'for all time,' we will treat Shakespeare's work as being richly available and meaningful to all kinds of readers from any period." I will also research other educators and organizations to find ideas on how to teach Shakespeare to a diverse student body and ways to incorporate technology into the lesson plans. A couple of the organizations I will be relying on for my research are the teacher training programs at Folger's Shakespeare Institute and the Oregon Shakespeare Festival. I'm also planning on reading several books and creating an annotated bibliography on effective and innovative ways to teach Shakespeare. Finally, I will also be attending several Shakespeare plays, with special interest in smaller,

community theaters such as the Woman's Will Shakespeare Company and the African-American Shakespeare Company; these will provide models for how to anchor the curriculum into performance of the text.

III. Specific Objectives and Methods for Achieving These Objectives

Objective 1: to learn ways of teaching Shakespeare to a wider and more diverse student body and to students who have very little or no experience with Shakespeare. (40%)

Plan: to take a course at Stanford University through its continuing education program. The course titled "Shakespeare for Non-Shakespeareans" is taught by Nicholas Jenkins, Associate Professor of English at Stanford. This course is designed to take Shakespeare out of the context of Elizabethan and Renaissance history and look at his influence on art, media, pop culture. Jenkins states, "We will look what devoted but unscholarly appreciators of Shakespeare's work including poets, philosophers, filmmakers, musicians, painters, and other artists, have found in Shakespeare. And, ultimately we will talk about what these amazing dramas mean to us now." This course will help me develop ways of connecting Shakespeare to our modern culture, one that students might relate to more readily.

Documentation: I will provide transcripts from the course.

Objective 2: To create a performance based curriculum for the teaching of Shakespeare (20%).

Plan: to attend a teacher training seminar at the Oregon Shakespeare Festival. The teacher training provides an excellent opportunity for teachers to get trained in bringing Shakespeare to life in the classroom. These seminars offer concrete ideas and lessons in the teaching of Shakespeare through performance. For example, OSF's teacher training seminar called "Shakespeare in the Classroom" provides a "theater-based rather than academic approach, intended to make the works of Shakespeare exciting and accessible for all students." This would be an excellent opportunity for me to gather some concrete lesson plans and strategies to for performance based teaching of Shakespeare.

Documentation: I will provide a certification of completion of the seminar.

Objective 3: To research creative ways to teach Shakespeare with less emphasis on the text-analysis (20%).

Plan: to read and annotate 10 books on Shakespeare including: Rex Gibson's *Teaching Shakespeare*, *Shakespeare Set Free* (published by Folger Shakespeare Library), *Teaching*

Shakespeare: Passing it on (a collection of essays from teachers who have taught Shakespeare and “pass on ideas” to other teachers), and Thompson’s *Teaching Shakespeare with a purpose: A Student-Centred [sic] Approach*.

Documentation: I will provide an annotated bibliography of the books I’ve read.

Objective 4: To see some contemporary and diverse interpretations of Shakespeare plays. These will act as models for student performances of the texts. (20%)

Plan: To attend at least 5 Shakespeare plays; I am particularly interested in smaller, Community theaters in the Bay Area, like the Woman’s Will Shakespeare Company and the African-American Shakespeare Company. I would also like to see a community college performance and maybe even a high school performance. I am curious to see how other educational institutions make Shakespeare relevant to their students. I think I could gather many good ideas from this variety of Shakespeare plays

Documentation: I will provide write ups and observations of each performance.



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Workload Banking: Augment Sabbatical Salary

Article 12-1A.



NOTE: Article 12-1A.4g of the Contract states that this shall be submitted with the original Sabbatical Leave of Absence Application by September 15th of each Calendar Year.

(Please Print)

TO: Vice President of Academic Services

FROM: Homeira Foth

W#: ~~XXXXXXXX~~

(Please Print Name)

DATE:

SUBJECT: Request to Use Earned Bank Load to Increase Salary on Sabbatical Leave

In order to be compensated at full salary for an Academic Year Sabbatical Leave (Fall through Spring Semester), a Faculty member must have banked nine (9) CAHs equivalent units of earned Banked Load. [Article 12-1A.4g.]

For a one (1) semester sabbatical leave an Instructional and Counseling Faculty may use three (3) CAHs equivalent units of earned Banked Load and be compensated at full salary. A Library or Special Assignments Faculty may use one and a half (1.5) CAHs equivalent units of earned Banked Load and be compensated at full salary for a one (1) semester Sabbatical Leave of Absence. [Article 12-1A.4g.]

A faculty member taking a Sabbatical Leave of Absence has until the end of the Term preceding the leave to complete the required load banking. [Article 12.1A.4-1g.]

COMPLETE THE FOLLOWING:

A. I am applying for a Sabbatical Leave of Absence for:

- 1. One (1) semester Leave: Fall 2018 (Indicate semester/year)
- 2. One (1) continuous year Leave: _____ (Indicate academic year)
- 3. One (1) year split Leave: _____ (Indicate semester and years)

B. Indicate the number of CAHs equivalent units of earned Load you have currently Workload Banked (do not include units in progress): Fall 17: 2.06 Spr 18:1.82.

C. Indicate, if applicable, the number of additional CAHs equivalent units of Load you plan on workload banking before your Sabbatical Leave: Fall Spring Summer

D. I request to use the following number CAH equivalent units of workload to be earned and banked by the end of the Term preceding applied to my Sabbatical Leave of Absence in order to increase my salary:

- 1. One (1) semester Leave; or Fall Spr ___ Yr ___
- 2. One (1) continuous Academic Year Leave; or Fall ___ Spr ___ Yr ___
- 3. One (1) aggregate year split within two (2) Academic Years. Fall ___ Yr ___ Fall ___ Spr ___ Yr ___

Signature: *Homeira Foth*
(Faculty Signature)

Date: 9/15/17



Approved



Disapproved

Division Dean/Administrator Signature: _____

Marcia Connor
Date: 9/14/17

FOR OFFICE USE ONLY

ACADEMIC SERVICES
CHABOT COLLEGE

Verified By: _____ Date: / /
(Vice President of Academic Services)

Original signed copy to be attached to Sabbatical Leave of Absence Application that will be provided to Human Resources.

cc: Division Dean
Vice President of Academic Services
Faculty Applicant

Reference: Article 12-1A.4g- Faculty Collective Bargaining Agreement

09/21/2017

Chabot College
Academic Year 2017-2018

REPORT: SWOINAS.CHA

INSTRUCTOR: FOTH,H

ID: ~~XXXXXX~~

DIV: Language Arts

COURSE	DAY	TIME	CRN	ROOM	BEGIN	END	FTE	CAH
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Fall 2017

ENGL 1A	010	M W	13:30-14:45	20134	859	08/16	12/19	.25	3.750
ENGL 1A	019	T R	13:00-14:15	20710	801	08/16	12/19	.25	3.750
ENGL 4	007	T R	09:00-10:15	20147	356	08/16	12/19	.25	3.750
ENGL 102	002	M W	08:10-09:25	22570	805	08/16	12/19	.25	3.750
		M W	09:30-10:20	22570	805	08/16	12/19	.10	1.500
TUTR 200	OW1	M	11:30-12:20	23373		08/16	12/19	.03	.560

TEACHING HRS: A= .00 B= 2.00 C= 12.00 OTHER= 1.00 TOTAL: 15.00
 CAH HRS: A= .000 B= 1.500 C= 15.000 OTHER= .560 TOTAL: 17.060

Spring 2018

ENGL 1A	023	T R	13:00-14:15	30497	861	01/16	05/25	.25	3.750
ENGL 7	005	T R	09:00-10:15	30494	851	01/16	05/25	.25	3.750
ENGL 20	001	M W	12:00-13:15	30683	356	01/16	05/25	.20	3.000
ENGL 102	002	M W	08:10-09:25	31523	357	01/16	05/25	.25	3.750

TEACHING HRS: A= 3.00 B= .00 C= 9.00 OTHER= .00 TOTAL: 12.00
 CAH HRS: A= 3.000 B= .000 C= 11.250 OTHER= .000 TOTAL: 14.250

Prior (Unbanked) Carry Over Load: 1.060
 CAH Year Total: 31.310
 Current (Unbanked) Carry Over: 2.370
 Workload Banked Balance: .000

INSTRUCTOR SIGNATURE _____ DATE _____
 I HAVE RECEIVED THIS SCHEDULE AND HAVE MADE ANY COMMENTS ON THE REVERSE SIDE.



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
LETTER OF INTENT TO APPLY
FOR SABBATICAL LEAVE OF ABSENCE



RECEIVED

APR 05 2017

Dr. Stacy Thompson
Vice President of Academic Services

TO: Sabbatical Leave Committee
c/o Vice President, Academic Services

DATE: April 1, ~~[Year]~~ 2017

SUBJECT: LETTER OF INTENT TO APPLY FOR SABBATICAL LEAVE OF ABSENCE
 (Due to the College Office of Academic Services [Day], April 1, 5:00 p.m.*
 Late letters will not be accepted.)

This is to inform the Sabbatical Leave Committee of my intent to apply for a Sabbatical Leave of Absence during the [Year] Academic Year. It is my understanding that this will be accomplished by providing the information requested below: *(Please print in ink or type.)*

Name of Applicant: Gibson Donna
 (Last) (First) (Middle)

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: Fall Academic Year: 2018
 Semester: Spring Academic Year: 2019

Please note: The contract, in Article 12-1A.3.f, provides as follows:

Because of potential adverse impact on programs, full year Sabbatical Leaves of Absence that start in the Spring Semester, or that are split between two Spring Semesters or two Fall Semesters, must be approved both by the Sabbatical Leave Committee and by the President of the appropriate college.

The Sabbatical Leave Committee will handle this provision as follows: We will review the application. The Committee will not make judgments as to the validity of rationales for split leaves. The Leave proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

Date initially employed by District: September 10 1993
 (Month) (Day) (Year)

While employed by the District, have you taken a Sabbatical Leave of Absence?

Yes No

*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.

If "Yes," list the terms and years of the last Sabbatical Leave of Absence taken.

Semester: Spring Academic Year: 2002-2003
Semester: _____ Academic Year: _____
Semester: _____ Academic Year: _____

Since your initial employment by the District, or date of completion of the last Sabbatical Leave of Absence taken, whichever is later.

(a) Have you taken authorized Leaves of Absence Without Pay?

Yes No If "Yes," list the beginning and ending dates of all such leaves.

From: _____ To: _____
From: _____ To: _____
From: _____ To: _____

(b) Have you resigned from District employment and then been rehired by the District?

Yes No If "Yes," list the beginning and ending dates for all such periods of absence.

From: _____ To: _____
From: _____ To: _____

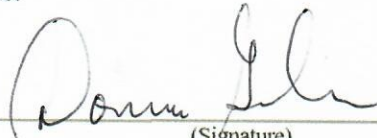
(c) Have you provided any District service outside of the bargaining unit, such as Division Dean, other management positions, or a classified position?

Yes No If "Yes," give the position and dates:

Position: _____ From: _____ To: _____
Position: _____ From: _____ To: _____
Position: _____ From: _____ To: _____

(d) If you are planning to augment your sabbatical salary with your banked Workload, please be aware that you will need to attach the Workload Banking: Augment Sabbatical Salary form to your application for Sabbatical Leave of Absence. [Appendix B]

I certify to the best of my knowledge that the information provided in this Letter of Intent is true, accurate, and complete.



(Signature)

4/3/17

(Date)

*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

RECEIVED
 SEP 14 2017
 Dr. Stacy Thompson
 Vice President of Academic Services

(Pursuant to Agreement between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association) [Article 12-1A.7]

I. General Information *(please print or type)*

Date of Application: 9/12/17

A. Applicant's Name: Gibson Donna
(last) (first) (middle)

Location: Chabot Las Positas

Division: Science and Mathematics

Discipline: Chemistry

B. Has this proposal ever been approved but not funded, or approved, funded, but not taken by the applicant?
 Yes No If "yes," give date of approval _____

C. Period of which leave is requested (please list entire period – see note regarding split leaves on next page.)
 Semester: Fall Academic Year: 2018-2019
 Semester: Spring Academic Year: 2018-2019

D. If you are planning to augment your sabbatical salary with workload bank, please attach the Workload Banking: Augment Sabbatical Salary form to this application.

Applicant's Signature: *Donna Gibson*

Received and Reviewed by: *[Signature]*
Administrator's Signature

Stacy Thompson
Vice President, Academic Services Signature

Applications due on September 15 by 5:00 p.m. to your college's Office of the Vice President, Academic Services. (Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.) [Article 12-1A.7]

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

This page is for administrative processing and will be filled out by the single responsible Vice President, Academic Services through the recommendation of the Sabbatical Leave Committee or purposes of preparing Board of Trustees' report and employment verification to the District Offices of Human Resources and Payroll.

Applicant's Name: Gibson, Donna

W / SSN: ~~101989002~~

Date application received: September 14, 2017

A. Seniority Number 517
(Article 12-1A.3b)

B. Priority Ranking assigned number: 4 in a group of 15

C. Workload Banking: Augment Sabbatical Salary Requested


Yes No

D. Workload Banking: Augment Sabbatical Salary Form Received

Yes No

Date Received: 9/15/17

E. Vice President, Academic Services verification of banked workload:


(initials)

F. Type of Sabbatical Leave of Absence Approved:

Paid Sabbatical

Unpaid Sabbatical

Please print name of Vice President that prepared: Stacy Thompson Date: 9/21/17
Completed: 9/21/17

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

II. Purpose of the Sabbatical Leave of Absence

During my Sabbatical Leave of Absence, I plan to divide my time between completing course work and initiating research for my doctoral dissertation project.

The purpose of my Sabbatical Leave of Absence would be to:

1. Complete a minimum of six graduate level courses for a total of 18 graduate credits as part of a Doctorate of Educational Leadership Program at American College of Education.
2. Initiate my doctoral thesis project that has tentatively been approved to study the effectiveness of fast tracks in higher math courses at community colleges

Benefits to the college would include having a senior faculty member who is more knowledgeable and better able to effectively serve in a variety of faculty leadership positions, such as chairing a shared government committee. In addition, findings from the proposed research project on fast tracks in higher math courses will hopefully produce best practices that could be applied more generally to improve overall success rates across other math courses. Best practices may also be applicable to other disciplines and help develop informed and high success fast tracks in chemistry or other STEM disciplines that have course sequences over several semesters.

Lastly, by returning to school to complete a doctoral program, I will be modeling the benefits of life-long learning to my students. I have already begun the program in February of 2017 and have completed four graduate courses for a total of eight units. I am currently taking two courses that will finish on September 17th bringing my total units completed toward my doctorate degree to fourteen. I am hoping to have completed a total 33 units before the start of my sabbatical.

III. Specific Objectives, Plan for Achieving these Objectives, and Documentation

Objective 1: To increase my effectiveness in faculty leadership positions. (75%)

Plan: To spend the year as a student of the American College of Education. I will complete with a passing grade a minimum of eight graduate courses in the field of educational leadership education.

Documentation: I will provide an official transcript of completed courses.

Objective 2: To begin my doctoral thesis that will explore the success rates in fast tracks of higher math courses at community colleges. (25%)

Plan: I will begin research for my dissertation after completing a total of 51 units at the American College of Education which should occur by March, 2020.

Documentation: I will provide an official transcript showing enrollment in Doctoral Seminar as required while working on dissertation.



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Workload Banking: Augment Sabbatical Salary

Article 12-1A.



NOTE: Article 12-1A.4g of the Contract states that this shall be submitted with the original Sabbatical Leave of Absence Application by September 15th of each Calendar Year.

(Please Print)

TO: Vice President of Academic Services

FROM: Donna Gibson

(Please Print Name)

W#: ~~XXXXXX98902~~

DATE: 9/14/17

SUBJECT: Request to Use Earned Bank Load to Increase Salary on Sabbatical Leave

In order to be compensated at full salary for an Academic Year Sabbatical Leave (Fall through Spring Semester), a Faculty member must have banked nine (9) CAHs equivalent units of earned Banked Load. [Article 12-1A.4g.]

For a one (1) semester sabbatical leave an Instructional and Counseling Faculty may use three (3) CAHs equivalent units of earned Banked Load and be compensated at full salary. A Library or Special Assignments Faculty may use one and a half (1.5) CAHs equivalent units of earned Banked Load and be compensated at full salary for a one (1) semester Sabbatical Leave of Absence. [Article 12-1A.4g.]

A faculty member taking a Sabbatical Leave of Absence has until the end of the Term preceding the leave to complete the required load banking. [Article 12.1A.4-1g.]

COMPLETE THE FOLLOWING:

A. I am applying for a Sabbatical Leave of Absence for:

- One (1) semester Leave: _____ (Indicate semester/year)
- One (1) continuous year Leave: 2018-2019 _____ (Indicate academic year)
- One (1) year split Leave: _____ (Indicate semester and years)

B. Indicate the number of CAHs equivalent units of earned Load you have currently Workload Banked (do not include units in progress): 15

C. Indicate, if applicable, the number of additional CAHs equivalent units of Load you plan on workload banking before your Sabbatical Leave: Fall Spring Summer

D. I request to use the following number CAH equivalent units of workload to be earned and banked by the end of the Term preceding applied to my Sabbatical Leave of Absence in order to increase my salary:

- One (1) semester Leave; or
Fall _____ Spr _____ Yr _____
- One (1) continuous Academic Year Leave; or
Fall _____ Spr _____ Yr _____
- One (1) aggregate year split within two (2) Academic Years.
Fall _____ Yr _____ Fall _____ Spr _____ Yr _____

Signature: _____

Donna Gibson
(Faculty Signature)

Date: 9/14/17

Approved

Disapproved

Division Dean/Administrator Signature: [Signature] Date: 9/15/17

FOR OFFICE USE ONLY	
ACADEMIC SERVICES CHABOT COLLEGE	
Verified By: _____ (Vice President of Academic Services)	Date: <u> </u> / <u> </u> / <u> </u>
Original signed copy to be attached to Sabbatical Leave of Absence Application that will be provided to Human Resources.	
cc: Division Dean Vice President of Academic Services Faculty Applicant	

Reference: Article 12-1A.4g- Faculty Collective Bargaining Agreement

09/21/2017

Chabot College
Academic Year 2017-2018

REPORT: SWOINAS.CHA

INSTRUCTOR: GIBSON,D ID: ~~XXXXXXXX~~ DIV: Science and Math

COURSE	DAY	TIME	CRN	ROOM	BEGIN	END	FTE	CAH
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Fall 2017

CHEM 31	001	M W	08:30-09:45	20054	1802	08/16	12/19	.24	3.600
		M	10:00-12:50	20054	3921	08/16	12/19	.17	2.625
CHEM 31	002	M W	08:30-09:45	20055	1802	08/16	12/19		
		W	10:00-12:50	20055	3921	08/16	12/19	.17	2.625

OTHER LOAD CREDIT: 7.500 FOR: MESA FACULTY SPONSOR

TEACHING HRS: A= 3.00 B= 6.00 C= .00 OTHER= .00 TOTAL: 9.00
 CAH HRS: A= 3.600 B= 5.250 C= .000 OTHER= .000 TOTAL: 8.850

Spring 2018

CHEM 12B	003	M W	13:00-14:15	30527	3924	01/16	05/25	.20	3.000
		F	08:00-12:30	30527	3931	01/16	05/25	.35	5.250
		W	14:20-15:25	30527	3931	01/16	05/25		

OTHER LOAD CREDIT: 7.500 FOR: MESA FACULTY SPONSOR

TEACHING HRS: A= 3.00 B= 6.10 C= .00 OTHER= .00 TOTAL: 9.10
 CAH HRS: A= 3.000 B= 5.250 C= .000 OTHER= .000 TOTAL: 8.250

Prior (Unbanked) Carry Over Load: 9.750

CAH Year Total: 32.100

Current (Unbanked) Carry Over: 11.850

Workload Banked Balance: 5.560

INSTRUCTOR SIGNATURE _____ DATE _____
I HAVE RECEIVED THIS SCHEDULE AND HAVE MADE ANY COMMENTS ON THE REVERSE SIDE.

