

Chabot-Las Positas Community College District
SABBATICAL LEAVE APPLICATIONS 2021 – 2022

Alarcon, Laura	Chabot	S 2022
Ansell, Michael	LPC	F 2021, S 2022
August, Robert	LPC	F 2021, S 2022
Carbone, Jill	LPC	F 2021, S 2022
Deetz, Aaron	Chabot	F 2021, S 2022
Estepa, Aldrian	Chabot	F 2021, S 2022
Lee, Christina	LPC	S 2022
McHale, Ashley	LPC	F 2021, S 2022
Valle, Rafael	LPC	F 2021
Wu, Patricia	Chabot	F 2021
Wong, Wanda	Chabot	F 2021, S 2022



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, Academic Services

MAR 27 2020

DATE: April 1, [Year]

Dr. Stacy Thompson
Vice President of Academic Services

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: Alarcon Laura Johanna
(Last) (First) (Middle)

Location: [X] Chabot [] Las Positas College

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: Spring Academic Year: 2021 - 2022
Semester: Academic Year:

Please note: The contract, in Article 12-1A.3f., 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: July/August 2009
(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: _____	<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: _____

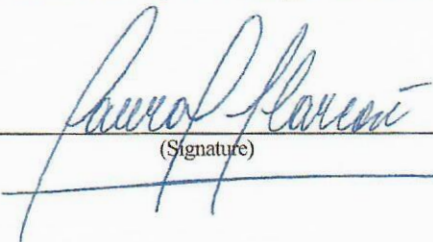
(c) Have you provided any District service outside of the bargaining unit, such as Division Dean, other management positions, or a classified position?

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

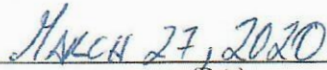
Position: _____	From: _____	To: _____
Position: _____	From: _____	To: _____
Position: _____	From: _____	To: _____

(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)



(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 15, 2020

A. Applicant's Name: Alarcon Laura J
(last) (first) (middle)

W10664261

Location: Chabot Las Positas

Division: General Counseling

Discipline: Psychology-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 2015

C. Period of which leave is requested (please list **entire** period – see note regarding split leaves on next page.)
Spring 2021-2022
Semester: _____ Academic Year: _____
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: Laura Alarcon

Received and Reviewed by: Debbie Trigg
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: Laura Alarcon
W / SSN: W10664261

Date application received: _____

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

B. Priority Ranking assigned number: 7 in a group of 20

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: Stacy Thompson Date: 2/1/21
Completed: _____

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

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE – EXAMPLE #1

SABBATICAL LEAVE APPLICATION EXAMPLES

APPLICATION Example #1

II. Purpose of the Sabbatical Leave of Absence

During my Sabbatical Leave of Absence, I plan to divide my time between attending classes and studying for a [*what kind of?*] degree.

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

1. Update and improve my ability to teach [*subject*].
2. Make sure our [*subject*] transfer courses are comparable to those at the University of [*name*].
3. Update and extend my ability to conduct research in the field of [*subject*].
4. Initiate a research project on [*subject*].

The benefits to your college could be . . .

[*if applicable*] Splitting my Sabbatical Leave of Absence over two (2) Academic Years would be beneficial because . . .

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

Objective 1: To update and improve my ability to teach [*subject*] and [*subject*] at my college. (20%)

Plan: To spend a year as a [*subject: e.g., researcher, intern*] in the [*subject*] Department of the University of . . . I will complete with passing grade at least [*how many?*] graduate courses in the field of [*subject*].

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

Objective 2: To make sure our [*subject*] transfer courses are comparable to those at the University of . . .(30%)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

Plan: I will audit a minimum of [*how many?*] undergraduate and graduate courses on the subject of . . . at the University of . . . I will do the homework and other assignments necessary for an understanding of course content.

Documentation:

- a. I will submit copies of course syllabi, bibliographies, and other available handouts for the courses I have audited.
- b. I will submit letters from the Chairperson of the Department or from the instructors of the courses I have audited.
- c. I will submit a short summary and/or conclusions of the course work.

Objective 3: To update and extend my ability to conduct research in the field of [*subject*]. (15%)

Plan: I will contact [*how many?*] research centers located in the Bay Area and request permission to . . .

Documentation:

- a. I will submit a log of contacts with research institutes, seminars attended, attendance at discussions, speakers, etc.
- b. I will submit letters from the researchers I have observed, the instructors of seminars and discussions attended, and from other contacts I make during my Sabbatical Leave of Absence.

Objective 4: To begin a research project on [*subject*]. (35%)

Plan: I will design a research project on . . . that traces factors relating to [*subtopic*] and explores the impact of [*influences*] on [*subject*]. In designing the research project, I will utilize the library facilities at [*name of library*] to search literature on [*subject*].

I will consult with various [*how many?*] [*subject*] faculty both in academic departments and research institutes to get their reactions and advice on my proposal. I will periodically consult with the administration and staff of my college to get suggestions on [*my research*].

I will analyze the data and complete a report with my conclusions.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

I will conduct the research by distributing a questionnaire to at least [*how many?*] people in [*place, subject area*]. I will personally interview [*how many?*] of those who have completed the questionnaire.

Documentation:

- a. A copy of the research proposal and questionnaire.
- b. An annotated bibliography.
- c. The final report.

dk 09/02/2016

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #2

APPLICATION Example #2

II. Purpose of Sabbatical Leave of Absence

The purpose of my Sabbatical Leave of Absence is to travel the United States and Japan to observe, learn, and experience the various ways [*subject*] is/are conducted in the two countries and the differences between them. By doing so, I will broaden my understanding of updated [*subject*] practices which I hope to incorporate into the courses I teach.

[*if applicable*] Splitting my Sabbatical Leave of Absence over two Academic Years would be beneficial because . . .

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

Objective 1: I will visit at least [*how many?*] [*institutions, businesses, colleges, etc.*] throughout the United States to observe methods and problems encountered in their areas. (40%)

Plan: I will develop a single group of questions to ask each [*professor, researcher, business person, etc.*] I visit to discover differences in their [*teaching management, research*] styles. I will also tour each facility and interview at least one and possible more of the people involved in [*subject*].

I have made tentative arrangements to visit:

- a. [*institution*] - Detroit, Michigan
- b. [*institution*] - Livona, Michigan
- c. [*institution*] - Yonkers, New York
- d. [*institution*] - Pampano, Florida
- e. [*institution*] – State of Virginia
- f. [*institution*] - Annapolis, Maryland

I am in the process of requesting visits to [*how many?*] [*where*].

Documentation:

- a. I will submit a copy of questions asked and the answers received.
- b. I will submit a summary of each interview, including the names of the individuals and the date of the interview.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #2

Objective 2: I will visit Tokyo and Osaka to study the way the Japanese [*manufacturers, etc.*] differ from the [*manufacturers*] in the United States in the field of [*subject*]. (25%)

Documentation:

- a. I will summarize the questions asked and report on all operations pertaining to the [*what*] I visited, including summaries of interviews, names of individuals, dates.
- b. I will submit notes, photographs, and travel receipts.

Objective 3: I will read extensively on the subject of . . . to prepare myself for this study. (35%)

Plan: I will visit the [*name*] and the [*name*] libraries and read a minimum of [*how many?*] books and [*how many?*] current periodical articles on the subject of . . .

Documentation: I will submit an annotated bibliography of my readings.

dk 09/02/2016

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SABBATICAL LEAVE COMMITTEE

Guidelines for Documentation of Attainment of Objectives

In order that the Sabbatical Leave Committee may objectively evaluate the attainment of the objective(s) upon the completion of a Sabbatical Leave of Absence, the following description of documentation for various types of proposals is offered as a guideline:

1. FORMAL COURSEWORK AT A UNIVERSITY/COLLEGE OR OTHER INSTITUTION OF HIGHER LEARNING
 - a. An official transcript of grades (for an American or foreign accredited collegiate institution) or an official letter of verification (foreign institution **only**), signed by an appropriate authority indicating that your course of study has been completed satisfactorily.
 - (1) Credit coursework, for a Sabbatical Leave of Absence for which coursework is the only activity, normally consists of what would be a Full-time Load for a graduate student [Twelve (12) graduate semester units for the year].
 - (2) If undergraduate and not combined with another approved activity, then twelve (12) units per semester are required.
 - b. If a course is only "audited," a **minimum** of seventy-five percent (75%) class attendance is **required**, and this attendance must be verified, **in writing**, by
 - (1) the course instructor or other appropriate authority, **or**
 - (2) **dated** class notes taken during attendance in the course
2. WORK EXPERIENCE

An official letter or verification, signed by the appropriate supervisor, administrator, or similar authority, that:

 - a. indicates the name and place where work was done
 - b. indicates the type of work performed
 - c. indicates the quantity of time spent working
 - d. indicates the quality of the work performed
3. TRAVEL/STUDY/VISITATION
 - a. Travel journal, itineraries, record of places visited, photographs, and other evidence of travel related to the objective.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SABBATICAL LEAVE COMMITTEE

Guidelines for Documentation of Attainment of Objectives

- b. Name, title, and address of person you may have interviewed, consulted, or collaborated with. Include date and synopsis of interview, consultation, or collaboration effort.
- c. Manuscripts, publications, papers, paintings, drawings, photographic reproductions, copies, dated tape recordings, and/or similar materials, produced or acquired as a result of your activity, and that meet the usual and accepted professional standards.
- d. Bibliography of material read, studied, and/or collected. If only books are read and not combined with another approved activity, then bibliography for twenty (20) books per semester, or forty (40) books per year. One book is equal to six (6) articles; therefore, one hundred twenty (120) articles per semesters, or two hundred forty (240) articles per year.
- e. Names, titles, places, dates, etc., of conferences, seminars, or meetings attended. Include synopsis of each activity.