If "Yes," list the terms and years of the last Sabbatical Leave of Absence taken.

Semester: <u>Fall</u>	Academic Year: <u>2011</u>	<input checked="" type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Semester: _____	Academic Year: _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Semester: _____	Academic Year: _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid

Since your initial employment by the District, or date of completion of the last Sabbatical Leave of Absence taken, whichever is later.

(a) Have you taken authorized Leaves of Absence Without Pay?

Yes No If "Yes," list the beginning and ending dates of all such leaves.

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

(b) Have you resigned from District employment and then been rehired by the District?

Yes No If "Yes," list the beginning and ending dates for all such periods of absence.

From: _____ To: _____

From: _____ To: _____

(c) Have you provided any District service outside of the bargaining unit, such as Division Dean, other management positions, or a classified position?

Yes No If "Yes," give the position and dates:

Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____

(d) If you are planning to augment your sabbatical salary with your banked Workload, please be aware that you will need to attach the Workload Banking: Augment Sabbatical Salary form to your application for Sabbatical Leave of Absence. [Appendix B]

I certify to the best of my knowledge that the information provided in this Letter of Intent is true, accurate, and complete.



(Signature)

April 1, 2017

(Date)

*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT



APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

(Pursuant to Agreement between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association) [Article 12-1A.7]

I. General Information *(please print or type)*

Date of Application: September 7, 2017

A. Applicant's Name: Glen Chad Mark
(last) (first) (middle)

~~XXXXXXXXXXXX~~

Location: Chabot Las Positas

Division: Arts, Media, Communications (formerly School of the Arts)

Discipline: Mass Communications

B. Has this proposal ever been approved but not funded, or approved, funded, but not taken by the applicant?
Yes No If "yes," give date of approval _____

C. Period of which leave is requested (please list **entire** period – see note regarding split leaves on next page.)
Semester: Fall Academic Year: 2018
Semester: Spring Academic Year: 2019

D. If you are planning to augment your sabbatical salary with workload bank, please attach the Workload Banking: Augment Sabbatical Salary form to this application.

Applicant's Signature: *Chad Mark Glen*

Received and Reviewed by: *[Signature]*
Administrator's Signature
Stacy Slump
Vice President, Academic Services Signature

Applications due on September 15 by 5:00 p.m. to your college's Office of the Vice President, Academic Services. (Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.) [Article 12-1A.7]

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

This page is for administrative processing and will be filled out by the single responsible Vice President, Academic Services through the recommendation of the Sabbatical Leave Committee or purposes of preparing Board of Trustees' report and employment verification to the District Offices of Human Resources and Payroll.

Applicant's Name: Glen, Chad Mark

W / SSN: ~~XXXXXXXXXX~~

Date application received: September 15, 2017

A. Seniority Number 516
(Article 12-1A.3b.)

B. Priority Ranking assigned number: 14 in a group of 15

C. Workload Banking: Augment Sabbatical Salary Requested
Yes No

D. Workload Banking: Augment Sabbatical Salary Form Received
Yes No Date Received: 9/15/17

E. Vice President, Academic Services verification of banked workload: ST
(initials)

F. Type of Sabbatical Leave of Absence Approved:
Paid Sabbatical
Unpaid Sabbatical

Please print name of Vice President that prepared: Stacy Thompson Date Completed: 9/20/17

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

II. Purpose of Leave

In a general statement, explain how your proposal is related to the above statement.

The purpose of my sabbatical leave of absence is to do the following in order to improve and update my capabilities as a faculty member in the Mass Communications Department:

1. Update and improve my ability to teach Mass Communications courses.
2. Make sure our Mass Communications courses are up to date, reflect industry needs and articulate to our transfer institutions.
3. Conduct research in the field of radio production and broadcasting.

III. Specific Objectives and Methods for Achieving These Objectives

Objective 1: Improve Mass Communications course offerings and better align them with transfer institutions. (10%)

Plan: Research radio course offerings at California Community Colleges, CSU's, UC's and revise courses as needed.

Documentation:

- a. I will submit a list of courses from each of the institutions and highlight areas of content we may incorporate into our courses.
- b. If the course outline of record is revised, those will be submitted as well.

Objective 2: Better prepare our students for gainful employment, improve Mass Communications course offerings and better align them with the radio industry. (15%)

Plan: Visit commercial radio stations and meet with industry professionals in the field.

Documentation:

- a. I will provide a list of radio stations visited and the names and titles of those that I met with.
- b. I will list the ideas generated for areas of revision or implementation for radio station operation.
- c. I will submit a list of courses where content we will be changed as a result of these visits.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

Objective 3: Develop an internship program and partnerships with local radio stations. (15%)

Plan: Visit commercial radio stations and meet with industry professionals in the field.

Documentation:

- a. I will provide a list of radio stations visited and the names and titles of those that I met with.
- b. I will submit a plan for our radio station internship program.

Objective 4: Improve my ability to teach Avid Pro Tools. (10%)

Plan: Enroll in Avid Pro Tools training and possible certification.

Documentation:

- a. I will provide a list of courses, training videos, and publications used to improve my Pro Tools Skills.

Objective 5: Update lecture material and PowerPoints for Mass Communications courses. (15%)

Plan: Read a minimum of three books to incorporate material into course lectures and PowerPoints.

Documentation:

- a. I will provide a list of the books read.
- b. I will provide a list of courses where the material will be revised or added as a result of the information garnered from these books.

Objective 6: Improve the operation of our FCC licensed radio station. (10%)

Plan: Visit college radio stations to gather information and incorporate elements of their operation into our radio station, procedures, policies and operations.

Documentation:

- a. I will provide a list of colleges visited and the names and titles of those that I met with.
- b. I will list the ideas generated for areas to revise or implement from each institution.

Objective 7: Write a comprehensive radio station policies, procedures and operations handbook. (25%)

Plan: Utilize all of the above information and data to create the radio station handbook.

Documentation:

- a. I will submit the comprehensive radio station operational handbook, or if that is too big, I will submit the table of contents.



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Workload Banking: Augment Sabbatical Salary

Article 12-1A.



NOTE: Article 12-1A.4g of the Contract states that this shall be submitted with the original Sabbatical Leave of Absence Application by September 15th of each Calendar Year.

(Please Print)

TO: Vice President of Academic Services

FROM: Chad Mark Glen W#: ~~X00X830X9~~

DATE: September 15, 2017

SUBJECT: Request to Use Earned Bank Load to Increase Salary on Sabbatical Leave

In order to be compensated at full salary for an Academic Year Sabbatical Leave (Fall through Spring Semester), a Faculty member must have banked nine (9) CAHs equivalent units of earned Banked Load. [Article 12-1A.4g.]

For a one (1) semester sabbatical leave an Instructional and Counseling Faculty may use three (3) CAHs equivalent units of earned Banked Load and be compensated at full salary. A Library or Special Assignments Faculty may use one and a half (1.5) CAHs equivalent units of earned Banked Load and be compensated at full salary for a one (1) semester Sabbatical Leave of Absence. [Article 12-1A.4g.]

A faculty member taking a Sabbatical Leave of Absence has until the end of the Term preceding the leave to complete the required load banking. [Article 12.1A.4-1g.]

COMPLETE THE FOLLOWING:

- A. I am applying for a Sabbatical Leave of Absence for:
1. One (1) semester Leave: (Indicate semester/year)
2. One (1) continuous year Leave: 2018-2019 (Indicate academic year)
3. One (1) year split Leave: (Indicate semester and years)
B. Indicate the number of CAHs equivalent units of earned Load you have currently Workload Banked (do not include units in progress): 1.2 CAH
C. Indicate, if applicable, the number of additional CAHs equivalent units of Load you plan on workload banking before your Sabbatical Leave: Fall [star] Spring [star] Summer [star]
D. I request to use the following number CAH equivalent units of workload to be earned and banked by the end of the Term preceding applied to my Sabbatical Leave of Absence in order to increase my salary:

- 1. One (1) semester Leave; or Fall ___ Spr ___ Yr ___
2. One (1) continuous Academic Year Leave; or Fall ___ Spr 3 Yr 18 Summer 6 Yr 18
3. One (1) aggregate year split within two (2) Academic Years. Fall ___ Yr ___ Fall ___ Spr 3 Yr 18

Signature: Chad Mark Glen Date: 9 / 15 / 17



Approved



Disapproved

Division Dean/Administrator Signature: _____



Date: 9/22/17

FOR OFFICE USE ONLY

Verified By: _____

ACADEMIC SERVICES
CHABOT COLLEGE

(Vice President of Academic Services)

Date: 9/22/17

Original signed copy to be attached to Sabbatical Leave of Absence Application that will be provided to Human Resources.

cc: Division Dean
Vice President of Academic Services
Faculty Applicant

Reference: Article 12-1A.4g- Faculty Collective Bargaining Agreement

09/11/2017

Chabot College
Academic Year 2017-2018

REPORT: SWOINAS.CHA

INSTRUCTOR: GLEN,C

ID: ~~XXXXXXXX~~

DIV: Fine Arts and Humanities

COURSE	DAY	TIME	CRN	ROOM	BEGIN	END	FTE	CAH
--------	-----	------	-----	------	-------	-----	-----	-----

Fall 2017

MCOM 9	001	F	13:30-16:20	23401	122	08/16	12/19		
		F	11:30-13:20	23401	122	08/16	12/19		
MCOM 40	001	T R	09:00-10:15	20914	559	08/16	12/19	.20	3.000
MCOM 41	001	M W	09:00-10:15	21011	554	08/16	12/19	.20	3.000
MCOM 44	001	T R	10:30-11:45	21271	801	08/29	12/12	.20	3.000
MCOM 50	001	T R	13:00-14:15	20917	301	08/16	12/19	.20	3.000
MCOM 56	001	F	11:30-13:20	21583	122	08/16	12/19	.13	2.000
		F	13:30-16:20	21583	122	08/16	12/19	.15	2.250
MCOM 58	001	F	13:30-16:20	20918	122	08/16	12/19		
		F	11:30-13:20	20918	122	08/16	12/19		
MCOM 59	001	F	11:30-13:20	20920	122	08/16	12/19		
		F	13:30-16:20	20920	122	08/16	12/19		
MCOM 57	001	F	11:30-13:20	23473	122	08/16	12/19		
		T R	14:30-15:45	23473	122	08/16	12/19		

TEACHING HRS: A= 14.00 B= 6.00 C= .00 OTHER= .00 TOTAL: 20.00
 CAH HRS: A= 14.000 B= 2.250 C= .000 OTHER= .000 TOTAL: 16.250

Prior (Unbanked) Carry Over Load: 6.000
 CAH Year Total: 16.250
 Current (Unbanked) Carry Over: 7.250
 Workload Banked Balance: 1.200

INSTRUCTOR SIGNATURE _____ DATE _____
 I HAVE RECEIVED THIS SCHEDULE AND HAVE MADE ANY COMMENTS ON THE REVERSE SIDE.

09/21/2017

Chabot College
Academic Year 2017-2018

REPORT: SWOINAS.CHA

INSTRUCTOR: GLEN,C

ID: ~~XXXXXXXX~~

DIV: Fine Arts and Humanities

COURSE	DAY	TIME	CRN	ROOM	BEGIN	END	FTE	CAH
--------	-----	------	-----	------	-------	-----	-----	-----

Fall 2017

MCOM 9	001	F	13:30-16:20	23401	122	08/16	12/19		
		F	11:30-13:20	23401	122	08/16	12/19		
MCOM 40	001	T R	09:00-10:15	20914	559	08/16	12/19	.20	3.000
MCOM 41	001	M W	09:00-10:15	21011	554	08/16	12/19	.20	3.000
MCOM 44	001	T R	10:30-11:45	21271	801	08/29	12/12	.20	3.000
MCOM 50	001	T R	13:00-14:15	20917	301	08/16	12/19	.20	3.000
MCOM 56	001	F	11:30-13:20	21583	122	08/16	12/19	.13	2.000
		F	13:30-16:20	21583	122	08/16	12/19	.15	2.250
MCOM 58	001	F	13:30-16:20	20918	122	08/16	12/19		
		F	11:30-13:20	20918	122	08/16	12/19		
MCOM 59	001	F	11:30-13:20	20920	122	08/16	12/19		
		F	13:30-16:20	20920	122	08/16	12/19		
MCOM 57	001	F	11:30-13:20	23473	122	08/16	12/19		
		T	14:30-15:45	23473	301	08/16	12/19		

TEACHING HRS: A= 14.00 B= 4.50 C= .00 OTHER= .00 TOTAL: 18.50
 CAH HRS: A= 14.000 B= 2.250 C= .000 OTHER= .000 TOTAL: 16.250

Spring 2018

COMM 1	006	M W	10:30-11:45	30847	811	01/16	05/25	.20	3.000
COMM 1	017	T R	10:30-11:45	31984	510	01/16	05/25	.20	3.000
MCOM 40	001	T R	09:00-10:15	30859	558	01/16	05/25	.20	3.000
MCOM 41	001	M W	09:00-10:15	30858	554	01/16	05/25	.20	3.000

TEACHING HRS: A= 12.00 B= .00 C= .00 OTHER= .00 TOTAL: 12.00
 CAH HRS: A= 12.000 B= .000 C= .000 OTHER= .000 TOTAL: 12.000

Prior (Unbanked) Carry Over Load: 6.000
 CAH Year Total: 28.250
 Current (Unbanked) Carry Over: 4.250

Workload Banked Balance: 1.200

INSTRUCTOR SIGNATURE _____ DATE _____
 I HAVE RECEIVED THIS SCHEDULE AND HAVE MADE ANY COMMENTS ON THE REVERSE SIDE.



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
LETTER OF INTENT TO APPLY
FOR SABBATICAL LEAVE OF ABSENCE



TO: Sabbatical Leave Committee
 c/o Vice President, Academic Services

RECEIVED

DATE: April 1, 2017

MAR 31 2017

SUBJECT: LETTER OF INTENT TO APPLY FOR SABBATICAL LEAVE OF ABSENCE
 (Due to the College Office of Academic Services [Day], April 1, 5:00 p.m.)
 Late letters will not be accepted.)

Dr. Stacy Thompson
 President of Academic Services

This is to inform the Sabbatical Leave Committee of my intent to apply for a Sabbatical Leave of Absence during the [Year] Academic Year. It is my understanding that this will be accomplished by providing the information requested below: *(Please print in ink or type.)*

2018-2019

Name of Applicant: Greene Dara Syd
 (Last) (First) (Middle)

W/SSN: ~~XXXXXXXXXXXX~~

Location: Chabot Las Positas College

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: Fall Academic Year: 2018

Semester: Spring Academic Year: 2019

Please note: The contract, in Article 12-1A.3.f, provides as follows:

Because of potential adverse impact on programs, full year Sabbatical Leaves of Absence that start in the Spring Semester, or that are split between two Spring Semesters or two Fall Semesters, must be approved both by the Sabbatical Leave Committee and by the President of the appropriate college.

The Sabbatical Leave Committee will handle this provision as follows: We will review the application. The Committee will not make judgments as to the validity of rationales for split leaves. The Leave proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

Date initially employed by District: August 10 2006
 (Month) (Day) (Year)

While employed by the District, have you taken a Sabbatical Leave of Absence?

Yes No

If "Yes," list the terms and years of the last Sabbatical Leave of Absence taken.

Semester: _____	Academic Year: _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Semester: _____	Academic Year: _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Semester: _____	Academic Year: _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid

Since your initial employment by the District, or date of completion of the last Sabbatical Leave of Absence taken, whichever is later.

(a) Have you taken authorized Leaves of Absence Without Pay?

Yes No If "Yes," list the beginning and ending dates of all such leaves.

From: <u>August 2013</u>	To: <u>May 2014</u>
From: _____	To: _____
From: _____	To: _____

(b) Have you resigned from District employment and then been rehired by the District?

Yes No If "Yes," list the beginning and ending dates for all such periods of absence.

From: _____	To: _____
From: _____	To: _____


(c) Have you provided any District service outside of the bargaining unit, such as Division Dean, other management positions, or a classified position?

Yes No If "Yes," give the position and dates:

Position: _____	From: _____	To: _____
Position: _____	From: _____	To: _____
Position: _____	From: _____	To: _____

(d) If you are planning to augment your sabbatical salary with your banked Workload, please be aware that you will need to attach the Workload Banking: Augment Sabbatical Salary form to your application for Sabbatical Leave of Absence. [Appendix B]

I certify to the best of my knowledge that the information provided in this Letter of Intent is true, accurate, and complete.


(Signature)

3/31/2017
(Date)



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE



(Pursuant to Agreement between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association) [Article 12-1A.7]

SEP 13 2017

Dr. Stacy Thompson
Vice President of Academic Services

I. General Information *(please print or type)*

Date of Application: 9/12/2017

A. Applicant's Name: Greene Dara Syd
(last) (first) (middle)

W/SSN: ~~XXXXXXXXXX~~ Location: Chabot Las Positas

Division: General Counseling

Discipline: Counseling

B. Has this proposal ever been approved but not funded, or approved, funded, but not taken by the applicant?
Yes No If "yes," give date of approval _____

C. Period of which leave is requested (please list entire period – see note regarding split leaves on next page.)
Semester: Fall Academic Year: 2018
Semester: Spring Academic Year: 2019

D. If you are planning to augment your sabbatical salary with workload bank, please attach the Workload Banking: Augment Sabbatical Salary form to this application.

Applicant's Signature: *Dara Greene*

Received and Reviewed by: *Mark Kistner* 9/13/17
Administrator's Signature

Stacy Thompson 9/11/17
Vice President, Academic Services Signature

Applications due on September 15 by 5:00 p.m. to your college's Office of the Vice President, Academic Services. (Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.) [Article 12-1A.7]

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

This page is for administrative processing and will be filled out by the single responsible Vice President, Academic Services through the recommendation of the Sabbatical Leave Committee or purposes of preparing Board of Trustees' report and employment verification to the District Offices of Human Resources and Payroll.

Applicant's Name: Greene, Dara

W / SSN: ~~XXXXXXXXXX~~

Date application received: September 13, 2017

A. Seniority Number 689
(Article 12-1A.3b)

B. Priority Ranking assigned number: 7 in a group of 15

C. Workload Banking: Augment Sabbatical Salary Requested

Yes No

D. Workload Banking: Augment Sabbatical Salary Form Received

Yes No

Date Received: 9/13/17

E. Vice President, Academic Services verification of banked workload:

CS
(initials)

F. Type of Sabbatical Leave of Absence Approved:

Paid Sabbatical

Unpaid Sabbatical

Please print name of Vice President that prepared: Stacey Simpson Date completed: 9/21/17

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

II. Purpose of Leave

Sabbatical Leaves of Absence may be granted for purposes of study or travel of a kind and in an amount that will so improve and update capabilities that during future employment the unit member will be of increased value to the District and to the students of the District.

Article 12-1A.1 Agreement Between Chabot-Las Positas Community College District and the Chabot-Las Positas Faculty Association (July 1, 2015 - June 30, 2018).

In a general statement, explain how your proposal is related to the above statement.

(Please type)

Because of potential adverse impact on programs, full year Sabbatical Leaves of Absence that start in the Spring Semester, or that are split between two (2) Spring Semesters or two (2) Fall Semesters, must be approved both by the Sabbatical Leave Committee and by the President of the appropriate college.

Article 12-1A.3f. Agreement Between Chabot-Las Positas Community College District and the Chabot-Las Positas Faculty Association (July 1, 2015 - June 30, 2018).

The Sabbatical Leave Committee will handle this provision as follows: We will review the application. The Committee will not make judgments as to the validity of rationales for split leaves. The Leave proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split provided by the applicant. The President should consult with the appropriate Vice President and Dean prior to making a decision.