4. RESEARCH/STUDY/OTHER CREATIVE WORK

- a. Names of the locations(s) or institution(s) where your project/study was carried on, and the names and titles of authorities (or similar persons), if any, with whom it was conducted.
- b. If applicable, assurances of cooperation or authorization to conduct the project/activity/study received from appropriate individuals, institutions, companies, or agencies.
- c. Manuscripts, publications, papers, paintings, drawings, photographic work, and or other similar materials, developed or produced, as a result of your research, study, or other creative activity. These should be of a quality consistent with usual and accepted professional standards.
- d. Titles, places, dates, short description, and other evidence, if any, of any lectures delivered, and/or seminars, meetings, or conferences, in which you are an active participant.

Various combinations of the above may be considered, depending on the nature of your proposed activity and objectives.

The above guidelines are meant to be suggestive and not all inclusive. Applicants may submit on their applications other appropriate documentation, keeping in mind the responsibility of the Sabbatical Leave Committee to exercise its mandate to protect the integrity of the Sabbatical Leave of Absence Policy.

dk 09/02/11

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
GENERAL CRITERIA OF THE SABBATICAL LEAVE COMMITTEE
IN THE EVALUATION OF APPLICATIONS

It is the responsibility of the Sabbatical Leave Committee to carry out the Sabbatical Leave of Absence Policy as set forth in the agreement between the District and the Chabot-Las Positas Faculty Association. Because it believes in the value of Sabbatical Leaves, the Committee will do everything in its power to maintain the integrity of the Leave and the integrity of the evaluation process.

The Sabbatical Leave Committee is empowered to evaluate all applications for Sabbatical Leaves of Absence to determine that:

- a. the general purpose of the Sabbatical Leave of Absence conforms to the purpose enunciated in the contractual (Agreement,* Article 12-1A.1); and
- b. the statement of specific objectives (including a percentage of the whole to be completed for each objective of the proposed work), the plan for achieving each objective, and the documentation to be submitted upon completion of the Sabbatical Leave are clear, measurable, and in harmony with the general purpose of the Sabbatical Leave of Absence. (Agreement,* Article 12-1A.7)

The Sabbatical Leave Committee does not rank proposals or applicants. Ranking is determined strictly by the procedure described in the Sabbatical Leave of Absence Policy (Agreement*, Article 12-1A.3). The Committee's concern is to evaluate the applications to make sure they conform to District policy and contain clear, measurable objectives which can be objectively evaluated upon completion of the Sabbatical Leave of Absence. The policy states that the purpose is to update and improve the capabilities of the Faculty member upon his/her return to college duty--a long-range goal. Therefore, the Committee examines all applications with a sensitive respect for the Faculty member's views of what will improve his/her value to their respective college.

The Committee expects each application submitted to reflect the thoughtful and careful attention that has been devoted to the selection of a project and the plans to realize it. The Committee reminds each applicant that both the Committee and the applicant will be saved valuable time and energy if the application is prepared with scrupulous care for clarity and sharpness of statement.

The Committee will work cooperatively with each applicant to the best of its ability. When the Committee asks for clarification of anything in the application, it is exercising its mandate to protect the integrity of the Sabbatical Leave of Absence Policy. Both the applicant and the Committee should start with an assumption of good faith and a desire to resolve differences in a professional, equitable manner. In order to facilitate the evaluation of applications and offer assistance to applicants, the following formal procedures will be followed.

*Agreement Between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association
(July 1, 2015 - June 30, 2018)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

FORMAL EVALUATION PROCEDURES OF THE SABBATICAL LEAVE COMMITTEE

1. In evaluating Sabbatical Leave of Absence applicants, the first step will be the review of the statement of general purpose of each applicant ("II" on the application form).
 - a. If questions are raised, the Committee will request a meeting with the applicant and submit a written list of questions prior to the meeting.
 - b. At this meeting, the applicant should present written clarification and revisions of his/her statement.
 - c. The Committee may then request further clarification or vote on the application. If a majority of the members vote to reject the statement of general purpose, then the application is denied.
 - d. If the application is denied, the Committee shall inform the applicant in writing, giving the reasons for the disapproval.
2. When and if the statement of general purpose is approved, consideration will then be given to the specific objectives, the plan to achieve them, and the documentation to be submitted on completion of the Sabbatical Leave of Absence.
 - a. If these are approved, then the Committee shall so inform the applicant and forward the application with recommendations to the respective College Vice President, Academic Services, who will forward a set of original forms for each approved applicant to the Office of the Vice Chancellor, Educational Services and Student Success. The Vice Chancellor will submit final approved applications for Board of Trustees approval on or before the first meeting in January or as soon thereafter, as practicable. (Article 12-1A.7)
 - b. If questions are raised by members of the Committee, the applicant shall be informed of the questions in writing and be asked to appear before the Committee.
 - c. At this Committee meeting, the applicant should present written clarifications and revisions.
 - d. If there are still unresolved issues after this meeting, the Committee shall inform the applicant in writing of the unresolved issues and set up a final meeting.
 - e. After the final meeting, the Committee shall vote to accept or reject the application. The applicant shall be informed of the decision, and if the vote is to reject the application, the applicant is to be informed of the reasons for the rejection in writing.
3. Applicants whose Sabbatical Leaves of Absence have been previously approved by the Sabbatical Leave Committee, but either not funded or not taken, will go through the same procedures as all other candidates (those listed above in 1 and 2).

4. 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.

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 Sabbatical Leaves. The Sabbatical Leave of Absence proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split Sabbatical Leave of Absence provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

5. Appeals Procedure Regarding Denied Applications

A unit member whose application is denied by the Sabbatical Leave Committee shall be provided with a copy of the policies and procedures for review and appeal of the Sabbatical Leave Committee's decision. (See [Article 12-1A.7.](#)) Should the denial of the application be appealed, the College President, Chancellor, and the Board of Trustees shall be notified in writing of the denial of the application by the Sabbatical Leave Committee, including the reasons for the Sabbatical Leave Committee's action. The decision of the Appeal's Committee is binding and shall not be grievable under [Article 7](#) of this Agreement.

K Krueg 6/21/11

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.

The purpose of my leave is to construct a bibliography that pertains to Latino concerns in Counseling Psychology (PSCN) and to improve my ability to teach the core Human Services classes in a multicultural setting. The review of the literature will result in an updated bibliography for the current Psychology-Counseling courses that are part of the Human Services degree (specifically PSCN 1, PSCN 2, PSCN 13).

The Psychology Counseling curriculum currently has a multicultural emphasis. However, the unique needs and challenges of Latinos in the area of human services are yet to be explored fully. I am currently teaching PSCN 1, PSCN 2 and PSCN 13 which are three core courses for the Human Service degree and it has become apparent that the curriculum must be infused with updated literature about Latino's psychological-counseling evolving topics as the push and pull factors of recent immigration keep changing.

In order to improve my ability to teach Psychology –Counseling classes with an emphasis on Latino concerns in a multicultural setting, I will attend the “Mastering Diversity Training and Facilitation” workshop offered every year by the StirFry Seminars and Consulting group located in Berkeley, CA. I will also attend the National Multicultural Conference and Summit that takes place every other year in the East Coast. The workshop and the conference will further my ability to create a cultural sensitive classroom in order to create safety and trust while discussing concern that affect minorities in the USA.

In a Hispanic serving institution such as Chabot having faculty that is trained to facilitate multicultural conversations inside and outside the classroom is an asset as our faculty and student population becomes more diverse. Moreover, having a curriculum in Human Services that is infused with updated bibliography that specifically targets the concerns of

a growing Latino population in multicultural society will enhance students' cultural competence as they enter a diverse work place.

III. Specific Objectives and Methods for Achieving These Objectives

Objective 1: Selection of books (40%)

Plan: I will investigate recently published books (2 years and earlier) in the Psychology Counseling field that target the Latino population and decide which ones could enhance PSCN classes and/or be useful in the revision of the PSCN 13 curriculum

Documentation: I will submit annotated bibliographic information of the books reviewed.

Objective 2: Selection of articles (40%)

Plan: I will investigate recently published (3 years and earlier) articles in the Psychology Counseling field that target the Latino population and decide which ones could enhance PSCN classes and/or be useful in the revision of the PSCN 13 curriculum.

Documentation: I will submit annotated bibliographic information on articles read.

Objective 3: Improve my ability to teach Human Services classes in a diverse student setting (20%)

Plan: Attend the National Multicultural Conference and Summit. A three-day conference hosted by the Society of Counseling Psychology and the Society for the Psychological Study of Culture, Ethnicity and Race (divisions of the American Psychology Association). The conference takes place every other year in mid-January (last conference took place in 2019). Exact days and place will be published later this year.

Documentation: I will submit copy of conference registration, conference program and a one-page summary for each of the sessions attended.

Plan: Attend a three-full-day Mastering Diversity Training and Facilitation workshop (April 20 -22, 2021) facilitated by the StirFry Seminars and Consulting group located in Berkeley, CA.

Documentation: I will submit copy of registration and syllabus.



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: 9/9/2020

A. Applicant's Name: Ansell Michael Albert
(last) *(first)* *(middle)*

~~XXXXXXXXXX~~

Location: Chabot Las Positas

Division: STEM

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: 2021

Semester: Spring Academic Year: 2022

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: *Thijs Ansell*

Received and Reviewed by: *Nan Ho* 9/15/20
Administrator's Signature

Kristina Whalen
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:

Michael Ansell

W / SSN:

~~XXXXXXXXXX~~

Date application received:

9/15/2020

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

10

B. Priority Ranking assigned number: 10 in a group of 20 **13**

C. Workload Banking: Augment Sabbatical Salary Requested

Yes No

D. Workload Banking: Augment Sabbatical Salary Form Received

Yes No

Date Received: 9/15/20

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

KW
(initials)

F. Type of Sabbatical Leave of Absence Approved:

Paid Sabbatical

Unpaid Sabbatical

Please print name
of Vice President that prepared:

Kristina Whalen

Date:

Completed: _____

Sabbatical Leave Application for Dr. Michael Ansell for Fall 2021-Spring 2022 Leave

Part II

The purpose of this sabbatical leave is to improve and update my ability to teach effectively and to develop curriculum for Chemistry, Environmental Studies, and Wine Science. I have taught in all of these areas within the last two years and plan to teach for many more years. There is a lot to learn and to develop in order to improve teaching and learning in all these areas for myself, these departments, the college, and our students.

Part III

My studies and course development will be divided into the following areas:

I. **Chemistry Studies and Content Development (65%)**

A. Green Organic Chemistry –

I will attend the American Chemical Society's Green Chemistry and Engineering Conference in 2021/22 and write brief summaries of 5 seminars that cover areas of interest for myself and our organic chemistry students.

B. Organic Lab Curriculum –

I will incorporate three new labs into the Organic Chemistry (Chem 12A/12B) Curriculum to modernize our activities and incorporate environmental themes.

Potential labs include:

- a. The Synthesis and Characterization of Biodiesel Fuels.
- b. Green Epoxidation of Chalcones
- c. Chiral Reduction of Ethyl Acetoacetate
- d. Green Oxidation of Isoborneol

C. Cheminformatics –

In modern chemistry, robots and computers will do much of the lab work, so the chemist's job focuses on designing experiments for the machines followed by processing data, interpreting results, and proposing new experiments based on these findings.

--I will watch at least three webinars or live seminars on the topic. I will design and implement a laboratory project for Chemistry based on this increasingly important area.

D. Canopy Growth, USA –

I will tour the laboratories of Dr. Brian Reid in Louisville, CO. Brian is a friend and fellow UO grad who is now the Head of Scientific Research, Americas for “a multifunctional R&D team that that brings a unique scientific approach to understanding the pharmacology of cannabinoids and terpenes, and turning this understanding into a unique suite of consumer products.” This laboratory uses many of the same advanced laboratory techniques that our students learn at LPC and I hope to bring knowledge back for students interested in working in this emerging industry.

-I will write a summary of what I learn in my tour of these laboratories.

E. The History of Chemistry –

I’ve been interested in this throughout my career. I have taken two graduate courses dedicated to the topic and have included copious examples in all of my classes, but I’ve never visited the most famous locations.

To further my study, I will visit several international locations in order to learn more about the history of Chemistry (and how science is presented to the public) including:

- a. The Royal Institution of London – founded in 1799, where Sir Humphrey Davy and Michael Faraday gave their famous chemistry lectures that still continue today.
- b. Musee Curie (Paris) – A museum which includes the offices, laboratories, and history of Marie Curie.
- c. Museum of the History of Science in Florence, which contains some of the oldest artifacts from physical and natural science including thermometers, pneumatic, pharmaceutical, and chemical devices.
- d. Palais Decouverte (Paris) – Famous science museum with exhibits on many disciplines including Chemistry.
- e. Cite des Sciences et de l’Industrie (Paris) is the largest science museum in Europe which includes exhibits such as Energy, which explores the challenge of satisfying the world’s energy consumption in the past and the future.
- f. The Oxford Museum of Natural History – which houses the university’s collection of countless scientific artifacts and still includes their department of chemistry, among others.

-I will keep an annotated, photographic journal of my visits to each of these museums.

II. Environmental Chemistry for Non-Majors with lab– (25%)

Based on my experience teaching Environmental Studies; incorporating Green Chemistry into existing labs in both General and Organic Chemistry classes in the past; and on research into similar classes at other colleges and universities, I will develop a new class for the Chemistry Department called Environmental Chemistry for Non-Majors. The Chemistry Program has long sought to offer a Non-Majors course to increase scientific and chemical understanding for non-majors and fulfill the GE Requirement for a laboratory science. This class will be cross listed with EVST (Environmental Studies). I will collaborate with Eric Harpell to develop an independent lab component for the class which could also be taken with EVST 5 to complete the GE for science with lab. We have many ideas for lab activities on batteries, building a solar cell, measuring wind energy, understanding global warming gases through infrared spectroscopy, compostable materials, energy efficiency, etc.

Documentation:

- A. Researching Other Offerings – I will obtain course outlines and materials for at least three Environmental Chemistry courses offered at other colleges/universities.
- B. I will write a course outline and draft syllabus for an Environmental Chemistry course and an independent lab course to accompany it. The course outlines will be submitted to the LPC Curriculum Committee for approval.

III. Wine Science – (10%)

In order to deepen my understanding of wine science, I will visit at least one wine laboratory in California and one in France to learn more about the chemistry, processes, and techniques covered in VWT 23: The Fundamentals of Wine Science. I taught the class in Spring 2019 and plan to teach it again every few years. I hope to visit the Gallo Winery in the Central Valley of CA where they have one of the largest facilities in the world and where some of my former students currently work or a similar winery. I would also like to visit the winery where Tommy Vanhoutte works in France. He was my instructor for VWT 41: Fall Winery Operations in Fall 2019 and he works in a different winery each year.

-I will keep an annotated photographic journal of my visits to each of these facilities.

Approved

Disapproved

Division Dean/Administrator Signature: Nan Ho Date: 9 / 15 / 20

FOR OFFICE USE ONLY

Verified By: Kristina Whalen 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

Sabbatical Leave Application for Dr. Michael Ansell for Fall 2021-Sp 2022 Leave

Part II

The purpose of this sabbatical leave is to improve and update my ability to teach effectively and to develop curriculum for Chemistry, Environmental Studies, and Wine Science. I have taught in all of these areas within the last two years and plan to teach for many more years. There is a lot to learn and to develop in order to improve teaching and learning in all these areas for myself, these departments, the college, and our students.

Part III

My studies and course development will be divided into the following areas:

I. Curriculum Development

A. Organic Lab Curriculum (20%)

I will incorporate three new labs into the Organic Chemistry (Chem 12A/12B) Curriculum to modernize our activities and incorporate environmental themes.

Potential labs include:

- a. The Synthesis and Characterization of Biodiesel Fuels.
- b. Green Epoxidation of Chalcones
- c. Chiral Reduction of Ethyl Acetoacetate
- d. Green Oxidation of Isoborneol

I will submit three new labs to the committee with notes on how to implement them.

B. Environmental Chemistry for Non-Majors with Lab– (20%)

Based on my experience 1) teaching Environmental Studies; 2) incorporating Green Chemistry into existing labs in both General and Organic Chemistry classes in the past; and 3) on research into similar classes at other colleges and universities, I will develop a new class for the Chemistry Department called Environmental Chemistry for Non-Majors. The Chemistry Program has long sought to offer a Non-Majors course to increase scientific and chemical understanding for non-majors and fulfill the GE Requirement for a laboratory science. This class will be cross listed with EVST (Environmental Studies). I will collaborate with Eric Harpell to develop an independent lab component for the class which could also be taken with EVST 5 to complete the GE for science with lab. We have many ideas for lab activities on batteries, building a solar cell, measuring wind energy, understanding global

warming gases through infrared spectroscopy, compostable materials, energy efficiency, etc.

- a. **I will obtain and submit course outlines and materials for three Environmental Chemistry courses offered at other colleges/universities.**
- b. **I will write a course outline and draft syllabus for an Environmental Chemistry course and an independent lab course to accompany it. The course outlines will be submitted to the LPC Curriculum Committee for approval.**

c. Cheminformatics – (8%)

In modern chemistry, robots and computers will do much of the lab work, so the chemist's job focuses on designing experiments for the machines followed by processing data, interpreting results, and proposing new experiments based on these findings.

--I will watch at least three webinars or live seminars on the topic. I will design and implement a laboratory project for Chemistry based on this increasingly important area.

II. Travel/Seminars

A. Green Organic Chemistry – (6%)

I will attend the American Chemical Society's Green Chemistry and Engineering Conference in Reston, VA in Summer 2021. If Covid restrictions are still in place, I will attend this conference virtually.

I will write one page summaries of 5 seminars that cover areas of interest for myself and our organic chemistry students.

B. Canopy Growth, USA (6%)

I will tour the laboratories of Dr. Brian Reid in Louisville, CO. Brian is a friend and fellow UO grad who is now the Head of Scientific Research, Americas for "a multifunctional R&D team that that brings a unique scientific approach to understanding the pharmacology of cannabinoids and terpenes, and turning this understanding into a unique suite of consumer products." This laboratory uses many of the same advanced laboratory techniques that our students learn at LPC

and I hope to bring knowledge back for students interested in working in this emerging industry.

-I will submit an annotated photographic journal of what I learn in my tour of these laboratories with notes on the chemistry learned.

C. The History of Chemistry (30% or 5% each)

I've been interested in this throughout my career. I have taken two graduate courses dedicated to the History of Science and have included copious examples in all of my classes, but I've never visited the most famous locations. This will enrich all of my classes when I discuss the history of chemistry. I can include photos and more detailed descriptions of the locations to bring history alive.

To further my study, I will visit six international locations in order to learn more about the history of Chemistry (and how science is presented to the public) including:

- a. The Royal Institution of London – founded in 1799, where Sir Humphrey Davy and Michael Faraday gave their famous chemistry lectures that still continue today.
- b. Musee Curie (Paris) – A museum which includes the offices, laboratories, and history of Marie Curie.
- c. Museum of the History of Science in Florence, which contains some of the oldest artifacts from physical and natural science including thermometers, pneumatic, pharmaceutical, and chemical devices.
- d. Palais Decouverte (Paris) – Famous science museum with exhibits on many disciplines including Chemistry.
- e. Cite des Sciences et de l'Industrie (Paris) is the largest science museum in Europe which includes exhibits such as Energy, which explores the challenge of satisfying the world's energy consumption in the past and the future.
- f. The Oxford Museum of Natural History – which houses the university's collection of countless scientific artifacts and still includes their department of chemistry, among others.

-I will keep an annotated, photographic journal of my visits to each of these museums including a scanned brochure for each.