If you are applying for a split Sabbatical Leave of Absence as described above, please include a statement of rational for the split.

(Please type)

III. Specific Objectives and Methods for Achieving These Objectives

(Please see examples on the following pages)

On your application (Please type)

1. Clearly state each specific objective of your Sabbatical Leave of Absence AND include a percentage of the whole to be completed for each objective of the proposed work. Make sure all objectives add to one hundred percent (100%).
2. Following each objective, outline as accurately and completely as possible your specific plan for achieving the objective.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

3. Indicate what documentation you will submit to demonstrate to the Sabbatical Leave Committee that this objective has been met.

Be sure to follow these three steps for each of your specific objectives.

Please note:

Applicants are advised that the Sabbatical Leave of Absence Report [Appendix D], submitted upon return from the Leave, is evaluated on the basis of the information provided in this application.

Any modification of the period of the Sabbatical Leave of Absence, specific objectives and their respective percentages as related to the proposed work, the plan for achieving any objectives, and/or the documentation to be submitted to demonstrate that an objective has been met, must receive prior approval from the Chancellor of the District, if such modification requests are made after the recommended Sabbatical Leave of Absence applications are submitted to the Governing Board of the District. Requests for modification should be submitted, in writing, to the respective college Office of the Vice President, Academic Services for processing.

dk 09/02/2016

SABBATICAL PROPOSAL
Dara Greene
September 7, 2017

II. Purpose of Leave

During my sabbatical leave I intend to partake in two separate activities that will add value to both my own professional development and to the college's shared governance activities.

I have been working at Chabot College since 2006 ~~since~~ as a counselor and instructor. I am deeply invested in the success of our student population and their desire to meet their personal, academic and career goals. I would like to reinvest my time in taking courses that will help me in my mission to support students. One of my objectives is to take two graduate level courses.

Since 2014 I have been involved in the Curriculum Committee in a variety of roles, Articulation Officer, Curriculum Division Rep, and Chair of the Committee. In my time serving on the committee the need for an updated Curriculum Committee handbook has become more and more apparent. The last handbook that Chabot College has was created in 2011 and it is still in draft form. Unfortunately, due to the heavy work load of the committee in reviewing curriculum it has been impossible to come together as a group to revise, update and create a final draft of the handbook. Additionally, since 2011, many curriculum changes have been instituted at the state level, including a new PCAH (Program and Course Approval Handbook, 6th edition approved in Summer 2017), a new curriculum inventory system adopted by the State Chancellor's office, and a newly approved streamlining of curriculum approvals that puts the onus on the community college to approve curriculum locally. There are many benefits to having a curriculum handbook, such as serving as a guide/roadmap to new faculty and new curriculum committee members, clarifying roles and responsibilities of the Curriculum Committee, and clarifying roles and responsibilities of curriculum developers (including faculty, departments, and divisions) and finally clarifying curriculum-related responsibilities of the college's instructional services office or student learning office. I would like to take part of my sabbatical leave to rewrite the existing draft Curriculum Committee handbook.

III. Specific Objectives, Plan for Achieving these Objectives, and Documentation.

Objective 1: Complete 6 units of graduate level coursework (50%)

Plan: On Course offers two 3-credit online courses for the University of Wisconsin-Platteville Office of Continuing Education.

- Strategies for Empowering Students to Become Active, Responsible Learners
- Designing and Delivering Professional Development Events that Promote Student Success

Documentation: Provide a transcript of completed courses.

Objective 2: Update and complete the Chabot College Curriculum Committee Handbook (50%)

Plan: Review Curriculum Committee handbooks at the following community colleges:

- Las Positas College (most similar practices to Chabot's)
- Ventura College (created a new handbook in 2016)
- Woodland College (created a new handbook in 2017)
- Sacramento College (created a new handbook in 2016)
- Chaffey College (created a new handbook in 2016)

During the revision and development of the Curriculum Handbook I will review the following topics and answer the following questions:

- Define what is the interplay between Title 5, local Board Policies, Administrative Procedures, and local practice?
- Make local curriculum processes transparent - What is the approval process for curriculum proposals? Is the process transparent and easy to follow? Could it be made more straightforward and time efficient?
- Document the processes of course and program creation, modification, and approval - How do people at Chabot College find information about curriculum, and how does Chabot College assist faculty with curriculum development and review?
- How does Chabot identify resources to assure that local policies and state regulations for curriculum development and modification are followed, and demonstrates process compliance to external accrediting bodies?

I will review the current draft handbook, update and revise to include the following content suggestions:

- Charge and membership of the curriculum committee and subcommittees/workgroups
- Roles and responsibilities of the chair(s) and members
- Operating procedures—meeting times and locations; course/program approval and deactivation; numbering convention; approval of prerequisites, GE, minimum qualifications, and distance education; chronology of course/program approval; cross-discipline review; local deviations from Robert's Rules; etc.
- Timelines demonstrating adequate allowance for a full review of each proposal, including technical review procedures and standards (if applicable)
- User's guide for the curriculum management system
- Reporting responsibilities (e.g., to academic senate)
- Links to by-laws (if not part of the handbook), forms, curriculum management system, ASCCC curriculum publications, and applicable sections of Title 5
- Local Board Policies and Administrative Procedures, including those dealing with the establishment of pre-requisites, repeatability, distance education, and program discontinuance
- Explanation of development criteria, including locally developed standards for institutional learning outcomes
- Style guide or explanation of local writing standards, and common errors to avoid (i.e., how curriculum authors can perform their own technical review)

Documentation: Develop an updated Curriculum Handbook that, once approved, will be published on the Chabot College Curriculum website and be available to download in pdf format.

- I will provide a summary sheet of reviewed Curriculum Handbooks from other California Community Colleges outlining which elements I found to be noteworthy for inclusion in the Chabot College Curriculum Handbook.
- I will work with the Chabot Curriculum Committee, the VPAS, the Curriculum Technical Specialist, and the Articulation Officer to answer the above mentioned questions and I will provide a summary sheet with answers. The exploration of these questions and ensuing discussions will be reflected in the materials found in the Curriculum Handbook.
- I will create a draft of the Curriculum Committee handbook in pdf format for the Curriculum Committee and Academic Senate to review and offer feedback.



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Workload Banking: Augment Sabbatical Salary
 Article 12-1A.



NOTE: Article 12-1A.4g of the Contract states that this shall be submitted with the original Sabbatical Leave of Absence Application by September 15th of each Calendar Year.

(Please Print)

TO: Vice President of Academic Services

FROM: Dara Greene W#: ~~X10678911X~~
 (Please Print Name)

DATE:

SUBJECT: Request to Use Earned Bank Load to Increase Salary on Sabbatical Leave

In order to be compensated at full salary for an Academic Year Sabbatical Leave (Fall through Spring Semester), a Faculty member must have banked nine (9) CAHs equivalent units of earned Banked Load. [Article 12-1A.4g.]

For a one (1) semester sabbatical leave an Instructional and Counseling Faculty may use three (3) CAHs equivalent units of earned Banked Load and be compensated at full salary. A Library or Special Assignments Faculty may use one and a half (1.5) CAHs equivalent units of earned Banked Load and be compensated at full salary for a one (1) semester Sabbatical Leave of Absence. [Article 12-1A.4g.]

A faculty member taking a Sabbatical Leave of Absence has until the end of the Term preceding the leave to complete the required load banking. [Article 12.1A.4-1g.]

COMPLETE THE FOLLOWING:

A. I am applying for a Sabbatical Leave of Absence for:

1. One (1) semester Leave: _____ (Indicate semester/year)
2. One (1) continuous year Leave: 2018-2019 (Indicate academic year)
3. One (1) year split Leave: _____ (Indicate semester and years)

B. Indicate the number of CAHs equivalent units of earned Load you have currently Workload Banked (do not include units in progress): 8

C. Indicate, if applicable, the number of additional CAHs equivalent units of Load you plan on workload banking before your Sabbatical Leave: Fall Spring Summer

D. I request to use the following number CAH equivalent units of workload to be earned and banked by the end of the Term preceding applied to my Sabbatical Leave of Absence in order to increase my salary:

- | | | | | | | |
|--|------|-----|-----|-----|------|----------------|
| 1. One (1) semester Leave; or | Fall | ___ | Spr | ___ | Yr | ___ |
| 2. One (1) continuous Academic Year Leave; or | Fall | ___ | Spr | ___ | Yr | <u>9 units</u> |
| 3. One (1) aggregate year split within two (2) Academic Years. | Fall | ___ | Yr | ___ | Fall | ___ |
| | | | Spr | ___ | Yr | ___ |

Signature: *Dara Greene* Date: 9/12/2017
 (Faculty Signature)

09/21/2017

Chabot College
Academic Year 2017-2018

REPORT: SWOINAS.CHA

INSTRUCTOR: GREENE, D ID: ~~XXXXXX~~ DIV: Counseling, CHA

COURSE	DAY	TIME	CRN	ROOM	BEGIN	END	FTE	CAH
--------	-----	------	-----	------	-------	-----	-----	-----

Fall 2017

PSCN 10	ON1	2.00 HOURS	TBA22335	ONLIN08/16	12/19	.13	2.000
PSCN 15	ON1	2.00 HOURS	TBA21472	ONLIN08/16	12/19	.13	2.000
PSCN 15	ON2	2.50 HOURS	TBA22722	ONLIN09/11	12/19	.13	2.000

OTHER LOAD CREDIT: 5.000 FOR: COUNSELOR

OTHER LOAD CREDIT: 4.000 FOR: CURRICULUM CHAIR

TEACHING HRS:	A=	.00	B=	.00	C=	.00	OTHER=	6.50	TOTAL:	6.50
CAH HRS:	A=	.000	B=	.000	C=	.000	OTHER=	6.000	TOTAL:	6.000

Spring 2018

PSCN 10	EN1	2.70 HOURS	TBA30103	ONLIN02/05	05/25	.13	2.000
PSCN 10	ON1	2.00 HOURS	TBA31908	ONLIN01/16	05/25	.13	2.000
PSCN 15	ON1	2.00 HOURS	TBA30586	ONLIN01/16	05/25	.13	2.000

OTHER LOAD CREDIT: 9.000 FOR: COUNSELOR

TEACHING HRS:	A=	.00	B=	.00	C=	.00	OTHER=	6.70	TOTAL:	6.70
CAH HRS:	A=	.000	B=	.000	C=	.000	OTHER=	6.000	TOTAL:	6.000

Prior (Unbanked) Carry Over Load: .000

CAH Year Total: 30.000

Current (Unbanked) Carry Over: .000

Workload Banked Balance: 8.000

INSTRUCTOR SIGNATURE _____ DATE _____
I HAVE RECEIVED THIS SCHEDULE AND HAVE MADE ANY COMMENTS ON THE REVERSE SIDE.



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

LETTER OF INTENT TO APPLY FOR SABBATICAL LEAVE OF ABSENCE



TO: Sabbatical Leave Committee
c/o Vice President, Academic Services

DATE: April 1, [Year]

SUBJECT: LETTER OF INTENT TO APPLY FOR SABBATICAL LEAVE OF ABSENCE
(Due to the College Office of Academic Services [Day], April 1, 5:00 p.m.*
Late letters will not be accepted.)

This is to inform the Sabbatical Leave Committee of my intent to apply for a Sabbatical Leave of Absence during the [Year] Academic Year. It is my understanding that this will be accomplished by providing the information requested below: (Please print in ink or type.)

Name of Applicant: Heisler Timothy Donald
(Last) (First) (Middle)

W/SSN: XXXXXXXXXXXX

Location: [] Chabot [x] Las Positas College

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: Fall Academic Year: 2018
Semester: Spring Academic Year: 2019

Please note: The contract, in Article 12-1A.3.f, provides as follows:
Because of potential adverse impact on programs, full year Sabbatical Leaves of Absence that start in the Spring Semester, or that are split between two Spring Semesters or two Fall Semesters, must be approved both by the Sabbatical Leave Committee and by the President of the appropriate college.

The Sabbatical Leave Committee will handle this provision as follows: We will review the application. The Committee will not make judgments as to the validity of rationales for split leaves. The Leave proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

Date initially employed by District: P/T Aug - 1993
F/T Aug - 1995
(Month) (Day) (Year)

While employed by the District, have you taken a Sabbatical Leave of Absence?
[] Yes [x] No

*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.

If "Yes," list the terms and years of the last Sabbatical Leave of Absence taken.

Semester: _____ Academic Year: _____ Paid Unpaid
Semester: _____ Academic Year: _____ Paid Unpaid
Semester: _____ Academic Year: _____ Paid Unpaid

Since your initial employment by the District, or date of completion of the last Sabbatical Leave of Absence taken, whichever is later.

(a) Have you taken authorized Leaves of Absence Without Pay?

Yes No If "Yes," list the beginning and ending dates of all such leaves.

From: _____ To: _____
From: _____ To: _____
From: _____ To: _____

(b) Have you resigned from District employment and then been rehired by the District?

Yes No If "Yes," list the beginning and ending dates for all such periods of absence.

From: _____ To: _____
From: _____ To: _____

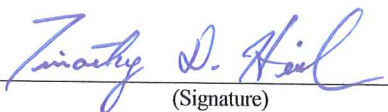
(c) Have you provided any District service outside of the bargaining unit, such as Division Dean, other management positions, or a classified position?

Yes No If "Yes," give the position and dates:


Position: _____ From: _____ To: _____
Position: _____ From: _____ To: _____
Position: _____ From: _____ To: _____

(d) If you are planning to augment your sabbatical salary with your banked Workload, please be aware that you will need to attach the Workload Banking: Augment Sabbatical Salary form to your application for Sabbatical Leave of Absence. [Appendix B]

I certify to the best of my knowledge that the information provided in this Letter of Intent is true, accurate, and complete.



(Signature)



(Date)

***Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.**



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE



(Pursuant to Agreement between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association) [Article 12-1A.7]

I. General Information *(please print or type)*

Date of Application: September 7, 2017

A. Applicant's Name: Heisler Timothy D.
(last) (first) (middle)

Location: Chabot Las Positas

Division: Arts & Humanities

Discipline: Communication Studies

B. Has this proposal ever been approved but not funded, or approved, funded, but not taken by the applicant?
Yes No If "yes," give date of approval _____

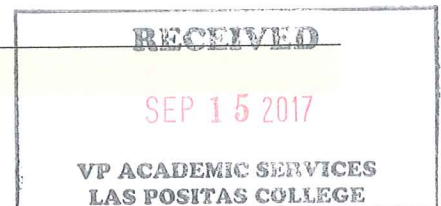
C. Period of which leave is requested (please list **entire** period – see note regarding split leaves on next page.)
Semester: Fall Academic Year: 2018
Semester: Spring Academic Year: 2019

D. If you are planning to augment your sabbatical salary with workload bank, please attach the Workload Banking: Augment Sabbatical Salary form to this application.

Applicant's Signature: Timothy D. Heisler 9-7-2017

Received and Reviewed by: [Signature] 9-15-17
Administrator Signature
[Signature] 9/15/17
Vice President, Academic Services Signature

Applications due on September 15 by 5:00 p.m. to your college's Office of the Vice President, Academic Services. (Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.) [Article 12-1A.7]



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

This page is for administrative processing and will be filled out by the single responsible Vice President, Academic Services through the recommendation of the Sabbatical Leave Committee or purposes of preparing Board of Trustees' report and employment verification to the District Offices of Human Resources and Payroll.

Applicant's Name: Heisler, Timothy

W / SSN: ~~XXXXXXXXXX~~


Date application received: September 15, 2017

A. Seniority Number 548
(Article 12-1A.3b.)

B. Priority Ranking assigned number: 1 in a group of 15

C. Workload Banking: Augment Sabbatical Salary Requested
Yes No

D. Workload Banking: Augment Sabbatical Salary Form Received
Yes No Date Received: 09/15/17

E. Vice President, Academic Services verification of banked workload: 
(initials)

F. Type of Sabbatical Leave of Absence Approved:
Paid Sabbatical
Unpaid Sabbatical

Please print name of Vice President that prepared: Don Miller Date: 9/15/17
Completed: 9/15/17



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Workload Banking: Augment Sabbatical Salary

Article 12-1A.



NOTE: Article 12-1A.4g of the Contract states that this shall be submitted with the original Sabbatical Leave of Absence Application by September 15th of each Calendar Year.

(Please Print)

TO: Vice President of Academic Services

FROM: Timothy D. Heisler W#: ~~XXXXXXXX~~

(Please Print Name)

DATE:

SUBJECT: Request to Use Earned Bank Load to Increase Salary on Sabbatical Leave

In order to be compensated at full salary for an Academic Year Sabbatical Leave (Fall through Spring Semester), a Faculty member must have banked nine (9) CAHs equivalent units of earned Banked Load. [Article 12-1A.4g.]

For a one (1) semester sabbatical leave an Instructional and Counseling Faculty may use three (3) CAHs equivalent units of earned Banked Load and be compensated at full salary. A Library or Special Assignments Faculty may use one and a half (1.5) CAHs equivalent units of earned Banked Load and be compensated at full salary for a one (1) semester Sabbatical Leave of Absence. [Article 12-1A.4g.]

A faculty member taking a Sabbatical Leave of Absence has until the end of the Term preceding the leave to complete the required load banking. [Article 12.1A.4-1g.]

COMPLETE THE FOLLOWING:

A. I am applying for a Sabbatical Leave of Absence for:

- 1. One (1) semester Leave: (Indicate semester/year)
2. One (1) continuous year Leave: Fall 2018 & Spring 2019 (Indicate academic year)
3. One (1) year split Leave: (Indicate semester and years)

B. Indicate the number of CAHs equivalent units of earned Load you have currently Workload Banked (do not include units in progress): 9.0

C. Indicate, if applicable, the number of additional CAHs equivalent units of Load you plan on workload banking before your Sabbatical Leave: Fall Spring Summer

D. I request to use the following number CAH equivalent units of workload to be earned and banked by the end of the Term preceding applied to my Sabbatical Leave of Absence in order to increase my salary:

- 1. One (1) semester Leave; or
2. One (1) continuous Academic Year Leave; or
3. One (1) aggregate year split within two (2) Academic Years.

Signature: Timothy D. Heisler Date: 09/07/17



Approved



Disapproved

Division Dean/Administrator Signature: _____



Date: 9 / 15 / 17

FOR OFFICE USE ONLY

Verified By: _____



(Vice President of Academic Services)

Date: 9 / 15 / 17

Original signed copy to be attached to Sabbatical Leave of Absence Application that will be provided to Human Resources.

cc: Division Dean
Vice President of Academic Services
Faculty Applicant

Reference: Article 12-1A.4g- Faculty Collective Bargaining Agreement

Per the specifications found on page 24 of the Sabbatical Leave Committee Handbook, the following must be addressed:

II. Purpose of Leave

“Sabbatical Leaves of Absence may be granted for purposes of study or travel of a kind and in an amount that will so improve and update capabilities that during future employment the unit member will be of increased value to the District and to the students of the District.”

In a general statement, explain how your proposal is related to the above statement.

The purpose of my sabbatical leave is to host the Phi Rho Pi National Championship Speech & Debate Tournament. The Phi Rho Pi tournament is an annual event that brings community college students together from across the nation to compete against one another in debate, original oration and interpretive event competition. The Phi Rho Pi organization operates the largest national speech & debate tournament in the country with as many as 60 schools and 700 individuals participating in the event. The tournament itself requires the hosts and directors of the activity to be on-site before, during and after the tournament for a total of 14 consecutive work days. Additionally, many months and countless hours of preparation must be offered in order to ensure the smooth, successful and rewarding experience that is expected from the event.

I have never attempted to host a speech tournament on such a grand (national) scale in the past. To ensure the successful completion of hosting this event I am seeking sabbatical leave from my regular instructional duties at Las Positas College for the 2018/2019 academic year. Undertaking the task of hosting the Phi Rho Pi tournament will give me insights and updated skills enabling me to: 1) become better at forensic tournament management, 2) better identify student wellness needs and become more proficient at addressing those needs, 3) better increase my knowledge and skills in organizational/activity management, and 4) become a better teacher in the classroom. I believe the personal and professional growth that will come from these areas will improve my contribution to the college as a faculty member, a discipline manager, a promoter of the Chabot-Las Positas Community College School District, and as a teacher.