D. Wine Science – (10%)

In order to deepen my understanding of wine science, I will travel to at least one wine laboratory in California and one in France to learn more about the chemistry, processes, and techniques covered in VWT 23: The Fundamentals of Wine Science. I taught the class in Spring 2019 and plan to teach it again every few years.

I hope to visit the Gallo Winery in the Central Valley of CA where they have one of the largest facilities in the world and where some of my former students currently work or a similar winery. I would also like to visit the winery where Tommy Vanhoutte works in France. He was my instructor for VWT 41: Fall Winery Operations in Fall 2019 and he works in a different winery each year.

-I will submit an annotated photographic journal of my visits to each of these facilities with notes about the chemistry, processes, and techniques related to VWT 23.



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: 9/15/20

A. Applicant's Name: August Robert H
(last) *(first)* *(middle)*

Location: Chabot Las Positas

Division: STEM

Discipline: Math and FSA in Theatre

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 Part of this was previously approved

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

Semester: Fall 2021

Academic Year: 2021-2022

Semester: Spring 2022

Academic Year: 2021-2022

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

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: Robert August

W / SSN: _____

Date application received: 9/15/2020

A. Seniority Number 8
(Article 12-1A.3b.)

B. Priority Ranking assigned number: 8 in a group of 13

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: Kristina Whalen Date: _____
Completed: _____

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

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE – EXAMPLE #1

SABBATICAL LEAVE APPLICATION EXAMPLES

APPLICATION Example #1

II. Purpose of the Sabbatical Leave of Absence

During my Sabbatical Leave of Absence, I plan to divide my time between attending classes and studying for a [*what kind of?*] degree.

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

1. Update and improve my ability to teach [*subject*].
2. Make sure our [*subject*] transfer courses are comparable to those at the University of [*name*].
3. Update and extend my ability to conduct research in the field of [*subject*].
4. Initiate a research project on [*subject*].

The benefits to your college could be . . .

[*if applicable*] Splitting my Sabbatical Leave of Absence over two (2) Academic Years would be beneficial because . . .

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

Objective 1: To update and improve my ability to teach [*subject*] and [*subject*] at my college. (20%)

Plan: To spend a year as a [*subject: e.g., researcher, intern*] in the [*subject*] Department of the University of . . . I will complete with passing grade at least [*how many?*] graduate courses in the field of [*subject*].

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

Objective 2: To make sure our [*subject*] transfer courses are comparable to those at the University of . . .(30%)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

Plan: I will audit a minimum of [*how many?*] undergraduate and graduate courses on the subject of . . . at the University of . . . I will do the homework and other assignments necessary for an understanding of course content.

Documentation:

- a. I will submit copies of course syllabi, bibliographies, and other available handouts for the courses I have audited.
- b. I will submit letters from the Chairperson of the Department or from the instructors of the courses I have audited.
- c. I will submit a short summary and/or conclusions of the course work.

Objective 3: To update and extend my ability to conduct research in the field of [*subject*]. (15%)

Plan: I will contact [*how many?*] research centers located in the Bay Area and request permission to . . .

Documentation:

- a. I will submit a log of contacts with research institutes, seminars attended, attendance at discussions, speakers, etc.
- b. I will submit letters from the researchers I have observed, the instructors of seminars and discussions attended, and from other contacts I make during my Sabbatical Leave of Absence.

Objective 4: To begin a research project on [*subject*]. (35%)

Plan: I will design a research project on . . . that traces factors relating to [*subtopic*] and explores the impact of [*influences*] on [*subject*]. In designing the research project, I will utilize the library facilities at [*name of library*] to search literature on [*subject*].

I will consult with various [*how many?*] [*subject*] faculty both in academic departments and research institutes to get their reactions and advice on my proposal. I will periodically consult with the administration and staff of my college to get suggestions on [*my research*].

I will analyze the data and complete a report with my conclusions.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

I will conduct the research by distributing a questionnaire to at least [*how many?*] people in [*place, subject area*]. I will personally interview [*how many?*] of those who have completed the questionnaire.

Documentation:

- a. A copy of the research proposal and questionnaire.
- b. An annotated bibliography.
- c. The final report.

dk 09/02/2016

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #2

APPLICATION Example #2

II. Purpose of Sabbatical Leave of Absence

The purpose of my Sabbatical Leave of Absence is to travel the United States and Japan to observe, learn, and experience the various ways [*subject*] is/are conducted in the two countries and the differences between them. By doing so, I will broaden my understanding of updated [*subject*] practices which I hope to incorporate into the courses I teach.

[*if applicable*] Splitting my Sabbatical Leave of Absence over two Academic Years would be beneficial because . . .

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

Objective 1: I will visit at least [*how many?*] [*institutions, businesses, colleges, etc.*] throughout the United States to observe methods and problems encountered in their areas. (40%)

Plan: I will develop a single group of questions to ask each [*professor, researcher, business person, etc.*] I visit to discover differences in their [*teaching management, research*] styles. I will also tour each facility and interview at least one and possible more of the people involved in [*subject*].

I have made tentative arrangements to visit:

- a. [*institution*] - Detroit, Michigan
- b. [*institution*] - Livona, Michigan
- c. [*institution*] - Yonkers, New York
- d. [*institution*] - Pampano, Florida
- e. [*institution*] – State of Virginia
- f. [*institution*] - Annapolis, Maryland

I am in the process of requesting visits to [*how many?*] [*where*].

Documentation:

- a. I will submit a copy of questions asked and the answers received.
- b. I will submit a summary of each interview, including the names of the individuals and the date of the interview.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #2

Objective 2: I will visit Tokyo and Osaka to study the way the Japanese [*manufacturers, etc.*] differ from the [*manufacturers*] in the United States in the field of [*subject*]. (25%)

Documentation:

- a. I will summarize the questions asked and report on all operations pertaining to the [*what*] I visited, including summaries of interviews, names of individuals, dates.
- b. I will submit notes, photographs, and travel receipts.

Objective 3: I will read extensively on the subject of . . . to prepare myself for this study. (35%)

Plan: I will visit the [*name*] and the [*name*] libraries and read a minimum of [*how many?*] books and [*how many?*] current periodical articles on the subject of . . .

Documentation: I will submit an annotated bibliography of my readings.

dk 09/02/2016

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SABBATICAL LEAVE COMMITTEE

Guidelines for Documentation of Attainment of Objectives

In order that the Sabbatical Leave Committee may objectively evaluate the attainment of the objective(s) upon the completion of a Sabbatical Leave of Absence, the following description of documentation for various types of proposals is offered as a guideline:

1. FORMAL COURSEWORK AT A UNIVERSITY/COLLEGE OR OTHER INSTITUTION OF HIGHER LEARNING
 - a. An official transcript of grades (for an American or foreign accredited collegiate institution) or an official letter of verification (foreign institution **only**), signed by an appropriate authority indicating that your course of study has been completed satisfactorily.
 - (1) Credit coursework, for a Sabbatical Leave of Absence for which coursework is the only activity, normally consists of what would be a Full-time Load for a graduate student [Twelve (12) graduate semester units for the year].
 - (2) If undergraduate and not combined with another approved activity, then twelve (12) units per semester are required.
 - b. If a course is only "audited," a **minimum** of seventy-five percent (75%) class attendance is **required**, and this attendance must be verified, **in writing**, by
 - (1) the course instructor or other appropriate authority, **or**
 - (2) **dated** class notes taken during attendance in the course
2. WORK EXPERIENCE

An official letter or verification, signed by the appropriate supervisor, administrator, or similar authority, that:

 - a. indicates the name and place where work was done
 - b. indicates the type of work performed
 - c. indicates the quantity of time spent working
 - d. indicates the quality of the work performed
3. TRAVEL/STUDY/VISITATION
 - a. Travel journal, itineraries, record of places visited, photographs, and other evidence of travel related to the objective.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SABBATICAL LEAVE COMMITTEE

Guidelines for Documentation of Attainment of Objectives

- b. Name, title, and address of person you may have interviewed, consulted, or collaborated with. Include date and synopsis of interview, consultation, or collaboration effort.
- c. Manuscripts, publications, papers, paintings, drawings, photographic reproductions, copies, dated tape recordings, and/or similar materials, produced or acquired as a result of your activity, and that meet the usual and accepted professional standards.
- d. Bibliography of material read, studied, and/or collected. If only books are read and not combined with another approved activity, then bibliography for twenty (20) books per semester, or forty (40) books per year. One book is equal to six (6) articles; therefore, one hundred twenty (120) articles per semesters, or two hundred forty (240) articles per year.
- e. Names, titles, places, dates, etc., of conferences, seminars, or meetings attended. Include synopsis of each activity.

4. RESEARCH/STUDY/OTHER CREATIVE WORK

- a. Names of the locations(s) or institution(s) where your project/study was carried on, and the names and titles of authorities (or similar persons), if any, with whom it was conducted.
- b. If applicable, assurances of cooperation or authorization to conduct the project/activity/study received from appropriate individuals, institutions, companies, or agencies.
- c. Manuscripts, publications, papers, paintings, drawings, photographic work, and or other similar materials, developed or produced, as a result of your research, study, or other creative activity. These should be of a quality consistent with usual and accepted professional standards.
- d. Titles, places, dates, short description, and other evidence, if any, of any lectures delivered, and/or seminars, meetings, or conferences, in which you are an active participant.

Various combinations of the above may be considered, depending on the nature of your proposed activity and objectives.

The above guidelines are meant to be suggestive and not all inclusive. Applicants may submit on their applications other appropriate documentation, keeping in mind the responsibility of the Sabbatical Leave Committee to exercise its mandate to protect the integrity of the Sabbatical Leave of Absence Policy.

dk 09/02/11

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
GENERAL CRITERIA OF THE SABBATICAL LEAVE COMMITTEE
IN THE EVALUATION OF APPLICATIONS

It is the responsibility of the Sabbatical Leave Committee to carry out the Sabbatical Leave of Absence Policy as set forth in the agreement between the District and the Chabot-Las Positas Faculty Association. Because it believes in the value of Sabbatical Leaves, the Committee will do everything in its power to maintain the integrity of the Leave and the integrity of the evaluation process.

The Sabbatical Leave Committee is empowered to evaluate all applications for Sabbatical Leaves of Absence to determine that:

- a. the general purpose of the Sabbatical Leave of Absence conforms to the purpose enunciated in the contractual (Agreement,* Article 12-1A.1); and
- b. the statement of specific objectives (including a percentage of the whole to be completed for each objective of the proposed work), the plan for achieving each objective, and the documentation to be submitted upon completion of the Sabbatical Leave are clear, measurable, and in harmony with the general purpose of the Sabbatical Leave of Absence. (Agreement,* Article 12-1A.7)

The Sabbatical Leave Committee does not rank proposals or applicants. Ranking is determined strictly by the procedure described in the Sabbatical Leave of Absence Policy (Agreement*, Article 12-1A.3). The Committee's concern is to evaluate the applications to make sure they conform to District policy and contain clear, measurable objectives which can be objectively evaluated upon completion of the Sabbatical Leave of Absence. The policy states that the purpose is to update and improve the capabilities of the Faculty member upon his/her return to college duty--a long-range goal. Therefore, the Committee examines all applications with a sensitive respect for the Faculty member's views of what will improve his/her value to their respective college.

The Committee expects each application submitted to reflect the thoughtful and careful attention that has been devoted to the selection of a project and the plans to realize it. The Committee reminds each applicant that both the Committee and the applicant will be saved valuable time and energy if the application is prepared with scrupulous care for clarity and sharpness of statement.

The Committee will work cooperatively with each applicant to the best of its ability. When the Committee asks for clarification of anything in the application, it is exercising its mandate to protect the integrity of the Sabbatical Leave of Absence Policy. Both the applicant and the Committee should start with an assumption of good faith and a desire to resolve differences in a professional, equitable manner. In order to facilitate the evaluation of applications and offer assistance to applicants, the following formal procedures will be followed.

*Agreement Between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association
(July 1, 2015 - June 30, 2018)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

FORMAL EVALUATION PROCEDURES OF THE SABBATICAL LEAVE COMMITTEE

1. In evaluating Sabbatical Leave of Absence applicants, the first step will be the review of the statement of general purpose of each applicant ("II" on the application form).
 - a. If questions are raised, the Committee will request a meeting with the applicant and submit a written list of questions prior to the meeting.
 - b. At this meeting, the applicant should present written clarification and revisions of his/her statement.
 - c. The Committee may then request further clarification or vote on the application. If a majority of the members vote to reject the statement of general purpose, then the application is denied.
 - d. If the application is denied, the Committee shall inform the applicant in writing, giving the reasons for the disapproval.
2. When and if the statement of general purpose is approved, consideration will then be given to the specific objectives, the plan to achieve them, and the documentation to be submitted on completion of the Sabbatical Leave of Absence.
 - a. If these are approved, then the Committee shall so inform the applicant and forward the application with recommendations to the respective College Vice President, Academic Services, who will forward a set of original forms for each approved applicant to the Office of the Vice Chancellor, Educational Services and Student Success. The Vice Chancellor will submit final approved applications for Board of Trustees approval on or before the first meeting in January or as soon thereafter, as practicable. (Article 12-1A.7)
 - b. If questions are raised by members of the Committee, the applicant shall be informed of the questions in writing and be asked to appear before the Committee.
 - c. At this Committee meeting, the applicant should present written clarifications and revisions.
 - d. If there are still unresolved issues after this meeting, the Committee shall inform the applicant in writing of the unresolved issues and set up a final meeting.
 - e. After the final meeting, the Committee shall vote to accept or reject the application. The applicant shall be informed of the decision, and if the vote is to reject the application, the applicant is to be informed of the reasons for the rejection in writing.
3. Applicants whose Sabbatical Leaves of Absence have been previously approved by the Sabbatical Leave Committee, but either not funded or not taken, will go through the same procedures as all other candidates (those listed above in 1 and 2).

4. 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.

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 Sabbatical Leaves. The Sabbatical Leave of Absence proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split Sabbatical Leave of Absence provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

5. Appeals Procedure Regarding Denied Applications

A unit member whose application is denied by the Sabbatical Leave Committee shall be provided with a copy of the policies and procedures for review and appeal of the Sabbatical Leave Committee's decision. (See [Article 12-1A.7.](#)) Should the denial of the application be appealed, the College President, Chancellor, and the Board of Trustees shall be notified in writing of the denial of the application by the Sabbatical Leave Committee, including the reasons for the Sabbatical Leave Committee's action. The decision of the Appeal's Committee is binding and shall not be grievable under [Article 7](#) of this Agreement.

K Krueg 6/21/11

Purpose of Sabbatical Leave for Robert August Jr.

Update and improve my ability to teach Statistics in face-to-face, hybrid, and distance education modes by:

1. Creating a new Math 40-Statistics multimedia course text featuring:
 - Newly created Excel-based Statistics labs (a requirement for the course)
 - Newly created Calculator-based Statistics labs (a requirement for the course)
 - Newly created examples, videos, definitions, graphs, tables, homework problem sets, etc.
2. Preparing and Creating a new Math 55- Intermediate Algebra fully online course by:
 - Attending a conference on online teaching
 - Researching and testing exam-proctoring software for online math courses
 - Following and Incorporating the OEI Design Guidelines into the Math 55- Intermediate Algebra course
 - Join and work through all the phases of the OEI Course Design Academy
 - Submitting my Math 55- Intermediate Algebra course to the OEI for inclusion in the OEI Course Exchange

II. Objectives, Plans, and Documentation:

Objective 1: Create a new Math 40-Statistics multimedia course text. (50%)

- **Background:** Currently our Math 40 classes utilize a required textbook that is expensive to students and also produces new editions every few years with minimal changes to the actual text. There are errors in it and frankly I find myself teaching my students to the style of the text instead of what I feel is best for their comprehension of the material. Another problem is the publisher's material in the online format is often not web-accessible as required by law for all students.

Our Math 40 classes currently utilize a required lab manual (author Bill Dunn) for the one unit lab portion of the course. These labs are to be done on Microsoft Excel to help students use technology to work with both

descriptive and inferential statistics. Having used these same labs for over ten years now, they've become outdated and stale. I receive by far the most complaints from my students over issues with these labs – wording, readability, errors, typos, etc.

Our Math 40 classes also have a required graphing calculator component and often students are confused with proper use of the calculator for statistical application problems.

- **Plan:** I will create a new Statistics multimedia text utilizing my own problem sets for each required learning objective throughout the course. This will eliminate the need for students to purchase the publisher's text. Within the new text, I will include a newly created series of 10+ Excel-based labs, 10+ calculator-based labs, and numerous newly created examples, videos, definitions, graphs, tables, homework problem sets, etc.
- **Documentation:** I will provide access and/or a copy of my newly created multimedia Math 40 course text (100+ pages) with all new Excel labs, Calculator-based labs, videos, example problems, and homework sets.

Objective 2: – Research, Prepare and Create a new Math 55- Intermediate Algebra fully online course (50%)

- **Background:** Las Positas college was one of 33 schools selected to participate in the OEI's Online Equity Cohort. As part of joining the online exchange, LPC is required to have 20% of its online offerings OEI-eligible within 2 years and then continually increase its OEI-eligible offerings. The OEI has indicated a great need for Math courses to help students achieve their educational goals through the exchange program.

In order for the Math department to participate in the OEI, we would need to create several fully online Math courses. The Math department at LPC has always been mainly face-to-face with some hybrid sections with on-campus meetings, including requiring all exams to be taken on campus.

The OEI (Online Education Initiative) has established course design guidelines and standards for any potential online course to be eligible for the OEI:

Online Course Design Standards

The Online Education Initiative (OEI) Course Design Rubric (Rubric) contains the online course design standards developed and adopted by this initiative. The Rubric is intended to establish standards relating to course design, interaction and collaboration, assessment, learner support, and accessibility in order to ensure the provision of a high-quality learning environment that promotes student success and conforms to existing regulations.

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(<https://cvc.edu/professional-development/online-course-design-standards/>)

The OEI has also provided a Course Design Academy for instructors interested in receiving training to participate in the OEI exchange program.

(<https://onlinenetworkofeducators.org/course-design-academy/>)

- ***Plan:*** – I will attend a conference on online teaching and especially look to attend sessions focused on math education in the online learning environment. I will research and test exam-proctoring software so that I can incorporate test integrity in a fully online math course section. I will join and work through all the phases of the OEI Course Design Academy (and incorporate all feedback received) to bring each standard of my course into alignment utilizing the Course Design Rubric:

(http://ccconlineed.org/wp-content/uploads/2015/11/OEI_Rubric_Edited-ACC.pdf)

Utilizing all knowledge gained from: the conference, the research on exam proctoring software, the OEI Design Guidelines, and the OEI Design Academy, I will create a fully online Math 55-Intermediate Algebra course following and incorporating all of the required OEI Course Design Rubric. Finally, I will work with Scott Vigallon to submit my newly designed Math 55-Intermediate Algebra course to the OEI for inclusion in the OEI Course Exchange.

- ***Documentation:*** – I will provide a copy of hotel/airline receipts, brochures, programs and a write-up of what I learned in each session attended at the online teaching conference. I will also provide a copy of materials received and a write-up of pros/cons from attending training on online proctoring software. Additionally, I will provide a copy of all my completed work in the OEI Course Design Academy as well as a copy of all feedback received from the course reviewers. Finally, I will provide access and/or a copy of

my newly created Math 55 fully online course with all OEI Course Design standards met.