Hosting the Phi Rho Pi national speech tournament is not only an honor, but it is also a very prestigious tournament that will put Las Positas College and the CLPCCD in the national spotlight. A sabbatical leave approval to complete this task will serve to promote the school, the district, our students, and my personal professional growth.

Per the specifications found on page 24 of the Sabbatical Leave Committee Handbook, the specific *objectives* of the sabbatical, *the plan* for achieving each objective, and the *documentation* that demonstrates completion of the objectives must be identified:

OBJECTIVE #1 (90%) – Host the 2019 Phi Rho Pi National Championship Speech & Debate Tournament. Management of this event will take extensive planning, with the bulk of the labor being focused in the following areas below.

A. Site Management. Prior to the tournament, it is the responsibility of the tournament host to work directly with the owners/managers of the tournament site in order to ensure a smooth, successful and rewarding experience for all participants. The location of the 2019 Phi Rho Pi National Championship Tournament is the Nugget Resort in Sparks, Nevada. Unfortunately, the Bay Area does not have a hotel or college facility that meets the Phi Rho Pi requirements of affordability, lodging, and chamber needs. The host of the tournament is required to work with the operational staff of the Nugget Resort to address the following items:

- Pre-Tournament Site Visit
 - meeting with Director of Sales and Convention Service Manager
 - iron out any remaining questions/concerns regarding the contract signed
 - complete tour of the facility
 - provide the facility's staff with a detailed explanation of the tournament's operations and identify challenges that make this event "different" than regular conventions
- Preparing the front desk (and offering assistance) for guest check-in process
 - placement of certain schools on specific floors/wings of hotel
 - identification and placement of competition rooms for each school within the hotel
 - promote and advocate for participating institutions to pre-pay hotel charges to facilitate an efficient check-in experience
- Coach/Judge Reception Planning
 - securing a designated location for activity
 - menu selection
 - cost negotiation
 - hosting event

Plan: Several trips to Reno, Nevada for planning meeting will need to be conducted. Meetings with the Director of Sales, Convention Service Manager, Front Desk Manager and Guest Relations Manager will be held. Meetings with the Director of Sales and Convention Service Manger ensure that the convention facilities, specifically the conference rooms, are adequate is size and number for our needs. Meetings with the Front Desk Manager will help us coordinate not only an efficient check-in process that fits the unique needs of our organization, but also will help to ascertain the best method of room distribution and usage for the duration of our event. Meetings with the Guest Relation Manager will result in a well-run program hosted for the sake of coach/judge orientation and reception.

Documentation: All correspondence between the hotel management staff will be copied and produced for documentation. Handouts, brochures, and flyers for all of the facilities and the services offered to our organization will be copied and produced. A final copy of the room designation and usage for our organization will be produced. A final copy of the judge/coach orientation and reception will be produced for documentation. Photographs of the event may also be provided

B. Tournament Administration. The actual running of a tournament with 700 participants is an enormous challenge. Every element of tournament operation must be planned and managed by the hosts. Many of these tasks will have to be done in advance of the event, and others will be managed while the activity is underway. Responsibilities of the host for tournament operation include (but are not limited) to the following:

- Facility room identification, evaluation and designation
 - secure conference accommodations from convention center
 - designate rooms according to facility capabilities and tournament needs for the entire week
 - make changes during the event as situations dictate/demand
- Creation and maintenance of online tournament information
 - create a website, Facebook, Instagram and Twitter accounts for the tournament
 - maintenance of daily tournament information for competitor use
 - update postings for each round of competition
 - announcement of semifinal and final round competitors
 - identification/announcement of daily tournament activities
 - posting of all final tournament results upon completion of the tournament
- Creation and maintenance of electronic signage at facility (especially around conference rooms)
 - create master template of daily activities for IT administrator at facility
 - monitor, update and ensure daily accuracy of every room's electronic signage
- Technological acquisition, delivery and maintenance for tournament operation
 - 9 laptop computers
 - 6 table-top printers
 - 1 industrial copy machine
- Acquisition, delivery and upkeep of workplace supplies needed for tournament operation
 - creation and provision of 5,200 ballots (yes, there will be 5,200 speeches)
 - pens
 - paper
 - markers
 - tape
 - post-its
 - card stock 5" x 7" and 8 ½" x 11"
 - 10,200 white address labels - 1" x 2 ½ "
 - etc.
- Creation, acquisition and distribution of identification markers for all participants
 - name tags
 - name tag covers
 - lanyards
- Acquisition, assembly and distribution of registration packets for participants
 - tournament information
 - layout of hotel
 - daily schedule
 - hotel rules/policies for guests
 - T-Shirt design, creation and distribution to all participants
- Creation of tournament theme and implementation/integration of theme throughout tournament
- Creation of tournament logo and implementation/integration of logo throughout tournament
- Visit to 2018 Phi Rho Pi tournament for promotion of 2019 event

- creation of a promotional video
- delivering speeches at the 2018 tournament's closing ceremony
- speaking and coordinating with tournament staff in preparation of 2019 event
- Seeking sponsorships and/or donations
 - gifts for welcome bag
 - donation of supplies for tab room staff
 - cash donation contributions

Plan: I will be working extensively with hotel management staff to make certain that room designations and usage needs for our tournament and business meetings are sufficient in space and number. I will be working with the IT specialists at the Nugget on several occasions to make sure accurate electronic signage/identification is available throughout the facility. I will help to produce/design a website for promotion of our event (hopefully with the assistance of our LPC web guru). I will gather all of the needed/necessary supplies identified above through purchase, donation or loan (hopefully with some of the above being provided by LPC). I will design promotional material for the event.

Documentation: A master-plan of the facility usage for the entire duration of the tournament will be produced for the sabbatical committee. Pictures of the gift bags will be produced for (and, if there are extras, possibly provided to) the sabbatical committee as documentation. Access to our online link showing the tournament's operational website will be provided. A copy of the promotional video will be produced. Copies of logos that were created specifically for the event will be produced. Video of promotional speech delivered at the 2018 tournament will be produced. Pictures of tournament operational rooms (with supplied, copy machines, laptops, etc.) will be provided.

C. Identification of Student Wellness needs and taking such steps necessary to address those needs for the sake of student participants. In order to do this, the following types of projects (but not exclusively limited to these projects) will have to be undertaken:

- Create Welcome Bag for Participants
 - map of neighborhood
 - identification of nearby food/restaurant options
 - map of convention center
 - tournament schedule
 - "swag" donations from sponsors
- Creation of food option/opportunities for students
 - attempt to provide a "food truck" night for the guests
 - securing coupons from local eateries for participants
 - creating buffet options from local eateries for faster service at reasonable prices
- Creating events on 2-3 evenings for competitor enrichment/entertainment
 - yoga/meditation sessions with Craig Kutil or Sophie Rheinheimer (??)
 - ice cream social (??)
 - open mic talent night (??)
 - guest performers (poetry slam, one-act show, musician ??)

Plan: I will assist in the assembly and creation of all items needed for a student wellness bag. I will interact with numerous eateries nearby the convention center to try to secure food at prices that are cheaper than hotel options. I will plan evening activities and find skilled individuals to host them.

Documentation: Pictures of the wellness bags will be produced for (and, if there are extras, possibly provided to) the sabbatical committee as documentation. Correspondence with all eateries will be produced. Pictures of food options provided for the students (outside of the convention facility) will be provided. Any/all correspondence that is created for the sake of enrichment/entertainment activities will be produced. A copy of the tournament schedule identifying entertainment/enrichment activities will be produced. Pictures/videos of entertainment/enrichment activities may be produce.

D. Preparation and planning for the successful operation of the Opening Ceremony, Closing Ceremony, Final Night Entertainment. These activities will be experienced by ALL participants at the event (judges, competitors, tournament staff, coaches, guests). Time and attention will have to be given to (but not limited to) the following tasks:

- Creation and implementation of a theme for Opening Ceremony
- Finding a Keynote Speaker for the opening ceremony
 - meal provision
 - lodging provision
 - fee
- Menu creation
 - standard banquet plate
 - vegetarian plate
 - gluten free plate
- Develop a process for meal distribution to guests (standard, vegetarian or gluten-free)
- Table assignments
- Creation and implementation of theme for Closing Ceremony
- Creation and implementation of theme for final night's entertainment
- Work with hotel management to prepare for the specific needs of each event
 - staffing of banquet
 - security
 - hours of facility availability for each activity (could be problematic on the last night)
- Look to secure fringe entertainment options on the final evening
 - photo booth
 - coach/judge social
 - water/snacks/refreshments

Plan: I will need to have numerous interactions with the Guest Relation Manager to prepare for all of the above activities. These meetings will finalize the food choices, room design, room décor, assigned seating placement and staffing/security personnel. I will also need to solicit individuals outside of the convention center who will be able to fill the roles of: keynote speaker, national anthem singer, sound system manager, and photographer.

Documentation: The final schedule for the opening and closing ceremony will be provided to the sabbatical committee for documentation. All correspondence with the Guest Relation Manager will be copied and provided. Pictures of the opening ceremony and closing ceremony will be provided. All correspondence with individuals solicited for keynote speaking, photographs, national anthems, etc. will be copied and provided. Video of the keynote speech may also be provided.

OBJECTIVE #2 (10%) – Maintenance of the Communication Studies Operational Program Needs. The organizational and management skills I will acquire through the undertaking of running this tournament will pay dividends for the school upon my return to LPC, both as a Discipline Coordinator and Forensics Director. In fact, I intend to apply them to my program immediately. Doing so will ensure value to the district, the program and the students.

A. Enrollment Management

Plan: I will continue to perform the Enrollment Management duties for the Communication Studies program during the 2018/2019 academic year. We are planning to expand our curriculum by offering new courses and online classes for the first time beginning in 2019. Were I not to continue my Enrollment Management responsibilities then Janet Brehe Johnson would be burdened with every element of managing the growing Communication Studies Program while simultaneously directing the Forensics Team.

Documentation: Copies of the submitted Enrollment Management excel spreadsheets with completed discipline plan will be submitted. Copies of all correspondence between appropriate parties documenting the entire process will be submitted.

B. Scheduling

Plan: I will continue to perform the Scheduling duties for the Communication Studies program during the 2018/2019 academic year. I have been the scheduler for the past 15 years. Room assignments have been especially challenging as of late because of the limited number available classrooms and a growing program. Continuing my role as scheduler will ensure continued value to the school and our students.

Documentation: Copies of draft submission for the Communication Studies semester schedule will be provided. Copies of all correspondence between appropriate parties which will document the entire process will be provided. A printout of the final schedule, as found on CLASS-Web, will also be provided.

C. Staffing

Plan: Currently, the nine adjunct faculty members in our part time pool are adequate in number and experience to expertly carry on the task of teaching our growing curriculum. I will continue to perform the Staffing duties for the Communication Studies program during the academic year. This is a role I have managed for the last 15 years. Were the need for additional part-timers to be added to our pool I will solicit candidates and conduct first-contact interviews before sending the candidates to our dean for completion of the interview/hiring process.

Documentation: Copies of all correspondence seeking additional part-time Communication Studies candidates will be provided. If it is legally permitted to do so, copies of the first-contact interview write-ups will be provided. A printout of the final schedule, as found on CLASS-Web, will be offered as proof that all classes have been staffed.

D. Program Review

Plan: I will continue to contribute to the write-up of our discipline's annual Program Review which is due at the beginning of every academic year. I have worked on the Program Review for the last ten years, recently with the assistance of Jim Dobson. It is imperative that continuity exists within this write-up to ensure an adequate and accurate representation of our program's plans, achievements and needs.

Documentation: A copy of the final Program Review document will be provided. Additionally, any notes taken while in correspondence with the Program Review Coordinator (currently Karin Spirn) and/or the Director of Research & Planning (currently Rajinder Samra) will be produced. This documentation may include, but is not limited to, copies of emails, notes taken from staff development workshops, and one-on-one meetings with coordinating individuals.

09/01/2017

Las Positas College
Academic Year 2017-2018

REPORT: SWOINAS.LPC

INSTRUCTOR: HEISLER,T ID: ~~XXXXXXXX~~ DIV: Communication Studies - LPC

COURSE	DAY	TIME	CRN	ROOM	BEGIN	END	FTE	CAH
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Fall 2017

CMST 1	097	R	19:00-21:50	23190	4212	08/16	12/19	.20	3.000
CMST 1	FT1	T R	12:30-15:20	23170	4212	08/16	10/13	.20	3.000
CMST 1	FT2	T R	12:30-15:40	23171	4212	10/16	12/08	.20	3.000
CMST 1	V04	M W	12:30-13:45	23175	4212	08/16	12/19	.20	3.000
CMST 1	V14	T R	16:00-17:15	23185	4212	08/16	12/19	.20	3.000

TEACHING HRS: A= 21.80 B= .00 C= .00 OTHER= .00 TOTAL: 21.800
 CAH HRS: A= 15.000 B= .000 C= .000 OTHER= .000 TOTAL: 15.000

Spring 2018

CMST 1	096	R	19:00-21:50	32934	4213	01/16	05/25	.20	3.000
CMST 1	FT1	T R	12:30-15:20	32917	4212	01/16	03/16	.20	3.000
CMST 1	FT2	T R	12:25-15:25	32918	4212	03/26	05/19	.20	3.000
CMST 1	V04	M W	11:00-12:15	32922	4213	01/16	05/25	.20	3.000
CMST 1	V05	M W	12:30-13:45	32923	4213	01/16	05/25	.20	3.000
CMST 1	V09	T R	11:00-12:15	32927	4212	01/16	05/25	.20	3.000
CMST 1	V12	T R	16:00-17:15	32930	4130	01/16	05/25	.20	3.000

TEACHING HRS: A= 27.00 B= .00 C= .00 OTHER= .00 TOTAL: 27.000
 CAH HRS: A= 21.000 B= .000 C= .000 OTHER= .000 TOTAL: 21.000

Prior (Unbanked) Carry Over Load: .800
 CAH Year Total: 36.000
 Current (Unbanked) Carry Over: 6.800
 Workload Banked Balance: 9.000

INSTRUCTOR SIGNATURE _____ DATE _____
 I HAVE RECEIVED THIS SCHEDULE AND HAVE MADE ANY COMMENTS ON THE REVERSE SIDE.



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
LETTER OF INTENT TO APPLY
FOR SABBATICAL LEAVE OF ABSENCE



TO: Sabbatical Leave Committee
 c/o Vice President, Academic Services

DATE: April 1, [Year] 2017

SUBJECT: LETTER OF INTENT TO APPLY FOR SABBATICAL LEAVE OF ABSENCE
 (Due to the College Office of Academic Services [Day], April 1, 5:00 p.m.*
 Late letters will not be accepted.)

This is to inform the Sabbatical Leave Committee of my intent to apply for a Sabbatical Leave of Absence during the [Year] Academic Year. It is my understanding that this will be accomplished by providing the information requested below: *(Please print in ink or type.)*

Name of Applicant: Hern Kathleen Mary
(Last) (First) (Middle)

W/SSN: XXXXXXXXXXXXXXXXXX
~~XXXXXXXXXXXXXXXXXX~~

Location: Chabot Las Positas College

Anticipated period for which Sabbatical Leave of Absence is intended:
 Semester: Fall Academic Year: 2018
 Semester: Spring Academic Year: 2019

Please note: The contract, in Article 12-1A.3.f, provides as follows:
Because of potential adverse impact on programs, full year Sabbatical Leaves of Absence that start in the Spring Semester, or that are split between two Spring Semesters or two Fall Semesters, must be approved both by the Sabbatical Leave Committee and by the President of the appropriate college.

The Sabbatical Leave Committee will handle this provision as follows: We will review the application. The Committee will not make judgments as to the validity of rationales for split leaves. The Leave proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

Date initially employed by District: full-time: January 2004
(Month) (Day) (Year)

While employed by the District, have you taken a Sabbatical Leave of Absence?
 Yes No

*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.

If "Yes," list the terms and years of the last Sabbatical Leave of Absence taken.

Semester: _____	Academic Year: _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Semester: _____	Academic Year: _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Semester: _____	Academic Year: _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid

Since your initial employment by the District, or date of completion of the last Sabbatical Leave of Absence taken, whichever is later.

(a) Have you taken authorized Leaves of Absence Without Pay?

Yes No If "Yes," list the beginning and ending dates of all such leaves.

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

(b) Have you resigned from District employment and then been rehired by the District?

Yes No If "Yes," list the beginning and ending dates for all such periods of absence.

From: _____ To: _____

From: _____ To: _____

(c) Have you provided any District service outside of the bargaining unit, such as Division Dean, other management positions, or a classified position?

Yes No If "Yes," give the position and dates:

Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____

(d) If you are planning to augment your sabbatical salary with your banked Workload, please be aware that you will need to attach the Workload Banking: Augment Sabbatical Salary form to your application for Sabbatical Leave of Absence. [Appendix B]

I certify to the best of my knowledge that the information provided in this Letter of Intent is true, accurate, and complete.



(Signature)

3/31/17

(Date)

*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.

RECEIVED
APR 3 2017

Dr. Stacy Thompson
Vice President of Academic Services 



RECEIVED

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SEP 14 2017

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

Dr. Stacy Thompson

Vice President of Academic Services

(Pursuant to Agreement between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association) [Article 12-1A.7]

I. General Information

Date of Application: 9-14-17

A. Applicant's Name: Kathleen Hern M.

Location: [X] Chabot [] Las Positas

Division: Language Arts

Discipline: English

B. Has this proposal ever been approved but not funded, or approved, funded, but not taken by the applicant?

Yes [] No [X] If "yes," give date of approval

C. Period of which leave is requested (please list entire period - see note regarding split leaves on next page.)

Semester: Fall Academic Year: 2018

Semester: Spring Academic Year: 2019

D. If you are planning to augment your sabbatical salary with workload bank, please attach the Workload Banking: Augment Sabbatical Salary form to this application.

Applicant's Signature: [Handwritten Signature]

Received and Reviewed by: [Handwritten Signature]

[Handwritten Signature]

Applications due on September 15 by 5:00 p.m. to your college's Office of the Vice President, Academic Services. (Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.) [Article 12-1A.7]

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

This page is for administrative processing and will be filled out by the single responsible Vice President, Academic Services through the recommendation of the Sabbatical Leave Committee or purposes of preparing Board of Trustees' report and employment verification to the District Offices of Human Resources and Payroll.

Applicant's Name: Hern, Kathleen

W / SSN: ~~XXXXXXXXXX~~

Date application received: September 14, 2017

A. Seniority Number 644
(Article 12-1A.3b.)

B. Priority Ranking assigned number: 6 in a group of 15

C. Workload Banking: Augment Sabbatical Salary Requested

Yes No

D. Workload Banking: Augment Sabbatical Salary Form Received

Yes No

Date Received: _____

E. Vice President, Academic Services verification of banked workload:

N/A
initials

F. Type of Sabbatical Leave of Absence Approved:

Paid Sabbatical

Unpaid Sabbatical

Please print name of Vice President that prepared: Stacy Thompson Date: _____
Completed: _____

Application for Sabbatical Leave of Absence
Katie Hern, Chabot College

I. General Information

A. Date of Application: September 13, 2017

Name: Hern, Kathleen Mary

College: Chabot

Division: Language Arts

Dept.: English

B. Has this proposal ever been approved but not funded, or approved, funded, but not taken by the applicant? NO

C. Period of which leave is requested:

Academic Year 2018-19

D. If you are planning to augment your sabbatical salary with workload bank, please attach the Workload Banking: Augment Sabbatical Salary form to this application. NO

II. Purpose of Leave

The purpose of my sabbatical is to strengthen my practice as a culturally responsive, equity-minded English instructor, so that I can support the learning of all of my students while narrowing or eliminating racial achievement gaps. I will pay particular attention to how to support the success of men of color, who face disproportionate inequities in community colleges.