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: 8/31/2020

A. Applicant's Name: Carbone Jill E
(last) (first) (middle)

Location: Chabot Las Positas

Division: STEM

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: 2021

Semester: spring Academic Year: 2022

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 Digitally signed by Nan Ho
Administrator's Signature Date: 2020.09.14 11:27:04 -07'00'

Kristina Whalen
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: Jill Carbone

W / SSN: _____

Date application received: 8/31/2020

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

B. Priority Ranking assigned number: 1 in a group of ~~20~~ 13

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: KW
(initials)

F. Type of Sabbatical Leave of Absence Approved:

Paid Sabbatical
Unpaid Sabbatical

Please print name of Vice President that prepared: Kristina Whalen Date: _____
Completed: _____

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

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE – EXAMPLE #1

SABBATICAL LEAVE APPLICATION EXAMPLES

APPLICATION Example #1

II. Purpose of the Sabbatical Leave of Absence

During my Sabbatical Leave of Absence, I plan to divide my time between attending classes and studying for a [*what kind of?*] degree.

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

1. Update and improve my ability to teach [*subject*].
2. Make sure our [*subject*] transfer courses are comparable to those at the University of [*name*].
3. Update and extend my ability to conduct research in the field of [*subject*].
4. Initiate a research project on [*subject*].

The benefits to your college could be . . .

[*if applicable*] Splitting my Sabbatical Leave of Absence over two (2) Academic Years would be beneficial because . . .

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

Objective 1: To update and improve my ability to teach [*subject*] and [*subject*] at my college. (20%)

Plan: To spend a year as a [*subject: e.g., researcher, intern*] in the [*subject*] Department of the University of . . . I will complete with passing grade at least [*how many?*] graduate courses in the field of [*subject*].

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

Objective 2: To make sure our [*subject*] transfer courses are comparable to those at the University of . . .(30%)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

Plan: I will audit a minimum of [*how many?*] undergraduate and graduate courses on the subject of . . . at the University of . . . I will do the homework and other assignments necessary for an understanding of course content.

Documentation:

- a. I will submit copies of course syllabi, bibliographies, and other available handouts for the courses I have audited.
- b. I will submit letters from the Chairperson of the Department or from the instructors of the courses I have audited.
- c. I will submit a short summary and/or conclusions of the course work.

Objective 3: To update and extend my ability to conduct research in the field of [*subject*]. (15%)

Plan: I will contact [*how many?*] research centers located in the Bay Area and request permission to . . .

Documentation:

- a. I will submit a log of contacts with research institutes, seminars attended, attendance at discussions, speakers, etc.
- b. I will submit letters from the researchers I have observed, the instructors of seminars and discussions attended, and from other contacts I make during my Sabbatical Leave of Absence.

Objective 4: To begin a research project on [*subject*]. (35%)

Plan: I will design a research project on . . . that traces factors relating to [*subtopic*] and explores the impact of [*influences*] on [*subject*]. In designing the research project, I will utilize the library facilities at [*name of library*] to search literature on [*subject*].

I will consult with various [*how many?*] [*subject*] faculty both in academic departments and research institutes to get their reactions and advice on my proposal. I will periodically consult with the administration and staff of my college to get suggestions on [*my research*].

I will analyze the data and complete a report with my conclusions.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

I will conduct the research by distributing a questionnaire to at least [*how many?*] people in [*place, subject area*]. I will personally interview [*how many?*] of those who have completed the questionnaire.

Documentation:

- a. A copy of the research proposal and questionnaire.
- b. An annotated bibliography.
- c. The final report.

dk 09/02/2016

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #2

APPLICATION Example #2

II. Purpose of Sabbatical Leave of Absence

The purpose of my Sabbatical Leave of Absence is to travel the United States and Japan to observe, learn, and experience the various ways *[subject]* is/are conducted in the two countries and the differences between them. By doing so, I will broaden my understanding of updated *[subject]* practices which I hope to incorporate into the courses I teach.

[if applicable] Splitting my Sabbatical Leave of Absence over two Academic Years would be beneficial because . . .

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

Objective 1: I will visit at least *[how many?]* *[institutions, businesses, colleges, etc.]* throughout the United States to observe methods and problems encountered in their areas. (40%)

Plan: I will develop a single group of questions to ask each *[professor, researcher, business person, etc.]* I visit to discover differences in their *[teaching management, research]* styles. I will also tour each facility and interview at least one and possible more of the people involved in *[subject]*.

I have made tentative arrangements to visit:

- a. *[institution]* - Detroit, Michigan
- b. *[institution]* - Livona, Michigan
- c. *[institution]* - Yonkers, New York
- d. *[institution]* - Pampano, Florida
- e. *[institution]* - State of Virginia
- f. *[institution]* - Annapolis, Maryland

I am in the process of requesting visits to *[how many?]* *[where]*.

Documentation:

- a. I will submit a copy of questions asked and the answers received.
- b. I will submit a summary of each interview, including the names of the individuals and the date of the interview.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #2

Objective 2: I will visit Tokyo and Osaka to study the way the Japanese [*manufacturers, etc.*] differ from the [*manufacturers*] in the United States in the field of [*subject*]. (25%)

Documentation:

- a. I will summarize the questions asked and report on all operations pertaining to the [*what*] I visited, including summaries of interviews, names of individuals, dates.
- b. I will submit notes, photographs, and travel receipts.

Objective 3: I will read extensively on the subject of . . . to prepare myself for this study. (35%)

Plan: I will visit the [*name*] and the [*name*] libraries and read a minimum of [*how many?*] books and [*how many?*] current periodical articles on the subject of . . .

Documentation: I will submit an annotated bibliography of my readings.

dk 09/02/2016

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SABBATICAL LEAVE COMMITTEE

Guidelines for Documentation of Attainment of Objectives

In order that the Sabbatical Leave Committee may objectively evaluate the attainment of the objective(s) upon the completion of a Sabbatical Leave of Absence, the following description of documentation for various types of proposals is offered as a guideline:

1. FORMAL COURSEWORK AT A UNIVERSITY/COLLEGE OR OTHER INSTITUTION OF HIGHER LEARNING
 - a. An official transcript of grades (for an American or foreign accredited collegiate institution) or an official letter of verification (foreign institution **only**), signed by an appropriate authority indicating that your course of study has been completed satisfactorily.
 - (1) Credit coursework, for a Sabbatical Leave of Absence for which coursework is the only activity, normally consists of what would be a Full-time Load for a graduate student [Twelve (12) graduate semester units for the year].
 - (2) If undergraduate and not combined with another approved activity, then twelve (12) units per semester are required.
 - b. If a course is only "audited," a **minimum** of seventy-five percent (75%) class attendance is **required**, and this attendance must be verified, **in writing**, by
 - (1) the course instructor or other appropriate authority, **or**
 - (2) **dated** class notes taken during attendance in the course
2. WORK EXPERIENCE

An official letter or verification, signed by the appropriate supervisor, administrator, or similar authority, that:

 - a. indicates the name and place where work was done
 - b. indicates the type of work performed
 - c. indicates the quantity of time spent working
 - d. indicates the quality of the work performed
3. TRAVEL/STUDY/VISITATION
 - a. Travel journal, itineraries, record of places visited, photographs, and other evidence of travel related to the objective.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SABBATICAL LEAVE COMMITTEE

Guidelines for Documentation of Attainment of Objectives

- b. Name, title, and address of person you may have interviewed, consulted, or collaborated with. Include date and synopsis of interview, consultation, or collaboration effort.
- c. Manuscripts, publications, papers, paintings, drawings, photographic reproductions, copies, dated tape recordings, and/or similar materials, produced or acquired as a result of your activity, and that meet the usual and accepted professional standards.
- d. Bibliography of material read, studied, and/or collected. If only books are read and not combined with another approved activity, then bibliography for twenty (20) books per semester, or forty (40) books per year. One book is equal to six (6) articles; therefore, one hundred twenty (120) articles per semesters, or two hundred forty (240) articles per year.
- e. Names, titles, places, dates, etc., of conferences, seminars, or meetings attended. Include synopsis of each activity.

4. RESEARCH/STUDY/OTHER CREATIVE WORK

- a. Names of the locations(s) or institution(s) where your project/study was carried on, and the names and titles of authorities (or similar persons), if any, with whom it was conducted.
- b. If applicable, assurances of cooperation or authorization to conduct the project/activity/study received from appropriate individuals, institutions, companies, or agencies.
- c. Manuscripts, publications, papers, paintings, drawings, photographic work, and or other similar materials, developed or produced, as a result of your research, study, or other creative activity. These should be of a quality consistent with usual and accepted professional standards.
- d. Titles, places, dates, short description, and other evidence, if any, of any lectures delivered, and/or seminars, meetings, or conferences, in which you are an active participant.

Various combinations of the above may be considered, depending on the nature of your proposed activity and objectives.

The above guidelines are meant to be suggestive and not all inclusive. Applicants may submit on their applications other appropriate documentation, keeping in mind the responsibility of the Sabbatical Leave Committee to exercise its mandate to protect the integrity of the Sabbatical Leave of Absence Policy.

dk 09/02/11

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
GENERAL CRITERIA OF THE SABBATICAL LEAVE COMMITTEE
IN THE EVALUATION OF APPLICATIONS

It is the responsibility of the Sabbatical Leave Committee to carry out the Sabbatical Leave of Absence Policy as set forth in the agreement between the District and the Chabot-Las Positas Faculty Association. Because it believes in the value of Sabbatical Leaves, the Committee will do everything in its power to maintain the integrity of the Leave and the integrity of the evaluation process.

The Sabbatical Leave Committee is empowered to evaluate all applications for Sabbatical Leaves of Absence to determine that:

- a. the general purpose of the Sabbatical Leave of Absence conforms to the purpose enunciated in the contractual (Agreement,*Article 12-1A.1); and
- b. the statement of specific objectives (including a percentage of the whole to be completed for each objective of the proposed work), the plan for achieving each objective, and the documentation to be submitted upon completion of the Sabbatical Leave are clear, measurable, and in harmony with the general purpose of the Sabbatical Leave of Absence. (Agreement,* Article 12-1A.7)

The Sabbatical Leave Committee does not rank proposals or applicants. Ranking is determined strictly by the procedure described in the Sabbatical Leave of Absence Policy (Agreement*, Article 12-1A.3). The Committee's concern is to evaluate the applications to make sure they conform to District policy and contain clear, measurable objectives which can be objectively evaluated upon completion of the Sabbatical Leave of Absence. The policy states that the purpose is to update and improve the capabilities of the Faculty member upon his/her return to college duty--a long-range goal. Therefore, the Committee examines all applications with a sensitive respect for the Faculty member's views of what will improve his/her value to their respective college.

The Committee expects each application submitted to reflect the thoughtful and careful attention that has been devoted to the selection of a project and the plans to realize it. The Committee reminds each applicant that both the Committee and the applicant will be saved valuable time and energy if the application is prepared with scrupulous care for clarity and sharpness of statement.

The Committee will work cooperatively with each applicant to the best of its ability. When the Committee asks for clarification of anything in the application, it is exercising its mandate to protect the integrity of the Sabbatical Leave of Absence Policy. Both the applicant and the Committee should start with an assumption of good faith and a desire to resolve differences in a professional, equitable manner. In order to facilitate the evaluation of applications and offer assistance to applicants, the following formal procedures will be followed.

*Agreement Between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association
(July 1, 2015 - June 30, 2018)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

FORMAL EVALUATION PROCEDURES OF THE SABBATICAL LEAVE COMMITTEE

1. In evaluating Sabbatical Leave of Absence applicants, the first step will be the review of the statement of general purpose of each applicant ("II" on the application form).
 - a. If questions are raised, the Committee will request a meeting with the applicant and submit a written list of questions prior to the meeting.
 - b. At this meeting, the applicant should present written clarification and revisions of his/her statement.
 - c. The Committee may then request further clarification or vote on the application. If a majority of the members vote to reject the statement of general purpose, then the application is denied.
 - d. If the application is denied, the Committee shall inform the applicant in writing, giving the reasons for the disapproval.
2. When and if the statement of general purpose is approved, consideration will then be given to the specific objectives, the plan to achieve them, and the documentation to be submitted on completion of the Sabbatical Leave of Absence.
 - a. If these are approved, then the Committee shall so inform the applicant and forward the application with recommendations to the respective College Vice President, Academic Services, who will forward a set of original forms for each approved applicant to the Office of the Vice Chancellor, Educational Services and Student Success. The Vice Chancellor will submit final approved applications for Board of Trustees approval on or before the first meeting in January or as soon thereafter, as practicable. (Article 12-1A.7)
 - b. If questions are raised by members of the Committee, the applicant shall be informed of the questions in writing and be asked to appear before the Committee.
 - c. At this Committee meeting, the applicant should present written clarifications and revisions.
 - d. If there are still unresolved issues after this meeting, the Committee shall inform the applicant in writing of the unresolved issues and set up a final meeting.
 - e. After the final meeting, the Committee shall vote to accept or reject the application. The applicant shall be informed of the decision, and if the vote is to reject the application, the applicant is to be informed of the reasons for the rejection in writing.
3. Applicants whose Sabbatical Leaves of Absence have been previously approved by the Sabbatical Leave Committee, but either not funded or not taken, will go through the same procedures as all other candidates (those listed above in 1 and 2).

4. 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.

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 Sabbatical Leaves. The Sabbatical Leave of Absence proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split Sabbatical Leave of Absence provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

5. Appeals Procedure Regarding Denied Applications

A unit member whose application is denied by the Sabbatical Leave Committee shall be provided with a copy of the policies and procedures for review and appeal of the Sabbatical Leave Committee's decision. (See Article 12-1A.7.) Should the denial of the application be appealed, the College President, Chancellor, and the Board of Trustees shall be notified in writing of the denial of the application by the Sabbatical Leave Committee, including the reasons for the Sabbatical Leave Committee's action. The decision of the Appeal's Committee is binding and shall not be grievable under Article 7 of this Agreement.

K Krueg 6/21/11

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

II. Purpose of Sabbatical Leave of Absence

The purpose of my sabbatical leave of absence is to work with Guided Pathways leadership to research, create and implement a Career Jam for the college. The intent of the Career Jam is to help undecided students choose a career/academic pathway or choose a “safe semester” within an academic/career cluster.

The benefits to the college are numerous. The earlier undecided students enter an academic pathway the sooner they are to achieve a degree, certificate or transfer. This has financial implications for the college under the new funding model. By helping student clarify their career goals and enter a path we can alleviate some of the stress undecided students experience during this process. We can save students time, money and reduce time excess unit accumulation. The conversion of “undecided” students to those with declared majors will also help the college with course offering and scheduling decisions.

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

Objective 1: Research what other colleges are offering for Career Exploration and/or Career Jam-like workshops. Explore career assessment tools and platforms. (20%)

Plan: To visit (physically or remotely) at least two other colleges and meet with appropriate faculty and staff. Assess and evaluate different career exploration platforms and technologies

Documentation: Depending on the nature of the meetings I will provide Zoom recordings, or shared materials. I will create recommendations for which assessment tools and platforms can be used for future Career Jams and other career assessment activities such as Smartshops, Career and Transfer Center, PCN 10, etc

Objective 2: Collaborate with colleagues in Guided Pathways, counseling, career and transfer center, and students for feedback on content, recruitment and duration. (35%)

Plan: Attend relevant Guided Pathways workgroups or steering committee meetings. Attend Student Services division meetings and/or meet with counselors. Conduct one-on-one meetings as appropriate with faculty and staff.

Documentation: Meeting notes and agendas. Flyers/advertisements. Possibly student survey data. I can create recommendations for the content of future Career Jams or other career assessment activities.

Objective 3: Collaborate with administration and other college constituents to determine logistics and resources for the events such as facilities, staffing, funding, timing, food etc. Create plans to sustainably offer Career Jam every year.

Plan: Conduct one-on-one meetings and emails with administrators, in particular Dean of Student Services and VP of Academic Services. (40%)

Documentation: Meeting notes. Resource allocation plans. Create recommendations to administration about resources needed for future Career Jams or other career assessment activities. Help identify and recommend sustained funding sources and staffing.

Objective 4: Facilitate and execute Career Jam (5%)

Plan: Coordinate counselors and other faculty and staff to lead students through career assessment activities. Timing and duration to be determined

Documentation: advertisements, photos, student surveys, student ED plans. Create a road map so the college can continue to offer Career Jam. Offer recommendations of “next steps” for students to continue their career exploration after Career Jam (ie: Career and Transfer Center, Tri-Valley Career Center, Counselors, Smartshops, etc)

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: _____

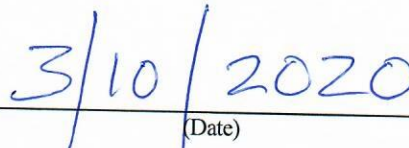
Position: _____ From: _____ To: _____

(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)



(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 11, 2020

A. Applicant's Name: Deetz Aaron Mathias
(last) (first) (middle)

Location: Chabot Las Positas

Division: Arts, Media & Communication

Discipline: Photography

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: 2021
Semester: Spring Academic Year: 2022

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: _____ 
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

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

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE – EXAMPLE #1

SABBATICAL LEAVE APPLICATION EXAMPLES

APPLICATION Example #1

II. Purpose of the Sabbatical Leave of Absence

During my Sabbatical Leave of Absence, I plan to divide my time between attending classes and studying for a [*what kind of?*] degree.

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

1. Update and improve my ability to teach [*subject*].
2. Make sure our [*subject*] transfer courses are comparable to those at the University of [*name*].
3. Update and extend my ability to conduct research in the field of [*subject*].
4. Initiate a research project on [*subject*].

The benefits to your college could be . . .

[*if applicable*] Splitting my Sabbatical Leave of Absence over two (2) Academic Years would be beneficial because . . .

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

Objective 1: To update and improve my ability to teach [*subject*] and [*subject*] at my college. (20%)

Plan: To spend a year as a [*subject: e.g., researcher, intern*] in the [*subject*] Department of the University of . . . I will complete with passing grade at least [*how many?*] graduate courses in the field of [*subject*].

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

Objective 2: To make sure our [*subject*] transfer courses are comparable to those at the University of . . .(30%)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

Plan: I will audit a minimum of [*how many?*] undergraduate and graduate courses on the subject of . . . at the University of . . . I will do the homework and other assignments necessary for an understanding of course content.

Documentation:

- a. I will submit copies of course syllabi, bibliographies, and other available handouts for the courses I have audited.
- b. I will submit letters from the Chairperson of the Department or from the instructors of the courses I have audited.
- c. I will submit a short summary and/or conclusions of the course work.

Objective 3: To update and extend my ability to conduct research in the field of [*subject*]. (15%)

Plan: I will contact [*how many?*] research centers located in the Bay Area and request permission to . . .

Documentation:

- a. I will submit a log of contacts with research institutes, seminars attended, attendance at discussions, speakers, etc.
- b. I will submit letters from the researchers I have observed, the instructors of seminars and discussions attended, and from other contacts I make during my Sabbatical Leave of Absence.

Objective 4: To begin a research project on [*subject*]. (35%)

Plan: I will design a research project on . . . that traces factors relating to [*subtopic*] and explores the impact of [*influences*] on [*subject*]. In designing the research project, I will utilize the library facilities at [*name of library*] to search literature on [*subject*].

I will consult with various [*how many?*] [*subject*] faculty both in academic departments and research institutes to get their reactions and advice on my proposal. I will periodically consult with the administration and staff of my college to get suggestions on [*my research*].

I will analyze the data and complete a report with my conclusions.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

I will conduct the research by distributing a questionnaire to at least [*how many?*] people in [*place, subject area*]. I will personally interview [*how many?*] of those who have completed the questionnaire.

Documentation:

- a. A copy of the research proposal and questionnaire.
- b. An annotated bibliography.
- c. The final report.

dk 09/02/2016

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #2

APPLICATION Example #2

II. Purpose of Sabbatical Leave of Absence

The purpose of my Sabbatical Leave of Absence is to travel the United States and Japan to observe, learn, and experience the various ways [*subject*] is/are conducted in the two countries and the differences between them. By doing so, I will broaden my understanding of updated [*subject*] practices which I hope to incorporate into the courses I teach.