III. Specific Objectives

Objective 1: I will participate in at least 84 hours of trainings and conference workshops focused on racial equity in higher education, culturally responsive pedagogy, and other topics related to improving outcomes for students of color (20%).

Plan: Trainings/conferences will depend of offerings available during the sabbatical year, but they are expected to include the following:

- “Teaching Men of Color in the Community College”
I plan to participate in this 15-hour online training facilitated by Dr. Luke Wood and Dr. Frank Harris at the Center for Organizational Responsibility and Advancement, San Diego State University.
- “Racial Microaggressions”
I plan to participate in this 15-hour online training facilitated by Dr. Luke Wood at the Center for Organizational Responsibility and Advancement, San Diego State University.
- Strengthening Student Success Conference - Fall 2018
I plan to attend equity-focused sessions at the 3-day annual student success conference for California community colleges.
- National Conference on Race and Ethnicity in Higher Education - Spring 2019
I plan to attend this 4-day annual conference hosted by the Southwest Center for Human Relations Studies housed at the University of Oklahoma. From the NCORE website: “The conference focuses on the complex task of creating and sustaining comprehensive institutional change designed to improve racial and ethnic relations on campus and to expand opportunities for educational access and success by culturally diverse, traditionally underrepresented populations.”
- Acceleration across California – Spring 2019
I plan to attend equity-focused sessions at this 3-day annual conference hosted by the California Acceleration Project. From CAP website: “The California Acceleration Project supports California colleges to transform remediation to increase student completion and equity.”

Documentation:

- Certificates of completion of trainings, when available (e.g., “Teaching men of color” and “Racial microaggressions”)
- Proof of registration and conference programs
- A short summary of key ideas and information from trainings/conferences

Objective 2: I will read at least 12 books and 24 articles/reports on equity, students of color in higher education, culturally responsive pedagogy, and related topics, including texts for consideration for course adoption in Objective 3. (40%)

Plan: My complete reading list will be informed by the trainings and reading I do during the sabbatical year, but a preliminary list includes the following:

Books:

- *Teaching Men of Color in the Community College* by Luke Wood and Frank Harris (Montezuma Publishing, 2015)
- *Culturally Responsive Teaching and the Brain* by Zaretta Hammond (Corwin Press, 2014)
- *The Art of Critical Pedagogy: Moving from Theory to Practice in Urban Schools* by Jeffrey Duncan-Andrade (Peter Lang, 2008)
- *Sentipensante (Sensing/Thinking) Pedagogy* by Laura Rendon (Stylus, 2014)
- *For White Folks who Teach in the Hood...and the Rest of Y'all Too: Reality Pedagogy and Urban Education* by Christopher Emdin (Beacon Press, 2016)
- *Between the World and Me* by Ta-Nehisi Coates (Penguin, 2015)
- *Teaching to Transgress* by bell hooks (Routledge, 1994)
- *Racism without Racists: Color-blind racism and the persistence of racial inequality in America* by Eduardo Bonilla-Silva (Bowman & Littlefield, 5th edition 2018)
- *The Latino Threat: Constructing Immigrants, Citizens, and the Nation* by Leo R. Chavez (Stanford University Press, 2nd edition 2013)
- *America's Unmet Promise: The Imperative for Equity in Higher Education* by Witham, K.; Malcom-Piqueux, L.E.; Dowd, A.C.; & Bensimon, E.M. (the American Association of Colleges and Universities, 2015).
- *Culturally responsive teaching: Theory, research, and practice* by G. Gay (Teachers' College, Columbia University, 2010)

Reports/Chapters/Articles

- Gardenhire-Crooks, A., Collado, H., Martin, K., & Castro, A. (2010). *Terms of engagement: Men of color discuss their experiences in community college*. New York, NY: MDRC.
- Harris III, F., & Wood, J. L. (2014). *Examining the status of men of color in California community colleges: Recommendations for state policymakers*. San Diego, CA: Minority Male Community College Collaborative.
- Harris III, F., Felix, E. R., Bensimon, E. M., Wood, J. L., Mercado, A., Monge, O. & Falcon, V. (2017). *Supporting men of color in community colleges: An examination of promising practices and California student equity plans*. San Francisco, CA: College Futures Foundation.

- *Diversity and Democracy: The Equity Imperative*, Special issue of publication by the American Association of Colleges & Universities (Winter 2016)
- The Seven Centers Report (2014). *Advancing the success of boys and men of color: Recommendations for policy makers*. Contributions from The Center for the Study of Race and Equity in Education, Minority Male Community College Collaborative, Morehouse Research Institute, Project MALES and the Texas Education Consortium for Male Students of Color, Todd Anthony Bell National Resource Center on the African American Male, Black Male Institute, Wisconsin's Equity and Inclusion Laboratory. San Diego, CA: Printing Office.
- *Aspirations to Achievement: Men of Color in Community Colleges*, Community Colleges Survey of Student Engagement (2014)
- *Black Minds Matter: Supporting the Educational Success of Black Children in California*, by the Education Trust-West (2015)

Documentation:

- An annotated bibliography of texts read, with an emphasis on applying key ideas to the learning and success of Chabot College students

Objective 3: I will use what I have learned during Objectives 1 and 2 to develop a culturally relevant, thematic English composition course to teach after my sabbatical; I will also prepare a packet of materials so that other faculty can teach or adapt the course themselves (e.g., part-time faculty), including a syllabus, course texts, tests/assignments, and descriptions of classroom activities. (40%)

Plan:

- Define course theme and identify relevant texts (books, articles, videos, etc.)
- Design the major assignments/tests/projects/rubrics for the course
- Develop in-class activities that support students to engage course texts and prepare for major assignments
- Develop a set of classroom routines that support belonging/community among diverse student populations
- Develop/revise class policies to better support equitable outcomes (e.g., grading and revision policies)

Documentation:

- A shareable packet of class materials for use by other faculty (pdf version to be available online – e.g., English dept. website/my own Chabot faculty page)



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
LETTER OF INTENT TO APPLY
FOR SABBATICAL LEAVE OF ABSENCE



RECEIVED

TO: Sabbatical Leave Committee
 c/o Vice President of Academic Services

APR 04 2017

Dr. Stacy Thompson
 Vice President of Academic Services

DATE: April 4, 2016

SUBJECT: LETTER OF INTENT TO APPLY FOR SABBATICAL LEAVE OF ABSENCE (Due to the College Office of Academic Services Monday, April 4 at 5:00 pm. Late letters will not be accepted.)

This is to inform the Sabbatical Leave Committee of my intent to apply for a Sabbatical Leave of Absence during the 2017–18 Academic Year. It is my understanding that this will be accomplished by providing the information requested below: *(Please print in ink or type.)*

Name of Applicant: Kalyagin Dmitriy
 (Last) (First) (Middle)

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: Spring Academic Year: 2019
 Semester: _____ Academic Year: _____

Please note: The contract, in Article 12-1A.3.f, provides as follows:

Because of potential adverse impact on programs, full year Sabbatical Leaves of Absence that start in the Spring Semester, or that are split between two Spring Semesters or two Fall Semesters, must be approved both by the Sabbatical Leave Committee and by the President of the appropriate college.

The Sabbatical Leave Committee will handle this provision as follows: We will review the application. The Committee will not make judgments as to the validity of rationales for split leaves. The Leave proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

Date initially employed by District: August 1, 2000
 (Month) (Day) (Year)

While employed by the District, have you taken a Sabbatical Leave of Absence?

Yes No

If "Yes," list the terms and years of the last Sabbatical Leave of Absence taken.

Semester: Spring Academic Year: 2010 Paid Unpaid
Semester: _____ Academic Year: _____ Paid Unpaid
Semester: _____ Academic Year: _____ Paid Unpaid

Since your initial employment by the District, or date of completion of the last Sabbatical Leave of Absence taken, whichever is later.

(a) Have you taken authorized Leaves of Absence Without Pay?

Yes No If "Yes," list the beginning and ending dates of all such leaves.

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

(b) Have you resigned from District employment and then been rehired by the District?

Yes No If "Yes," list the beginning and ending dates for all such periods of absence.

From: _____ To: _____

From: _____ To: _____

(c) Have you provided any District service outside of the bargaining unit, such as Division Dean, other management positions, or a classified position?

Yes No If "Yes," give the position and dates:

Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____

(d) If you are planning to augment your sabbatical salary with your banked Workload, please be aware that you will need to attach the Workload Banking: Augment Sabbatical Salary form to your application for Sabbatical Leave of Absence. [Appendix B]

I certify to the best of my knowledge that the information provided in this Letter of Intent is true, accurate, and complete.

(Signature)

April 3, 2017

(Date)



RECEIVED

SEP 8 2017

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Dr. Stacy Thompson

Vice President of Academic Services

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

(Pursuant to Agreement between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association) [Article 12-1A.7]

I. General Information *(please print or type)*

Date of Application: September 7, 2017

A. Applicant's Name: Kalyagin Dmitriy

Location: Chabot Las Positas

Division: Applied Technology & Business

Discipline: Business

B. Has this proposal ever been approved but not funded, or approved, funded, but not taken by the applicant?

Yes No If "yes," give date of approval _____

C. Period of which leave is requested (please list **entire** period – see note regarding split leaves on next page.)

Semester: Spring Academic Year: 2018-2019

Semester: _____ Academic Year: _____

D. If you are planning to augment your sabbatical salary with workload bank, please attach the Workload Banking: Augment Sabbatical Salary form to this application.

Applicant's Signature: *Dm. Kalyagin*

Received and Reviewed by: *Kristi Jirina*

Administrative Services Signature

Stacy Thompson 9/21/17

Vice President, Academic Services Signature

Applications due on September 15 by 5:00 p.m. to your college's Office of the Vice President, Academic Services. (Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.) [Article 12-1A.7]

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

This page is for administrative processing and will be filled out by the single responsible Vice President, Academic Services through the recommendation of the Sabbatical Leave Committee or purposes of preparing Board of Trustees' report and employment verification to the District Offices of Human Resources and Payroll.

Applicant's Name: Kalyagin, Dmitriy

W / SSN: ~~XXXXXXXXXX~~

Date application received: September 8, 2017

A. Seniority Number 590
(Article 12-1 A.3b)

B. Priority Ranking assigned number: 13 in a group of 15

C. Workload Banking: Augment Sabbatical Salary Requested

Yes No

D. Workload Banking: Augment Sabbatical Salary Form Received

Yes No

Date Received: _____

E. Vice President, Academic Services verification of banked workload:

A/A
(initials)

F. Type of Sabbatical Leave of Absence Approved:

Paid Sabbatical

Unpaid Sabbatical

Please print name of Vice President that prepared: Stacy Horn Date: 9/21/17
Completed: _____

APPLICATION FOR SABBATICAL LEAVE

Dmitriy Kalyagin, Business Department, Chabot College
(applying for Spring 2019)

II. Purpose of the Sabbatical Leave of Absence:

During my Sabbatical Leave of Absence (for one semester), I plan to devote my time to completing various accounting classes at one of the Bay Area community colleges.

The purpose of my Sabbatical Leave of Absence would be to:

1. Update and improve my ability to teach various accounting subjects.
2. Stay current in the field of accounting and of its various areas (e.g. managerial, tax, government, nonprofit accounting, and/or auditing).
3. Improve my ability to update accounting curriculum, programs (certificates and degrees), and to coordinate Chabot accounting part-time faculty.

The benefits to Chabot College will be my improved skills in teaching accounting classes, knowledge of current accounting practices, better ability to hire/train/retain accounting part-time faculty, and improved ability to further develop accounting curriculum at Chabot College.

III. Specific Objectives, Plan for Achieving these Objectives, and Documentation.

Objective 1: Complete a minimum of 12 undergraduate units (semester unit equivalents) at local community college(s) of various accounting subjects.

Plan:

During the leave, I will enroll and complete with passing grade at least 12 undergraduate semester units at one or more of the following community colleges: College of San Mateo, DeAnza College, Foothill College, etc. Some of the possible courses I am targeting will include (but will not be limited to) the following courses/subjects:

- Accounting Ethics
- Forensic Accounting (or Fraud Examination)
- Government and Nonprofit Accounting
- Managerial Accounting / Cost Accounting
- Auditing
- Accounting Cycle Survey / Time Value of Money Survey
- Tax Accounting/Software

Documentation:

I will provide an official transcript of completed courses.



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
**LETTER OF INTENT TO APPLY
 FOR SABBATICAL LEAVE OF ABSENCE**



TO: Sabbatical Leave Committee
 c/o Vice President, Academic Services

RECEIVED
MAR 29 2017
 Dr. Stacy Thompson
 Vice President of Academic Services

DATE: April 1, [Year]

SUBJECT: LETTER OF INTENT TO APPLY FOR SABBATICAL LEAVE OF ABSENCE
 (Due to the College Office of Academic Services [Day], April 1, 5:00 p.m.*
 Late letters will not be accepted.)

This is to inform the Sabbatical Leave Committee of my intent to apply for a Sabbatical Leave of Absence during the [Year] Academic Year. It is my understanding that this will be accomplished by providing the information requested below: *(Please print in ink or type.)*

Name of Applicant: LeBell Ann Rachel
 (Last) (First) (Middle)

W/SSN: ~~XXXXXXXXXXXX~~

Location: Chabot Las Positas College

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: Fall Academic Year: 2018
 Semester: _____ Academic Year: _____

Please note: The contract, in Article 12-1A.3.f, provides as follows:

Because of potential adverse impact on programs, full year Sabbatical Leaves of Absence that start in the Spring Semester, or that are split between two Spring Semesters or two Fall Semesters, must be approved both by the Sabbatical Leave Committee and by the President of the appropriate college.

The Sabbatical Leave Committee will handle this provision as follows: We will review the application. The Committee will not make judgments as to the validity of rationales for split leaves. The Leave proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

Date initially employed by District: 08 10 2001
 (Month) (Day) (Year)

While employed by the District, have you taken a Sabbatical Leave of Absence?
 Yes No

*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.

If "Yes," list the terms and years of the last Sabbatical Leave of Absence taken.

Semester: <u>Fall</u>	Academic Year: <u>2001</u>	<input checked="" type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Semester: <u>Spring</u>	Academic Year: <u>2002</u>	<input checked="" type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Semester: _____	Academic Year: _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid

Since your initial employment by the District, or date of completion of the last Sabbatical Leave of Absence taken, whichever is later.

(a) Have you taken authorized Leaves of Absence Without Pay?

Yes No If "Yes," list the beginning and ending dates of all such leaves.

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

(b) Have you resigned from District employment and then been rehired by the District?

Yes No If "Yes," list the beginning and ending dates for all such periods of absence.

From: _____ To: _____

From: _____ To: _____

(c) Have you provided any District service outside of the bargaining unit, such as Division Dean, other management positions, or a classified position?

Yes No If "Yes," give the position and dates:

Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____

(d) If you are planning to augment your sabbatical salary with your banked Workload, please be aware that you will need to attach the Workload Banking: Augment Sabbatical Salary form to your application for Sabbatical Leave of Absence. [Appendix B]

I certify to the best of my knowledge that the information provided in this Letter of Intent is true, accurate, and complete.


(Signature)

3/28/2017
(Date)

*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT



APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

(Pursuant to Agreement between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association) [Article 12-1A.7]

I. General Information *(please print or type)*

Date of Application: Sept. 12, 2017

RECEIVED

SEP 13 2017

Dr. Stacy Thompson
Vice President of Academic Services

A. Applicant's Name: LePell Ann Rachel
(last) (first) (middle)

Location: Chabot Las Positas

Division: Arts, Media and Communications

Discipline: Theater Arts

B. Has this proposal ever been approved but not funded, or approved, funded, but not taken by the applicant?

Yes No If "yes," give date of approval _____

C. Period of which leave is requested (please list entire period – see note regarding split leaves on next page.)

Semester: Fall 2018 Academic Year: 2018 - 2019

Semester: Spring 2019 Academic Year: 2019 - 2020

D. If you are planning to augment your sabbatical salary with workload bank, please attach the Workload Banking: Augment Sabbatical Salary form to this application.

Applicant's Signature: [Signature]

Received and Reviewed by: [Signature]
Administrator's Signature

[Signature]
Vice President, Academic Services Signature

Applications due on September 15 by 5:00 p.m. to your college's Office of the Vice President, Academic Services. (Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.) [Article 12-1A.7]

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

This page is for administrative processing and will be filled out by the single responsible Vice President, Academic Services through the recommendation of the Sabbatical Leave Committee or purposes of preparing Board of Trustees' report and employment verification to the District Offices of Human Resources and Payroll.

Applicant's Name: LePell, Ann Rachel

W / SSN: ~~571-311-9090~~

Date application received: September 13, 2017

A. Seniority Number 522
(Article 12-1A.39)

B. Priority Ranking assigned number: 5 in a group of 15

C. Workload Banking: Augment Sabbatical Salary Requested
Yes No

D. Workload Banking: Augment Sabbatical Salary Form Received
Yes No Date Received: _____

E. Vice President, Academic Services verification of banked workload: N/A
initials

F. Type of Sabbatical Leave of Absence Approved:
Paid Sabbatical
Unpaid Sabbatical

Please print name of Vice President that prepared: Glacy Thompson Date: 9/21/17
Completed: _____

I. Purpose of Leave

Sabbatical Leaves of Absence may be granted for purposes of study or travel of a kind and in an amount that will so improve and update capabilities that during future employment the unit member will be of increased value to the District and to the students of the District.

Article 12-1A.1 Agreement Between Chabot-Las Positas Community College District and the Chabot-Las Positas Faculty Association (July 1, 2015 - June 30, 2018).

In a general statement, explain how your proposal is related to the above statement.

During my sabbatical leave, my objective is to improve my teaching effectiveness so as to improve student success as they pursue their academic and professional goals. I will be researching and practicing innovative classroom methods and pedagogy that explore expanding students' learning potential as they (the students) begin to better understand and control their "states" of learning**. This work shall increase students' ability to comprehend and retain new ideas presented to them in both traditional classroom study, as well as practical application settings. In addition to this research, I will be writing a play that expresses some of its findings.

** -- It may be helpful to the readers of the document to have a clearer understanding of the term "states" of learning, as this language/this concept permeates this application for sabbatical leave.

We are beginning to understand that our physical, psychological, and even spiritual states of mind affect our ability to comprehend new ideas and our ability to remember these ideas. Furthermore, we are learning about the use of "play" in the chemical, neurological parts of the brain, that enhance learning. As an educational community, and as mental health community, and as a medical community, this is cutting-edge research. It has long been known that *active learning* is key to student success, but this new research examines the neurological evidence involved in stimulation, in the role of chemicals such as serotonin, dopamine and cortisol. These chemicals affect the neural receptors, the synaptic activity in the cerebral cortex of the brain, and therefore our ability to see/hear/absorb new ideas. Furthermore, this new data sheds light on the role of anxiety in learning, both positively and negatively. We are also discovering the possibility that physicality, mild exercise, while thinking, analyzing, can stimulate the brain in such ways as to enhance learning. In short, the new discoveries in neural science, the frontier of 21st Century medicine, has potential impact on pedagogy at all levels of learning. I call this the "states" of learning because it refers to chemical/neurological states within the whole body that affect our sense of play, our sense of new ideas, our sense of effective learning.

Because of potential adverse impact on programs, full year Sabbatical Leaves of Absence that start in the Spring Semester, or that are split between two (2) Spring Semesters or two (2) Fall Semesters, must be approved both by the Sabbatical Leave Committee and by the President of the appropriate college.

Article 12-1A.3f. Agreement Between Chabot-Las Positas Community College District and the Chabot-Las Positas Faculty Association (July 1, 2015 - June 30, 2018).

The Sabbatical Leave Committee will handle this provision as follows: We will review the application. The Committee will not make judgments as to the validity of rationales for split leaves. The Leave proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split provided by the applicant. The President should consult with the appropriate Vice President and Dean prior to making a decision.

If you are applying for a split Sabbatical Leave of Absence as described above, please include a statement of rational for the split.

(Please type) Intentionally left blank.

III. Specific Objectives and Methods for Achieving These Objectives

During my Sabbatical Leave of Absence

1. I will update and improve my ability to teach Theater Arts, as well as other subjects.
2. I will initiate a research project that explores the efficacy and innovation of pedagogy that examines the “states” of learning.
3. I will write a play that reflects and explores my research and findings.

The benefits to Chabot College could be . . .

1. Enhance student success.
2. Offer other faculty and staff an opportunity to explore alternative classroom methodologies.
3. Increase productivity by expanding enrollment options for students in the arts and other fields.

III. Specific Objectives, Plan for Achieving these Objectives, and Documentation.

Objective 1: To update and improve my ability to teach Theater Arts (and other subjects) at my college. (33.3%)

Plan: To spend a year as a student, practicing methods in the “states” of learning in the Department of Education at the University of California, Berkeley, as well as other Universities and research programs in the U.S. (possibly abroad, online). This may include *specific theater arts curricula* i.e. acting, playwriting, theater history, as well as /or other specific subject matter, i.e. world history, math, anthropology.

Documentation: I will provide an official transcript and/or record of attendance, including a self-assessment of this work. This may necessitate letters from instructors or researchers of seminars and discussions as well.

Objective 2: To initiate a research project that explores the efficacy and innovation of pedagogy that examines the “states” of learning. 33.3 %

Plan: I will observe and/or participate in at least 3 presentations and workshops that are exploring the efficacy of the “states of learning.” I will collect pertinent, current data on the efficacy of this cutting edge research, analyze said data and write a report summarizing my findings. I will draft workshop outlines and lesson plans that may be included in future syllabi and/or college flex day activities.

Documentation:

- a. I will submit a log of the various presentations described above, including all handouts and presentation instructional materials.
- b. I will provide the data that is described above, as well as my summary.
- c. I will submit letters and/or other documents from professionals with whom I’ve made substantive contact during my research, i.e. authors of current articles, if I have entered into a correspondence with these experts.

Objective 3: I will write a play that reflects and explores my research and findings. 33.3 %

Plan: In the course of my observation and research, I will be collecting not only information and ideas, but also *inspiration for a creative expression* of such material. I will draft a play that reflects all this work, by creating characters and a dramatic story that examines what we know and what we *might know* in the future about the “states” of learning.

Documentation:

- a. I will submit a draft of this play, including in depth character dialogue and descriptions, linking those attributes to specific findings in my research and observations.
- b. I will hold a staged reading of the script in a public forum, open to all the Chabot community.
- c. I will hold a talkback session after the reading, to further our understanding of the new discoveries in the “states” of learning.

09/21/2017

Chabot College
Academic Year 2017-2018

REPORT: SWOINAS.CHA

INSTRUCTOR: LE PELL,A ID: ~~XXXXXXXX~~ DIV: Fine Arts and Humanities

COURSE	DAY	TIME	CRN	ROOM	BEGIN	END	FTE	CAH
--------	-----	------	-----	------	-------	-----	-----	-----

Summer 2017

THTR 1	061	MTWR	10:00-12:05	10394	1328	06/19	07/27	.20	3.000
THTR 12	061	TWR	12:30-16:20	10122	854	06/19	07/27	.26	4.000

TEACHING HRS:	A=	21.20	B=	.00	C=	.00	OTHER=	.00	TOTAL:	21.20
CAH HRS:	A=	7.000	B=	.000	C=	.000	OTHER=	.000	TOTAL:	7.000

Fall 2017

THTR 10	001	T R	10:30-11:45	20547	1904	08/16	12/19	.20	3.000
THTR 12	001	M W	10:00-11:50	22156	1904	08/16	12/19	.32	4.800
THTR 16A	001	M	14:00-17:20	21571	805	08/28	12/11	.20	3.000
THTR 16B	001	M	14:00-17:20	21572	805	08/28	12/11		
THTR 16C	001	M	14:00-17:20	21573	805	08/28	12/11		
THTR 16D	001	M	14:00-17:20	21574	805	08/28	12/11		
THTR 30A	001	T R	13:00-14:15	21559	1257	08/16	12/19	.20	3.000
THTR 30B	001	T R	13:00-14:15	21560	1257	08/16	12/19		
THTR 30C	001	T R	13:00-14:15	21561	1257	08/16	12/19		
THTR 30D	001	T R	13:00-14:15	21562	1257	08/16	12/19		

TEACHING HRS:	A=	13.60	B=	.00	C=	.00	OTHER=	.00	TOTAL:	13.60
CAH HRS:	A=	13.800	B=	.000	C=	.000	OTHER=	.000	TOTAL:	13.800

Prior (Unbanked) Carry Over Load:	8.210
CAH Year Total:	20.800
Current (Unbanked) Carry Over:	14.010
Workload Banked Balance:	.000

INSTRUCTOR SIGNATURE _____ DATE _____
 I HAVE RECEIVED THIS SCHEDULE AND HAVE MADE ANY COMMENTS ON THE REVERSE SIDE.



**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
LETTER OF INTENT TO APPLY
FOR SABBATICAL LEAVE OF ABSENCE**



RECEIVED
MAR 15 2017
VP ACADEMIC SERVICES
LAS POSITAS COLLEGE

TO: Sabbatical Leave Committee
c/o Vice President, Academic Services

DATE: April 1, ²⁰¹⁷ [Year]

SUBJECT: LETTER OF INTENT TO APPLY FOR SABBATICAL LEAVE OF ABSENCE
(Due to the College Office of Academic Services [Day], April 1, 5:00 p.m.*
Late letters will not be accepted.)

This is to inform the Sabbatical Leave Committee of my intent to apply for a Sabbatical Leave of Absence during the [Year] Academic Year. It is my understanding that this will be accomplished by providing the information requested below: *(Please print in ink or type.)*

Name of Applicant: MORRIS JASON MARVIN
(Last) (First) (Middle)

W/SSN: ~~XXXXXXXXXXXX~~

Location: Chabot Las Positas College

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: Fall Academic Year: 2018-19
Semester: Spring Academic Year: 2018-19

Please note: The contract, in Article 12-1A.3.f, provides as follows:

Because of potential adverse impact on programs, full year Sabbatical Leaves of Absence that start in the Spring Semester, or that are split between two Spring Semesters or two Fall Semesters, must be approved both by the Sabbatical Leave Committee and by the President of the appropriate college.

The Sabbatical Leave Committee will handle this provision as follows: We will review the application. The Committee will not make judgments as to the validity of rationales for split leaves. The Leave proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

Date initially employed by District: January 2001
(Month) (Day) (Year)

While employed by the District, have you taken a Sabbatical Leave of Absence?
 Yes No

*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.

If "Yes," list the terms and years of the last Sabbatical Leave of Absence taken.

Semester: _____	Academic Year: _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Semester: _____	Academic Year: _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid
Semester: _____	Academic Year: _____	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid

Since your initial employment by the District, or date of completion of the last Sabbatical Leave of Absence taken, whichever is later.

(a) Have you taken authorized Leaves of Absence Without Pay?

Yes No If "Yes," list the beginning and ending dates of all such leaves.

From: _____	To: _____
From: _____	To: _____
From: _____	To: _____

(b) Have you resigned from District employment and then been rehired by the District?

Yes No If "Yes," list the beginning and ending dates for all such periods of absence.

From: _____	To: _____
From: _____	To: _____

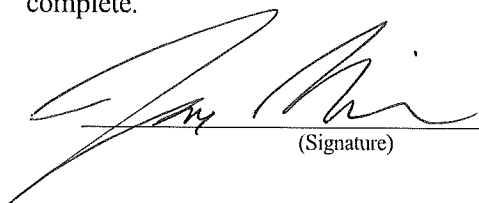
(c) Have you provided any District service outside of the bargaining unit, such as Division Dean, other management positions, or a classified position?

Yes No If "Yes," give the position and dates:

Position: _____	From: _____	To: _____
Position: _____	From: _____	To: _____
Position: _____	From: _____	To: _____

(d) If you are planning to augment your sabbatical salary with your banked Workload, please be aware that you will need to attach the Workload Banking: Augment Sabbatical Salary form to your application for Sabbatical Leave of Absence. [Appendix B]

I certify to the best of my knowledge that the information provided in this Letter of Intent is true, accurate, and complete.



(Signature)

3/6/2017

(Date)

*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.



RECEIVED

SEP 15 2017

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

ACADEMIC SERVICES
LAS POSITAS COLLEGE

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

RECEIVED
SEP 14 2017
STEMPS Division
Las Positas College

(Pursuant to Agreement between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association) [Article 12-1A.7]

I. General Information (please print or type)

Date of Application: 9/14/2017

A. Applicant's Name: Morris Jason Marvin
(last) *(first)* *(middle)*

~~XXXXXXXXXX~~
~~XXXXXXXXXX~~

Location: Chabot Las Positas

Division: MSEPS

Discipline: Mathematics

B. Has this proposal ever been approved but not funded, or approved, funded, but not taken by the applicant?
Yes No If "yes," give date of approval _____

C. Period of which leave is requested (please list entire period – see note regarding split leaves on next page.)

Semester: Fall Academic Year: 2018

Semester: Spring Academic Year: 2019

D. If you are planning to augment your sabbatical salary with workload bank, please attach the Workload Banking: Augment Sabbatical Salary form to this application.

Applicant's Signature: _____

Received and Reviewed by: Nan Ho 9-14-17
Administrator's Signature

[Signature]
Vice President, Academic Services Signature

Applications due on September 15 by 5:00 p.m. to your college's Office of the Vice President, Academic Services. (Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.) [Article 12-1A.7]

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

This page is for administrative processing and will be filled out by the single responsible Vice President, Academic Services through the recommendation of the Sabbatical Leave Committee or purposes of preparing Board of Trustees' report and employment verification to the District Offices of Human Resources and Payroll.

Applicant's Name: Morris, Jason

W / SSN: ~~XXXXXXXXXX~~
~~XXXXXXXXXX~~

Date application received: September 15, 2017

A. Seniority Number 596
(Article 12-1A.3b.)

B. Priority Ranking assigned number: 2 in a group of 15

C. Workload Banking: Augment Sabbatical Salary Requested

Yes No

D. Workload Banking: Augment Sabbatical Salary Form Received

Yes No

Date Received: _____

E. Vice President, Academic Services verification of banked workload:


(initials)

F. Type of Sabbatical Leave of Absence Approved:

Paid Sabbatical

Unpaid Sabbatical

Please print name
of Vice President that prepared:

Don Morris

Date:

Completed:

09/20/17

Jason Morris 2017-2018 Sabbatical Application Input

Improve and Update Capabilities

My overall objectives are:

1. To update and improve my ability to teach STEM courses in mathematics and
2. To update and extend my ability to conduct research in the field of applied mathematics
3. To design and build a damped mass-spring frequency-preserving oscillator and/or its RLC-circuit equivalent to be used as a teaching demo in Math 5. (Ordinary Differential Equations)

I will perform original research in applied mathematics resulting in two papers to be submitted for publication in a refereed journal. These advanced applications will enable me to provide real-world examples for students of the use of mathematics in a research setting. The research will utilize advanced analytical and numerical methods of integration, differential equations, and matrix theory to solve differential equations arising in the study generalized oscillators. This problem is important for modeling of dissipation for engineered earthquake protection of buildings and for the modeling of dissipation in many other engineered systems. I will be using advanced methods of integration, linear algebra, solution of ordinary differential equations, numerical methods, and distribution theory, all of which will motivate and focus the applicability of my teaching to applied problems for my STEM students. The research will involve extensive use of the capabilities of the software packages; Scientific Workplace, MatLab, and Mathematica. (100%)

Specific Objectives (see attached appendix for theory to begin tasks 1-4)

Objectives 1, 2, and 3 are satisfied by all four tasks described below:

1. Plan: My colleague, Melissa Morris, and I will develop coupled differential equations describing the generalized one-dimensional oscillator that involves two types of dissipation and will solve the resulting equations. We will write a paper summarizing the results. (20%)
Documentation: paper submitted end of Oct. 2018
2. Plan: I will develop analytical and numerical methods to solve the competing fractional differential equation used to model dissipation in structures. I will write a paper summarizing the results. (30%)
Documentation: paper submitted end of March 2019
3. Plan: I will perform a comparison of the simplicity of use and accuracy of the two competing methods and I and will write a paper summarizing the results, which will be submitted for publication in a refereed journal. (30%)
Documentation: paper submitted June 2019
4. Plan: With the generalized oscillator in mind, it would be interesting to conduct experiments with mass-spring systems (and/or with their RLC-circuit analogs). For example, in the lab, I will choose the components and conditions required for a frequency-preserving oscillator and compare the system's actual behavior with the theoretical predictions made here. The goal is to

then use this experiment in the classroom for Math 5 (Ordinary Differential Equations) when either mass-spring systems and/or RLC-circuits are covered. Afterwards a detailed lab report outlining the construction and results will be supplied to the sabbatical leave committee. (20%)

Documentation: lab report submitted June 2019

A GENERALIZED DAMPED OSCILLATOR

ABSTRACT. The model for a damped oscillator is generalized to include the possibility of an extra mechanism for dissipation. For one choice of parameters, this model yields the classic case of the damped simple harmonic oscillator. However, for another choice, it is possible to obtain a special kind of oscillator that preserves its undamped frequency. Furthermore, the generalized oscillator proposed here, including the frequency-preserving case, appear to have a physical basis. In APPENDIX C, a connection is made to the fractional and hysteretic damping models, commonly used in structural mechanics.

CONTENTS

1. The Model	1
2. The Solution	2
2.1. The Displacement	4
Appendix A. An Analog: The RLC-Circuit	5
Appendix B. Diagonalization and Exponentiation of M	5
Appendix C. Viscous, Hysteretic, and Fractional Damping	7
References	8

1. THE MODEL

Consider a weight with constant mass M attached to a spring and allowed to move in only one Cartesian spatial direction, x . The system oscillates with (undamped) angular frequency $\omega_o > 0$ about some fixed equilibrium position,

$$x = x_o. \quad (1.1)$$

Furthermore, the system is surrounded by a fluid, which causes the moving weight to experience friction with a constant friction coefficient $\beta_f \geq 0$. Although it is not typical, let us further assume there may be internal damping from the spring, without which, one has the usual case of a simple harmonic oscillator.¹

The problem with no internal damping is commonly modeled with the following two variables: the x -component of the weight's displacement, defined to be

$$u = x - x_o, \quad (1.2)$$

and the x -component of its velocity, denoted as v , and these are, of course, related to one other by

$$v = \frac{du}{dt}. \quad (1.3)$$

For the internally damped problem, instead of the variables u and v , we prefer to work with their extensive counterparts:² the restoring force, F , acting on the weight, whose simple harmonic part is given by Hooke's law:

$$F_{\text{sh}} = -M\omega_o^2 u, \quad (1.4)$$

and the momentum of the weight,

$$P = Mv. \quad (1.5)$$

Date: September 4, 2017.

¹In APPENDIX A, we present an RLC circuit analog to this problem.

²Extensive quantities are ones, like momentum, force, and energy, that are additive and reflect "amount." Working with variables of this type allows for a clearer physical interpretation of the generalization proposed below.

Assuming the system to be near equilibrium with no external forces such as gravity acting on it, we propose that the system described above may be modelled by the following coupled linear O.D.E.'s:

$$\frac{dF}{dt} = -\omega_o^2 P - b_i F \quad (1.6)$$

$$\frac{dP}{dt} = F - b_e P, \quad (1.7)$$

where the internal damping coefficient, b_i , and the external damping coefficient,

$$b_e \equiv \frac{\beta_f}{M}, \quad (1.8)$$

are assumed to be constant, non-negative and to have units of 1/time. On the right-hand side of equation (1.6), the first term represents the simple harmonic part of F 's rate of change computed by differentiating (1.4) and employing (1.3) and (1.5), and the second term introduces dissipation due to internal damping in the spring. Equation (1.7) arises from the assumption that the total force dP/dt on the weight is due to the restoring force F and the friction force $-b_e P$. For the simple harmonic oscillator, the restoring force and its simple harmonic part are one and the same:

$$F = F_{\text{sh}}. \quad (1.9)$$

Therefore, by choosing

$$b_i = 0, \quad (1.10)$$

in equation (1.6), one arrives at the classical equations for a simple harmonic oscillator.³ Here, let us refer to a system that does not necessarily obey (1.10) as a generalized oscillator.

Additionally, one may compute the following quantities associated with the system: its potential energy,

$$W = \frac{1}{2M\omega_o^2} F^2, \quad (1.11)$$

its kinetic energy,

$$K = \frac{1}{2M} P^2, \quad (1.12)$$

and its total energy,

$$E = W + K \quad (1.13)$$

$$= \frac{1}{2M\omega_o^2} F^2 + \frac{1}{2M} P^2. \quad (1.14)$$

Note that, although it leads to a nice symmetry of form in system (1.6)/(1.7), our general assumption that $F \neq F_{\text{sh}}$ may, at first glance, seem somewhat bizarre. It means we are dealing with a non-ideal spring. However, considering the fact that the oscillations of a mass-spring system in a vacuum should eventually damp out, this type of spring, with its own capacity for dissipation, may have more of a basis in reality.

2. THE SOLUTION

Writing the vector of relevant dependent variables as

$$\mathbf{a} = \begin{bmatrix} F \\ P \end{bmatrix}, \quad (2.1)$$

our goal is to solve

$$\frac{d\mathbf{a}}{dt} = -\mathbf{M}\mathbf{a} \quad (2.2)$$

with

$$\mathbf{M} = \begin{bmatrix} b_i & \omega_o^2 \\ -1 & b_e \end{bmatrix} \quad (2.3)$$

³And, as in APPENDIX C, we can rewrite these coupled equations for the simple harmonic oscillator in its familiar form (C.1), i.e. as one second-order O.D.E. in terms of the displacement.

and initial conditions,

$$\mathbf{a}(0) = \mathbf{a}_0 = \begin{bmatrix} F_0 \\ P_0 \end{bmatrix}. \quad (2.4)$$

Note that in §2.1, I will explain how one should choose the initial restoring force, F_0 , when given initial conditions for the displacement and velocity.

The solution to the above problem is

$$\mathbf{a} = e^{-Mt} \mathbf{a}_0, \quad (2.5)$$

where the matrix quantity, $\exp(-Mt)$, is found in APPENDIX B to be (B.20):

$$e^{-Mt} = \begin{bmatrix} \mathcal{C}(t) + \nu S(t) & -S(t) \\ S(t) & \mathcal{C}(t) - \nu S(t) \end{bmatrix},$$

with (B.15), (B.9), (B.16), and (B.18):

$$\begin{aligned} \nu &= \frac{b_e - b_i}{2\omega_o} \\ \tilde{\omega}_o &= \sqrt{\left(\frac{b_e - b_i}{2}\right)^2 - \omega_o^2} \\ \mathcal{C}(t) &= \frac{1}{2} \left(e^{\tilde{\omega}_o t} + e^{-\tilde{\omega}_o t} \right) e^{-\left(\frac{b_e + b_i}{2}\right)t} \\ S(t) &= \frac{\omega_o}{2\tilde{\omega}_o} \left(e^{\tilde{\omega}_o t} - e^{-\tilde{\omega}_o t} \right) e^{-\left(\frac{b_e + b_i}{2}\right)t}. \end{aligned}$$

Also, in APPENDIX B, the overdamped, underdamped, and critically damped cases are found to correspond to conditions (B.6), (B.7), and (B.13),

$$\begin{aligned} \omega_o &< \frac{|b_e - b_i|}{2}, \\ \omega_o &> \frac{|b_e - b_i|}{2}, \\ \omega_o &= \frac{|b_e - b_i|}{2}, \end{aligned}$$

respectively, yielding expressions (B.17) and (B.19),

$$\mathcal{C}(t) = \begin{cases} \cosh(\tilde{\omega}_o t) e^{-\left(\frac{b_e + b_i}{2}\right)t} & \text{for overdamping} \\ \cos(|\tilde{\omega}_o| t) e^{-\left(\frac{b_e + b_i}{2}\right)t} & \text{for underdamping} \\ e^{-\left(\frac{b_e + b_i}{2}\right)t} & \text{for critical damping} \end{cases}$$

and

$$S(t) = \begin{cases} \frac{\omega_o}{\tilde{\omega}_o} \sinh(\tilde{\omega}_o t) e^{-\left(\frac{b_e + b_i}{2}\right)t} & \text{for overdamping} \\ \frac{\omega_o}{|\tilde{\omega}_o|} \sin(|\tilde{\omega}_o| t) e^{-\left(\frac{b_e + b_i}{2}\right)t} & \text{for underdamping} \\ \omega_o t e^{-\left(\frac{b_e + b_i}{2}\right)t} & \text{for critical damping} \end{cases}.$$

Using the above in (2.5), one finds the following solution: the restoring force,

$$F(t) = [\mathcal{C}(t) + \nu S(t)] F_0 - \omega_0 S(t) P_0 \quad (2.6)$$

and the momentum,

$$P(t) = [\mathcal{C}(t) - \nu S(t)] P_0 + \frac{1}{\omega_0} S(t) F_0. \quad (2.7)$$

By setting $b_i = 0$ in the above, it is easy to see that these equations correspond to the familiar case of the damped simple harmonic oscillator. However, as discussed in APPENDIX B, taking $b_i = b_e = b$ for what we refer to as a "frequency-preserving oscillator," yields the simple expressions (B.21)-(B.24):

$$\begin{aligned}\nu &= 0 \\ C(t) &= \cos(\omega_o t) e^{-bt} \\ S(t) &= \sin(\omega_o t) e^{-bt} \\ \tilde{\omega}_o &= \omega_o.\end{aligned}$$

The reason for calling this a frequency-preserving oscillator is that the damped frequency $|\tilde{\omega}_o|$ is the same as the undamped frequency ω_o .

2.1. The Displacement. For a simple harmonic oscillator, one computes the displacement easily via Hooke's law (1.4)/(1.9):

$$u(t) = -\frac{F(t)}{M\omega_o^2} \quad (2.8)$$

with restoring force given by solution (2.6). However, for the generalized oscillator, one must integrate the velocity, or $P(t)/M$ with $P(t)$ given by (2.7), in order to obtain this quantity. Doing so, under the assumption that

$$\lim_{t \rightarrow \infty} u(t) = 0, \quad (2.9)$$

yields

$$u(t) = \frac{-(F_0 + b_i P_0) C(t) + \left\{ \left[\omega_o + \frac{b_i}{2\omega_o} (b_e - b_i) \right] P_0 - \left(\frac{b_e + b_i}{2\omega_o} \right) F_0 \right\} S(t)}{M(\omega_o^2 + b_e b_i)} \quad (2.10)$$

with initial condition,⁴

$$u(0) = \frac{-(F_0 + b_i P_0)}{M(\omega_o^2 + b_e b_i)}. \quad (2.11)$$

Note that in the displacement formula (2.10), taking $b_i = 0$ gives Hooke's law relationship (2.8), and taking $b_i = b_e = b$ for the frequency-preserving oscillator gives

$$u(t) = \frac{-(F_0 + b P_0) C(t) + \left(\omega_o P_0 - \frac{b}{\omega_o} F_0 \right) S(t)}{M(\omega_o^2 + b^2)}. \quad (2.12)$$

The simple harmonic part $F_{\text{sh}}(t)$ of the restoring force is computed for a generalized oscillator by substituting expression (2.10) into equation (1.4), and the non-simple-harmonic part is then $F(t) - F_{\text{sh}}(t)$, where the total restoring force $F(t)$ is given by (2.6).

For underdamped cases in which

$$\frac{b_e}{\omega_o}, \frac{b_i}{\omega_o} \ll 1, \quad (2.13)$$

one may show that the displacement (2.10) is approximately

$$u(t) = -\frac{1}{M\omega_o^2} \left\{ \left[C(t) + \left(\frac{b_e + b_i}{2\omega_o} \right) S(t) \right] F_0 + [b_i C(t) - \omega_o S(t)] P_0 \right\} \quad (2.14)$$

to order $\max(b_e, b_i)/\omega_o$. Using the above in relation (1.4), yields the approximations,

$$F_{\text{sh}}(t) = \left[C(t) + \left(\frac{b_e + b_i}{2\omega_o} \right) S(t) \right] F_0 + [b_i C(t) - \omega_o S(t)] P_0 \quad (2.15)$$

and

$$F(t) - F_{\text{sh}}(t) = -b_i \left[P_0 C(t) + \frac{F_0}{\omega_o} S(t) \right]. \quad (2.16)$$

Note that in the simple harmonic case for which $b_i = 0$, the above imply (1.9), $F_{\text{sh}}(t) = F(t)$, as expected.

⁴Formula (2.11) clears up any confusion we might have had over how to choose the initial restoring force. This is because, knowing the initial velocity and initial displacement, one may substitute these quantities into (2.11) and solve for F_0 .

APPENDIX A. AN ANALOG: THE RLC-CIRCUIT

An analog to the problem just described is the (series) RLC-circuit, which is made precise when one takes

$$\begin{aligned}
M &\mapsto L \\
v &\mapsto I \\
F &\mapsto -V_C \\
\omega_o &\mapsto \omega_C \equiv \frac{1}{\sqrt{LC}} \\
b_e &\mapsto b_R \equiv \frac{R}{L} \\
b_i &\mapsto b_C
\end{aligned} \tag{A.1}$$

where L , I , R , C , and V_C are, respectively, the inductance, current, resistance, capacitance, and voltage due to the capacitor in the circuit, and b_R and b_C represent damping coefficients due to the resistor and capacitor, respectively. The kinetic energy computed via (1.12) now becomes the energy stored in the inductor,

$$\frac{1}{2}LI^2, \tag{A.2}$$

and the potential energy computed via (1.11) becomes the energy stored in the capacitor,

$$\frac{1}{2L\omega_C^2}V_C^2 = \frac{1}{2}CV_C^2. \tag{A.3}$$

APPENDIX B. DIAGONALIZATION AND EXPONENTIATION OF M

We can diagonalize the matrix (2.3),

$$M = \begin{bmatrix} b_i & \omega_o \\ -\omega_o & b_e \end{bmatrix},$$

as

$$M = E\Lambda E^{-1} \tag{B.1}$$

with eigenvalue matrix,

$$\Lambda = \begin{bmatrix} \frac{b_e+b_i}{2} + \sqrt{\left(\frac{b_e-b_i}{2}\right)^2 - \omega_o^2} & 0 \\ 0 & \frac{b_e+b_i}{2} - \sqrt{\left(\frac{b_e-b_i}{2}\right)^2 - \omega_o^2} \end{bmatrix}, \tag{B.2}$$

eigenvector matrix,

$$E = \begin{bmatrix} \frac{1}{\omega_o} \left(\frac{b_e-b_i}{2} - \sqrt{\left(\frac{b_e-b_i}{2}\right)^2 - \omega_o^2} \right) & \frac{1}{\omega_o} \left(\frac{b_e-b_i}{2} + \sqrt{\left(\frac{b_e-b_i}{2}\right)^2 - \omega_o^2} \right) \\ 1 & 1 \end{bmatrix}, \tag{B.3}$$

and, provided that

$$\omega_o \neq \frac{|b_e - b_i|}{2}, \tag{B.4}$$

the inverse eigenvector matrix,

$$E^{-1} = \begin{bmatrix} \frac{-\omega_o}{2\sqrt{\left(\frac{b_e-b_i}{2}\right)^2 - \omega_o^2}} & \frac{\frac{b_e-b_i}{2} + \sqrt{\left(\frac{b_e-b_i}{2}\right)^2 - \omega_o^2}}{2\sqrt{\left(\frac{b_e-b_i}{2}\right)^2 - \omega_o^2}} \\ \frac{\omega_o}{2\sqrt{\left(\frac{b_e-b_i}{2}\right)^2 - \omega_o^2}} & \frac{-\left(\frac{b_e-b_i}{2}\right) + \sqrt{\left(\frac{b_e-b_i}{2}\right)^2 - \omega_o^2}}{2\sqrt{\left(\frac{b_e-b_i}{2}\right)^2 - \omega_o^2}} \end{bmatrix}. \tag{B.5}$$

The overdamped case occurs when

$$\omega_o < \frac{|b_e - b_i|}{2}, \quad (\text{B.6})$$

leading to real eigenvalues, and the underdamped case occurs when

$$\omega_o > \frac{|b_e - b_i|}{2} \quad (\text{B.7})$$

and the eigenvalues have a non-zero imaginary part.

By carrying out the matrix multiplication in

$$e^{-Mt} = E e^{-\Lambda t} E^{-1} \quad (\text{B.8})$$

and defining

$$\tilde{\omega}_o = \sqrt{\left(\frac{b_e - b_i}{2}\right)^2 - \omega_o^2}, \quad (\text{B.9})$$

one finds

$$e^{-Mt} = e^{-\left(\frac{b_e + b_i}{2}\right)t} \begin{bmatrix} \frac{1}{2} \left\{ \begin{array}{l} (e^{\tilde{\omega}_o t} + e^{-\tilde{\omega}_o t}) + \\ \frac{b_e - b_i}{2\tilde{\omega}_o} (e^{\tilde{\omega}_o t} - e^{-\tilde{\omega}_o t}) \end{array} \right\} & -\frac{\omega_o}{2\tilde{\omega}_o} (e^{\tilde{\omega}_o t} - e^{-\tilde{\omega}_o t}) \\ \frac{\omega_o}{2\tilde{\omega}_o} (e^{\tilde{\omega}_o t} - e^{-\tilde{\omega}_o t}) & \frac{1}{2} \left\{ \begin{array}{l} (e^{\tilde{\omega}_o t} + e^{-\tilde{\omega}_o t}) - \\ \frac{b_e - b_i}{2\tilde{\omega}_o} (e^{\tilde{\omega}_o t} - e^{-\tilde{\omega}_o t}) \end{array} \right\} \end{bmatrix}. \quad (\text{B.10})$$

For the overdamped case, $\tilde{\omega}_o$ is real, and so (B.9) becomes

$$e^{-Mt} = e^{-\left(\frac{b_e + b_i}{2}\right)t} \begin{bmatrix} \left\{ \begin{array}{l} \cosh(\tilde{\omega}_o t) + \\ \frac{b_e - b_i}{2\tilde{\omega}_o} \sinh(\tilde{\omega}_o t) \end{array} \right\} & -\frac{\omega_o}{\tilde{\omega}_o} \sinh(\tilde{\omega}_o t) \\ \frac{\omega_o}{\tilde{\omega}_o} \sinh(\tilde{\omega}_o t) & \left\{ \begin{array}{l} \cosh(\tilde{\omega}_o t) - \\ \frac{b_e - b_i}{2\tilde{\omega}_o} \sinh(\tilde{\omega}_o t) \end{array} \right\} \end{bmatrix}, \quad (\text{B.11})$$

and for the underdamped case, $\tilde{\omega}_o$ is imaginary, and thus (B.9) becomes

$$e^{-Mt} = e^{-\left(\frac{b_e + b_i}{2}\right)t} \begin{bmatrix} \left\{ \begin{array}{l} \cos(|\tilde{\omega}_o| t) + \\ \frac{b_e - b_i}{2|\tilde{\omega}_o|} \sin(|\tilde{\omega}_o| t) \end{array} \right\} & -\frac{\omega_o}{|\tilde{\omega}_o|} \sin(|\tilde{\omega}_o| t) \\ \frac{\omega_o}{|\tilde{\omega}_o|} \sin(|\tilde{\omega}_o| t) & \left\{ \begin{array}{l} \cos(|\tilde{\omega}_o| t) - \\ \frac{b_e - b_i}{2|\tilde{\omega}_o|} \sin(|\tilde{\omega}_o| t) \end{array} \right\} \end{bmatrix}, \quad (\text{B.12})$$

where $|_$ denotes the modulus. For critical damping, i.e. the case when

$$\omega_o = \frac{|b_e - b_i|}{2}, \quad (\text{B.13})$$

there is a double eigenvalue of $(b_e + b_i)/2$ and an incomplete set of eigenvectors, and one computes

$$e^{-Mt} = e^{-\left(\frac{b_e + b_i}{2}\right)t} \begin{bmatrix} 1 + \left(\frac{b_e - b_i}{2}\right)t & -\frac{|b_e - b_i|}{2} t \\ \frac{|b_e - b_i|}{2} t & 1 - \left(\frac{b_e - b_i}{2}\right)t \end{bmatrix}. \quad (\text{B.14})$$

Note that taking either the $\tilde{\omega}_o \rightarrow 0^+$ or the $\tilde{\omega}_o \rightarrow 0^-$ limit of (B.10) yields critically damped expression (B.14) above. Therefore, we may use equation (B.10) to represent e^{-Mt} for all three types of damping.

Let us further define the quantities,

$$\nu = \frac{b_e - b_i}{2\omega_o}, \quad (\text{B.15})$$

$$\mathcal{C}(t) = \frac{1}{2} \left(e^{\tilde{\omega}_o t} + e^{-\tilde{\omega}_o t} \right) e^{-\left(\frac{b_e+b_i}{2}\right)t} \quad (\text{B.16})$$

$$= \begin{cases} \cosh(\tilde{\omega}_o t) e^{-\left(\frac{b_e+b_i}{2}\right)t} & \text{for overdamping} \\ \cos(|\tilde{\omega}_o| t) e^{-\left(\frac{b_e+b_i}{2}\right)t} & \text{for underdamping} \\ e^{-\left(\frac{b_e+b_i}{2}\right)t} & \text{for critical damping} \end{cases}, \quad (\text{B.17})$$

and

$$\mathcal{S}(t) = \frac{\omega_o}{2\tilde{\omega}_o} \left(e^{\tilde{\omega}_o t} - e^{-\tilde{\omega}_o t} \right) e^{-\left(\frac{b_e+b_i}{2}\right)t} \quad (\text{B.18})$$

$$= \begin{cases} \frac{\omega_o}{\tilde{\omega}_o} \sinh(\tilde{\omega}_o t) e^{-\left(\frac{b_e+b_i}{2}\right)t} & \text{for overdamping} \\ \frac{\omega_o}{|\tilde{\omega}_o|} \sin(|\tilde{\omega}_o| t) e^{-\left(\frac{b_e+b_i}{2}\right)t} & \text{for underdamping} \\ \omega_o t e^{-\left(\frac{b_e+b_i}{2}\right)t} & \text{for critical damping} \end{cases}, \quad (\text{B.19})$$

in order to express (B.10) more compactly as

$$e^{-Mt} = \begin{bmatrix} \mathcal{C}(t) + \nu \mathcal{S}(t) & -\mathcal{S}(t) \\ \mathcal{S}(t) & \mathcal{C}(t) - \nu \mathcal{S}(t) \end{bmatrix}. \quad (\text{B.20})$$

By taking $b_i = b_e = b$ for what we refer to as a "frequency-preserving oscillator," one observes that only the underdamped case applies (since $\omega_o > 0$) and, therefore, (B.15), (B.16), (B.18), and (B.9) become simply

$$\nu = 0 \quad (\text{B.21})$$

$$\mathcal{C}(t) = \cos(\omega_o t) e^{-bt} \quad (\text{B.22})$$

$$\mathcal{S}(t) = \sin(\omega_o t) e^{-bt} \quad (\text{B.23})$$

$$\tilde{\omega}_o = \omega_o. \quad (\text{B.24})$$

APPENDIX C. VISCOUS, HYSTERETIC, AND FRACTIONAL DAMPING

Reference [1] contains a discussion of various types of damped oscillators: viscous, hysteretic (or structural), and fractional. We wish to relate these terms to the generalized oscillator model we have presented here.

The simple harmonic oscillator is the classic example of viscous damping, which arises in a mass-spring system, only from the surrounding fluid resisting the motion of the mass. One may use relationships (1.3)-(1.5) and (1.9) to rewrite the coupled system of equations (1.6)/(1.7), with $b_i = 0$ chosen for a simple harmonic oscillator, as the following second-order differential equation in terms of the displacement u :

$$M \frac{d^2 u}{dt^2} + Mb_e \frac{du}{dt} + M\omega_o^2 u = 0. \quad (\text{C.1})$$

Also in [1], it is explained that hysteretic damping is a better model for vibrations that occur in metal beams, for example, and this type of damping is modeled by the following second-order differential equation:

$$M \frac{d^2 \tilde{u}}{dt^2} + (M\omega_o^2 + i\mathcal{H}) \tilde{u} = 0 \quad (\text{C.2})$$

where $\tilde{u}(t)$ is defined to be the complex displacement with the (real) physical displacement computed as

$$u(t) = \text{Re} \tilde{u}(t), \quad (\text{C.3})$$

and \mathcal{H} is called the hysteretic damping coefficient, assumed to be real and positive with units of mass/time². With initial and infinite time conditions,

$$\tilde{u}(0) = \tilde{u}_0 \quad (\text{C.4})$$

and

$$\lim_{t \rightarrow \infty} \tilde{u}(t) = 0, \quad (\text{C.5})$$

and under the assumption that

$$\frac{\mathcal{H}}{M\omega_o^2} \ll 1, \quad (\text{C.6})$$

one obtains the following approximate solution:

$$\tilde{u}(t) = \tilde{u}_0 e^{-\left(\frac{\mathcal{H}}{2M\omega_o}\right)t} [\cos(\omega_o t) + i \sin(\omega_o t)] \quad (\text{C.7})$$

to order $(\mathcal{H}/M\omega_o^2)$. Taking the real part of the above yields the displacement,

$$u(t) = e^{-\left(\frac{\mathcal{H}}{2M\omega_o}\right)t} [\text{Re} \tilde{u}_0 \cos(\omega_o t) - \text{Im} \tilde{u}_0 \sin(\omega_o t)]. \quad (\text{C.8})$$

Next, note that approximate equation (2.14), when $b_e = b_i = b$ and (B.22) and (B.23) are chosen for the frequency-preserving oscillator, becomes

$$u(t) = e^{-bt} \left[-\frac{(F_0 + bP_0)}{M\omega_o^2} \cos(\omega_o t) + \frac{(\omega_o P_0 - \frac{b}{\omega_o} F_0)}{M\omega_o^2} \sin(\omega_o t) \right] \quad (\text{C.9})$$

to order (b/ω_o) . Comparing (C.8) and (C.9), one finds that by choosing

$$\mathcal{H} = 2M\omega_o b, \quad (\text{C.10})$$

$$u_0 = \text{Re} \tilde{u}_0 = -\frac{(F_0 + bP_0)}{M\omega_o^2}, \quad (\text{C.11})$$

and

$$\text{Im} \tilde{u}_0 = -\frac{(\omega_o P_0 - \frac{b}{\omega_o} F_0)}{M\omega_o^2}, \quad (\text{C.12})$$

the hysteretically damped and frequency-preserving oscillator models *are equivalent*. Furthermore, (C.12) prescribes how to set the initial condition for the imaginary part of \tilde{u}_0 , a quantity that would otherwise be difficult to interpret due to its lack of physical meaning.

Finally, [1] describes fractional damping as including both viscous and hysteretic types, but also allowing for intermediate cases exhibiting both. The differential equation used to model fractional damping has the form,

$$M \frac{d^2 \tilde{u}}{dt^2} + \mathcal{D} \frac{d^r \tilde{u}}{dt^r} + M\omega_o^2 \tilde{u} = 0, \quad (\text{C.13})$$

where r is any number between 0 and 1 and \mathcal{D} is a general damping coefficient, possibly complex. Note that when $r = 1$ and $\mathcal{D} = Mb_e$, (C.13) yields the viscous damping equation (C.1); when $r = 0$ and $\mathcal{D} = i\mathcal{H}$, (C.13) becomes the hysteretic damping equation (C.2); and when $0 < r < 1$, the second term on the left-hand side of (C.13) is a fractional derivative. Clearly, fractional damping corresponds to what we have defined as the generalized oscillator (with arbitrary b_e and b_i), and notice that the latter model conveniently allows us to avoid fractional derivatives. Another advantage of the generalized oscillator model is that, as we have seen, the overdamped, underdamped, and critically damped cases are straight-forwardly specified by criteria (B.6), (B.7), and (B.13), whereas for the fractional damping model, it may be more difficult to identify these cases.

REFERENCES

- [1] <https://en.wikipedia.org/wiki/Damping>

LETTER OF INTENT TO APPLY
FOR SABBATICAL LEAVE OF ABSENCE

RECEIVED

MAR 31 2017

Dr. Stacy Thompson
Vice President of Academic Services

TO: Sabbatical Leave Committee
c/o Vice President, Academic Services

DATE: ~~April 1, [Year]~~ March 31, 2017

SUBJECT: LETTER OF INTENT TO APPLY FOR SABBATICAL LEAVE OF ABSENCE
(Due to the College Office of Academic Services [Day], April 1, 5:00 p.m.*
Late letters will not be accepted.)

This is to inform the Sabbatical Leave Committee of my intent to apply for a Sabbatical Leave of Absence during the [Year] Academic Year. It is my understanding that this will be accomplished by providing the information requested below: *(Please print in ink or type.)*

Name of Applicant: Otto Rebecca A
(Last) (First) (Middle)

W/SSN: ~~XXXXXXXXXX~~

Location: Chabot Las Positas College

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: Spring Academic Year: 2018

Semester: Fall Academic Year: 2018

Please note: The contract, in Article 12-1A.3 f, provides as follows

Because of potential adverse impact on programs, full year Sabbatical Leaves of Absence that start in the Spring Semester, or that are split between two Spring Semesters or two Fall Semesters, must be approved both by the Sabbatical Leave Committee and by the President of the appropriate college.

The Sabbatical Leave Committee will handle this provision as follows: We will review the application. The Committee will not make judgments as to the validity of rationales for split leaves. The Leave proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

Date initially employed by District: August 2004
(Month) (Day) (Year)

While employed by the District, have you taken a Sabbatical Leave of Absence?

Yes No

*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.

If "Yes," list the terms and years of the last Sabbatical Leave of Absence taken.

Semester: Spring Academic Year: 2012 Paid Unpaid
Semester: _____ Academic Year: _____ Paid Unpaid
Semester: _____ Academic Year: _____ Paid Unpaid

Since your initial employment by the District, or date of completion of the last Sabbatical Leave of Absence taken, whichever is later.

(a) Have you taken authorized Leaves of Absence Without Pay?

Yes No If "Yes," list the beginning and ending dates of all such leaves.

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

(b) Have you resigned from District employment and then been rehired by the District?

Yes No If "Yes," list the beginning and ending dates for all such periods of absence

From: _____ To: _____

From: _____ To: _____

(c) Have you provided any District service outside of the bargaining unit, such as Division Dean, other management positions, or a classified position?

Yes No If "Yes," give the position and dates:

Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____

(d) If you are planning to augment your sabbatical salary with your banked Workload, please be aware that you will need to attach the Workload Banking: Augment Sabbatical Salary form to your application for Sabbatical Leave of Absence [Appendix B]

I certify to the best of my knowledge that the information provided in this Letter of Intent is true, accurate, and complete.

Richard H. O'Neil
(Signature)

3/31/17
(Date)

*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

RECEIVED

OCT 26 2017



Stacy Thompson
Vice President of Academic Services

(Pursuant to Agreement between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association) [Article 12-1A.7]

I. General Information *(please print or type)*

Date of Application: 9/11/2017 revised 10/26/2017

A. Applicant's Name: Otto Rebecca A
(last) (first) (middle)

Location: Chabot Las Positas

Division: Math/Science

Discipline: Biology

B. Has this proposal ever been approved but not funded, or approved, funded, but not taken by the applicant?

Yes No If "yes," give date of approval _____

C. Period of which leave is requested (please list **entire** period – see note regarding split leaves on next page.)

Semester: Fall Academic Year: 2018

Semester: Spring Academic Year: 2019

D. If you are planning to augment your sabbatical salary with workload bank, please attach the Workload Banking: Augment Sabbatical Salary form to this application.

Applicant's Signature: *Androm H. Otto*

Received and Reviewed by: *[Signature]*
Administrator's Signature

Stacy Thompson
Vice President, Academic Services Signature

Applications due on September 15 by 5:00 p.m. to your college's Office of the Vice President, Academic Services. (Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.) [Article 12-1A.7]



NOTE: Article 12-1A.4g of the Contract states that this shall be submitted with the original Sabbatical Leave of Absence Application by September 15th of each Calendar Year.

Dr. Stacy Thompson
Director of Academic Services

(Please Print)

TO: Vice President of Academic Services

FROM: Rebecca A. Otto

~~XXXXXX~~

W#: _____

(Please Print Name)

DATE:

SUBJECT: Request to Use Earned Bank Load to Increase Salary on Sabbatical Leave

In order to be compensated at full salary for an Academic Year Sabbatical Leave (Fall through Spring Semester), a Faculty member must have banked nine (9) CAHs equivalent units of earned Banked Load. [Article 12-1A.4g.]

For a one (1) semester sabbatical leave an Instructional and Counseling Faculty may use three (3) CAHs equivalent units of earned Banked Load and be compensated at full salary. A Library or Special Assignments Faculty may use one and a half (1.5) CAHs equivalent units of earned Banked Load and be compensated at full salary for a one (1) semester Sabbatical Leave of Absence. [Article 12-1A.4g.]

A faculty member taking a Sabbatical Leave of Absence has until the end of the Term preceding the leave to complete the required load banking. [Article 12.1A.4-1g.]

COMPLETE THE FOLLOWING:

A. I am applying for a Sabbatical Leave of Absence for:

- 1. One (1) semester Leave: _____ (Indicate semester/year)
- 2. One (1) continuous year Leave: 2018-2019 (Indicate academic year)
- 3. One (1) year split Leave: _____ (Indicate semester and years)

B. Indicate the number of CAHs equivalent units of earned Load you have currently Workload Banked (do not include units in progress): 10.02

C. Indicate, if applicable, the number of additional CAHs equivalent units of Load you plan on workload banking before your Sabbatical Leave: Fall Spring Summer

D. I request to use the following number CAH equivalent units of workload to be earned and banked by the end of the Term preceding applied to my Sabbatical Leave of Absence in order to increase my salary:

- 1. One (1) semester Leave; or
Fall _____ Spr _____ Yr _____
- 2. One (1) continuous Academic Year Leave; or
Fall 18 Spr 19 Yr _____
- 3. One (1) aggregate year split within two (2) Academic Years.
Fall _____ Yr _____ Fall _____ Spr _____ Yr _____

Signature: Rebecca A. Otto
(Faculty Signature)

Date: 10/26/17



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
LETTER OF INTENT TO APPLY
FOR SABBATICAL LEAVE OF ABSENCE



TO: Sabbatical Leave Committee
 c/o Vice President, Academic Services

RECEIVED
MAR 31 2017
 Dr. Stacy Thompson
 Vice President of Academic Services

DATE: April 1, [Year]

SUBJECT: LETTER OF INTENT TO APPLY FOR SABBATICAL LEAVE OF ABSENCE
 (Due to the College Office of Academic Services [Day], April 1, 5:00 p.m.*
 Late letters will not be accepted.)

This is to inform the Sabbatical Leave Committee of my intent to apply for a Sabbatical Leave of Absence during the [Year] Academic Year. It is my understanding that this will be accomplished by providing the information requested below: *(Please print in ink or type.)*

Name of Applicant: Yest, Robert
(Last) (First) (Middle)

W/SSN: XXXXXXXXXX

Location: Chabot Las Positas College

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: Fall Academic Year: 2018-2019
 Semester: Spring Academic Year: 2018-2019

Please note: The contract, in Article 12-1A.3.f, provides as follows:
Because of potential adverse impact on programs, full year Sabbatical Leaves of Absence that start in the Spring Semester, or that are split between two Spring Semesters or two Fall Semesters, must be approved both by the Sabbatical Leave Committee and by the President of the appropriate college.

The Sabbatical Leave Committee will handle this provision as follows: We will review the application. The Committee will not make judgments as to the validity of rationales for split leaves. The Leave proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

Date initially employed by District: August 18, 2008
(Month) (Day) (Year)

While employed by the District, have you taken a Sabbatical Leave of Absence?
 Yes No

**Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.*

If "Yes," list the terms and years of the last Sabbatical Leave of Absence taken.

Semester: _____ Academic Year: _____ Paid Unpaid
Semester: _____ Academic Year: _____ Paid Unpaid
Semester: _____ Academic Year: _____ Paid Unpaid

Since your initial employment by the District, or date of completion of the last Sabbatical Leave of Absence taken, whichever is later.

(a) Have you taken authorized Leaves of Absence Without Pay?

Yes No If "Yes," list the beginning and ending dates of all such leaves.

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

(b) Have you resigned from District employment and then been rehired by the District?

Yes No If "Yes," list the beginning and ending dates for all such periods of absence.

From: _____ To: _____

From: _____ To: _____

(c) Have you provided any District service outside of the bargaining unit, such as Division Dean, other management positions, or a classified position?

Yes No If "Yes," give the position and dates:

Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____

(d) If you are planning to augment your sabbatical salary with your banked Workload, please be aware that you will need to attach the Workload Banking: Augment Sabbatical Salary form to your application for Sabbatical Leave of Absence. [Appendix B]

I certify to the best of my knowledge that the information provided in this Letter of Intent is true, accurate, and complete.

(Signature)

3/31/17

(Date)

***Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.**



**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT Office
of Human Resources
Workload Banking: Request Form (Regular Unit Members Only)
Article 12-2A.1b**



(Please Print)

DATE: 03 / 31 / 2017

TO: Stacy Thompson

Vice President, ACADEMIC or STUDENT SERVICES

FROM: Robert Yest

(Print name as it appears on SS Card)

College: Chabot
 Las Positas

FACULTY: Indicate number of CAHS Workload Banked prior to this request _____

I request that _____ CAHs from my carry-over load unbanked be applied to my Workload Banked Account.

AND/OR

I request that the following overload be applied to my Workload Banked Account:

Math 65 (In Su 17) / Math 8 (In Fa 17)	Su 17 / Fa 17	5+4=9	_____
<i>Overload Assignment (Course Title/Section)</i>	<i>(Semester / Term/Year)</i>	<i>(Units)</i>	<i>(Hours)</i>
Units 9	/Hours _____	to be Workload Banked.	

Semester Workload Banked Leave of Absence is anticipated to be taken: _____
Fa 18
(This information is not binding and is helpful in scheduling assignments and leaves.)
[NOTE: Sixteen (16) CAHs must be completed the term preceding Workload Banked Leave of Absence.]

Note: Up to six (6) CAHs may be banked each semester/term. These CAHs appear on load assignment sheets under Workload Banked balance. No more than seventeen (17) CAHs or equivalent may be Workload Banked. Board of Trustees approval may be granted approximately one (1) year in advance of Faculty taking Workload Banked Leave of Absence.

SIGNATURE: _____ DATE: 3 / 31 / 17
(Faculty Signature)

FOR OFFICE USE ONLY

Approved Disapproved

Division Dean signature: _____ DATE: ____ / ____ / ____

Vice President signature: _____ DATE: ____ / ____ / ____

cc: Division Dean
Vice-President of Business Services
Vice Chancellor, Human Resources
Payroll Manager
Faculty Applicant

Reference: Article 12-2A.1c – Faculty Collective Bargaining Agreement

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE

This page is for administrative processing and will be filled out by the single responsible Vice President, Academic Services through the recommendation of the Sabbatical Leave Committee or purposes of preparing Board of Trustees' report and employment verification to the District Offices of Human Resources and Payroll.

Applicant's Name: Yest, Robert

W / SSN: ~~XXXXXXXXXX~~

Date application received: March 31, 2017

A. Seniority Number 738
(Article 12-1-A.3b)

B. Priority Ranking assigned number: 9 in a group of 15

C. Workload Banking: Augment Sabbatical Salary Requested
Yes No

D. Workload Banking: Augment Sabbatical Salary Form Received
Yes No Date Received: 3/31/17

E. Vice President, Academic Services verification of banked workload: *ST*
initials

F. Type of Sabbatical Leave of Absence Approved:
Paid Sabbatical
Unpaid Sabbatical

Please print name of Vice President that prepared: *Darcy Thompson* Date Completed: 9/21/17



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

LETTER OF INTENT TO APPLY FOR SABBATICAL LEAVE OF ABSENCE



RECEIVED MAR 31 2017

Dr. Stacy Thompson Vice President of Academic Services

TO: Sabbatical Leave Committee c/o Vice President, Academic Services

DATE: April 1, [Year]

SUBJECT: LETTER OF INTENT TO APPLY FOR SABBATICAL LEAVE OF ABSENCE (Due to the College Office of Academic Services [Day], April 1, 5:00 p.m.* Late letters will not be accepted.)

This is to inform the Sabbatical Leave Committee of my intent to apply for a Sabbatical Leave of Absence during the [Year] Academic Year. It is my understanding that this will be accomplished by providing the information requested below: (Please print in ink or type.)

Name of Applicant: Yest, Robert (Last) (First) (Middle)

W/SSN: XXXXX

Location: [X] Chabot [] Las Positas College

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: Fall Academic Year: 2018-2019 Semester: Spring Academic Year: 2018-2019

Please note: The contract, in Article 12-1A.3.f, provides as follows: Because of potential adverse impact on programs, full year Sabbatical Leaves of Absence that start in the Spring Semester, or that are split between two Spring Semesters or two Fall Semesters, must be approved both by the Sabbatical Leave Committee and by the President of the appropriate college.

The Sabbatical Leave Committee will handle this provision as follows: We will review the application. The Committee will not make judgments as to the validity of rationales for split leaves. The Leave proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

Date initially employed by District: August 18, 2008 (Month) (Day) (Year)

While employed by the District, have you taken a Sabbatical Leave of Absence? [] Yes [X] No

*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.

If "Yes," list the terms and years of the last Sabbatical Leave of Absence taken.

Semester: _____ Academic Year: _____ Paid Unpaid
Semester: _____ Academic Year: _____ Paid Unpaid
Semester: _____ Academic Year: _____ Paid Unpaid

Since your initial employment by the District, or date of completion of the last Sabbatical Leave of Absence taken, whichever is later.

(a) Have you taken authorized Leaves of Absence Without Pay?

Yes No If "Yes," list the beginning and ending dates of all such leaves.

From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

(b) Have you resigned from District employment and then been rehired by the District?

Yes No If "Yes," list the beginning and ending dates for all such periods of absence.

From: _____ To: _____

From: _____ To: _____

(c) Have you provided any District service outside of the bargaining unit, such as Division Dean, other management positions, or a classified position?

Yes No If "Yes," give the position and dates:

Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____

Position: _____ From: _____ To: _____

(d) If you are planning to augment your sabbatical salary with your banked Workload, please be aware that you will need to attach the Workload Banking: Augment Sabbatical Salary form to your application for Sabbatical Leave of Absence. [Appendix B]

I certify to the best of my knowledge that the information provided in this Letter of Intent is true, accurate, and complete.

(Signature)

3/31/17

(Date)

*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.



**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT Office
of Human Resources
Workload Banking: Request Form (Regular Unit Members Only)
Article 12-2A.1b**



(Please Print)

DATE: 03 / 31 / 2017

TO: Stacy Thompson
Vice President, ACADEMIC or STUDENT SERVICES

FROM: Robert Yest
(Print name as it appears on SS Card) College: Chabot Las Positas

FACULTY: Indicate number of CAHS Workload Banked prior to this request _____

I request that _____ CAHs from my carry-over load unbanked be applied to my Workload Banked Account.

AND/OR

I request that the following overload be applied to my Workload Banked Account:

Overload Assignment (Course Title/Section)	(Semester / Term/Year)	(Units)	(Hours)
Math 65 (In Su 17) / Math 8 (In Fa 17)	Su 17 / Fa 17	5+4=9	

Units 9 /Hours _____ to be Workload Banked.

Semester Workload Banked Leave of Absence is anticipated to be taken: Fa 18

(This information is not binding and is helpful in scheduling assignments and leaves.)
[NOTE: Seventeen (16) CAHs must be completed the term preceding Workload Banked Leave of Absence]

Note: Up to six (6) CAHs may be banked each semester/term. These CAHs appear on load assignment sheets under Workload Banked balance. No more than seventeen (17) CAHs or equivalent may be Workload Banked. Board of Trustees approval may be granted approximately one (1) year in advance of Faculty taking Workload Banked Leave of Absence.

SIGNATURE: DATE: 3 / 31 / 17
(Faculty Signature)

FOR OFFICIAL USE ONLY

Approved Disapproved

Division Dean signature: _____ DATE: _____

Vice President signature: DATE: 9 / 21 / 17

cc: Division Dean
Vice-President of Business Services
Vice Chancellor, Human Resources
Payroll Manager
Faculty Applicant

Reference: Article 12-2A.1c – Faculty Collective Bargaining Agreement

09/21/2017

Chabot College
Academic Year 2017-2018

REPORT: SWOINAS.CHA

INSTRUCTOR: YEST,R

ID: ~~XXXXXXXX~~

DIV: Science and Math

COURSE	DAY	TIME	CRN	ROOM	BEGIN	END	FTE	CAH
--------	-----	------	-----	------	-------	-----	-----	-----

Summer 2017

MTH 65	082	MTWR	13:45-16:20	10079	1803	06/12	08/03	.33	5.000
TEACHING HRS: A= 11.60 B= .00 C= .00 OTHER= .00 TOTAL: 11.60									
CAH HRS: A= 5.000 B= .000 C= .000 OTHER= .000 TOTAL: 5.000									

Fall 2017

MTH 1	E01	MTWR	13:30-16:20	22365	1904	10/23	12/12	.33	5.000
MTH 2	001	M W	09:00-11:15	20628	1756	08/16	12/19	.33	5.000
MTH 8	001	T R	10:00-11:50	22364	1803	08/16	12/19	.26	4.000
MTH 15	071	T R	17:30-18:45	20952	1904	08/16	12/19	.20	3.000
MTH 20	E01	MTWR	13:30-16:20	20633	1904	08/16	10/10	.33	5.000
TEACHING HRS: A= 36.00 B= .00 C= .00 OTHER= .00 TOTAL: 36.00									
CAH HRS: A= 22.000 B= .000 C= .000 OTHER= .000 TOTAL: 22.000									

Spring 2018

MTH 1	E01	MTWR	09:15-11:50	30546	1705	03/20	05/21	.33	5.000
MTH 2	071	M W	16:30-18:45	30550	1904	01/16	05/25	.33	5.000
MTH 20	E01	MTWR	09:15-11:50	30804	1705	01/16	03/13	.33	5.000
TEACHING HRS: A= 28.20 B= .00 C= .00 OTHER= .00 TOTAL: 28.20									
CAH HRS: A= 15.000 B= .000 C= .000 OTHER= .000 TOTAL: 15.000									

Prior (Unbanked) Carry Over Load: .000
 CAH Year Total: 42.000
 Current (Unbanked) Carry Over: 12.000
 Workload Banked Balance: .000

INSTRUCTOR SIGNATURE _____ DATE _____
 I HAVE RECEIVED THIS SCHEDULE AND HAVE MADE ANY COMMENTS ON THE REVERSE SIDE.