[*if applicable*] Splitting my Sabbatical Leave of Absence over two Academic Years would be beneficial because . . .

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

Objective 1: I will visit at least [*how many?*] [*institutions, businesses, colleges, etc.*] throughout the United States to observe methods and problems encountered in their areas. (40%)

Plan: I will develop a single group of questions to ask each [*professor, researcher, business person, etc.*] I visit to discover differences in their [*teaching management, research*] styles. I will also tour each facility and interview at least one and possible more of the people involved in [*subject*].

I have made tentative arrangements to visit:

- a. [*institution*] - Detroit, Michigan
- b. [*institution*] - Livona, Michigan
- c. [*institution*] - Yonkers, New York
- d. [*institution*] - Pampano, Florida
- e. [*institution*] – State of Virginia
- f. [*institution*] - Annapolis, Maryland

I am in the process of requesting visits to [*how many?*] [*where*].

Documentation:

- a. I will submit a copy of questions asked and the answers received.
- b. I will submit a summary of each interview, including the names of the individuals and the date of the interview.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #2

Objective 2: I will visit Tokyo and Osaka to study the way the Japanese [*manufacturers, etc.*] differ from the [*manufacturers*] in the United States in the field of [*subject*]. (25%)

Documentation:

- a. I will summarize the questions asked and report on all operations pertaining to the [*what*] I visited, including summaries of interviews, names of individuals, dates.
- b. I will submit notes, photographs, and travel receipts.

Objective 3: I will read extensively on the subject of . . . to prepare myself for this study. (35%)

Plan: I will visit the [*name*] and the [*name*] libraries and read a minimum of [*how many?*] books and [*how many?*] current periodical articles on the subject of . . .

Documentation: I will submit an annotated bibliography of my readings.

dk 09/02/2016

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SABBATICAL LEAVE COMMITTEE

Guidelines for Documentation of Attainment of Objectives

In order that the Sabbatical Leave Committee may objectively evaluate the attainment of the objective(s) upon the completion of a Sabbatical Leave of Absence, the following description of documentation for various types of proposals is offered as a guideline:

1. FORMAL COURSEWORK AT A UNIVERSITY/COLLEGE OR OTHER INSTITUTION OF HIGHER LEARNING
 - a. An official transcript of grades (for an American or foreign accredited collegiate institution) or an official letter of verification (foreign institution **only**), signed by an appropriate authority indicating that your course of study has been completed satisfactorily.
 - (1) Credit coursework, for a Sabbatical Leave of Absence for which coursework is the only activity, normally consists of what would be a Full-time Load for a graduate student [Twelve (12) graduate semester units for the year].
 - (2) If undergraduate and not combined with another approved activity, then twelve (12) units per semester are required.
 - b. If a course is only "audited," a **minimum** of seventy-five percent (75%) class attendance is **required**, and this attendance must be verified, **in writing**, by
 - (1) the course instructor or other appropriate authority, **or**
 - (2) **dated** class notes taken during attendance in the course
2. WORK EXPERIENCE

An official letter or verification, signed by the appropriate supervisor, administrator, or similar authority, that:

 - a. indicates the name and place where work was done
 - b. indicates the type of work performed
 - c. indicates the quantity of time spent working
 - d. indicates the quality of the work performed
3. TRAVEL/STUDY/VISITATION
 - a. Travel journal, itineraries, record of places visited, photographs, and other evidence of travel related to the objective.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SABBATICAL LEAVE COMMITTEE

Guidelines for Documentation of Attainment of Objectives

- b. Name, title, and address of person you may have interviewed, consulted, or collaborated with. Include date and synopsis of interview, consultation, or collaboration effort.
- c. Manuscripts, publications, papers, paintings, drawings, photographic reproductions, copies, dated tape recordings, and/or similar materials, produced or acquired as a result of your activity, and that meet the usual and accepted professional standards.
- d. Bibliography of material read, studied, and/or collected. If only books are read and not combined with another approved activity, then bibliography for twenty (20) books per semester, or forty (40) books per year. One book is equal to six (6) articles; therefore, one hundred twenty (120) articles per semesters, or two hundred forty (240) articles per year.
- e. Names, titles, places, dates, etc., of conferences, seminars, or meetings attended. Include synopsis of each activity.

4. RESEARCH/STUDY/OTHER CREATIVE WORK

- a. Names of the locations(s) or institution(s) where your project/study was carried on, and the names and titles of authorities (or similar persons), if any, with whom it was conducted.
- b. If applicable, assurances of cooperation or authorization to conduct the project/activity/study received from appropriate individuals, institutions, companies, or agencies.
- c. Manuscripts, publications, papers, paintings, drawings, photographic work, and or other similar materials, developed or produced, as a result of your research, study, or other creative activity. These should be of a quality consistent with usual and accepted professional standards.
- d. Titles, places, dates, short description, and other evidence, if any, of any lectures delivered, and/or seminars, meetings, or conferences, in which you are an active participant.

Various combinations of the above may be considered, depending on the nature of your proposed activity and objectives.

The above guidelines are meant to be suggestive and not all inclusive. Applicants may submit on their applications other appropriate documentation, keeping in mind the responsibility of the Sabbatical Leave Committee to exercise its mandate to protect the integrity of the Sabbatical Leave of Absence Policy.

dk 09/02/11

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
GENERAL CRITERIA OF THE SABBATICAL LEAVE COMMITTEE
IN THE EVALUATION OF APPLICATIONS

It is the responsibility of the Sabbatical Leave Committee to carry out the Sabbatical Leave of Absence Policy as set forth in the agreement between the District and the Chabot-Las Positas Faculty Association. Because it believes in the value of Sabbatical Leaves, the Committee will do everything in its power to maintain the integrity of the Leave and the integrity of the evaluation process.

The Sabbatical Leave Committee is empowered to evaluate all applications for Sabbatical Leaves of Absence to determine that:

- a. the general purpose of the Sabbatical Leave of Absence conforms to the purpose enunciated in the contractual (Agreement,* Article 12-1A.1); and
- b. the statement of specific objectives (including a percentage of the whole to be completed for each objective of the proposed work), the plan for achieving each objective, and the documentation to be submitted upon completion of the Sabbatical Leave are clear, measurable, and in harmony with the general purpose of the Sabbatical Leave of Absence. (Agreement,* Article 12-1A.7)

The Sabbatical Leave Committee does not rank proposals or applicants. Ranking is determined strictly by the procedure described in the Sabbatical Leave of Absence Policy (Agreement*, Article 12-1A.3). The Committee's concern is to evaluate the applications to make sure they conform to District policy and contain clear, measurable objectives which can be objectively evaluated upon completion of the Sabbatical Leave of Absence. The policy states that the purpose is to update and improve the capabilities of the Faculty member upon his/her return to college duty--a long-range goal. Therefore, the Committee examines all applications with a sensitive respect for the Faculty member's views of what will improve his/her value to their respective college.

The Committee expects each application submitted to reflect the thoughtful and careful attention that has been devoted to the selection of a project and the plans to realize it. The Committee reminds each applicant that both the Committee and the applicant will be saved valuable time and energy if the application is prepared with scrupulous care for clarity and sharpness of statement.

The Committee will work cooperatively with each applicant to the best of its ability. When the Committee asks for clarification of anything in the application, it is exercising its mandate to protect the integrity of the Sabbatical Leave of Absence Policy. Both the applicant and the Committee should start with an assumption of good faith and a desire to resolve differences in a professional, equitable manner. In order to facilitate the evaluation of applications and offer assistance to applicants, the following formal procedures will be followed.

*Agreement Between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association
(July 1, 2015 - June 30, 2018)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

FORMAL EVALUATION PROCEDURES OF THE SABBATICAL LEAVE COMMITTEE

1. In evaluating Sabbatical Leave of Absence applicants, the first step will be the review of the statement of general purpose of each applicant ("II" on the application form).
 - a. If questions are raised, the Committee will request a meeting with the applicant and submit a written list of questions prior to the meeting.
 - b. At this meeting, the applicant should present written clarification and revisions of his/her statement.
 - c. The Committee may then request further clarification or vote on the application. If a majority of the members vote to reject the statement of general purpose, then the application is denied.
 - d. If the application is denied, the Committee shall inform the applicant in writing, giving the reasons for the disapproval.

2. When and if the statement of general purpose is approved, consideration will then be given to the specific objectives, the plan to achieve them, and the documentation to be submitted on completion of the Sabbatical Leave of Absence.
 - a. If these are approved, then the Committee shall so inform the applicant and forward the application with recommendations to the respective College Vice President, Academic Services, who will forward a set of original forms for each approved applicant to the Office of the Vice Chancellor, Educational Services and Student Success. The Vice Chancellor will submit final approved applications for Board of Trustees approval on or before the first meeting in January or as soon thereafter, as practicable. (Article 12-1A.7)
 - b. If questions are raised by members of the Committee, the applicant shall be informed of the questions in writing and be asked to appear before the Committee.
 - c. At this Committee meeting, the applicant should present written clarifications and revisions.
 - d. If there are still unresolved issues after this meeting, the Committee shall inform the applicant in writing of the unresolved issues and set up a final meeting.
 - e. After the final meeting, the Committee shall vote to accept or reject the application. The applicant shall be informed of the decision, and if the vote is to reject the application, the applicant is to be informed of the reasons for the rejection in writing.

3. Applicants whose Sabbatical Leaves of Absence have been previously approved by the Sabbatical Leave Committee, but either not funded or not taken, will go through the same procedures as all other candidates (those listed above in 1 and 2).

4. 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.

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 Sabbatical Leaves. The Sabbatical Leave of Absence proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split Sabbatical Leave of Absence provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

5. Appeals Procedure Regarding Denied Applications

A unit member whose application is denied by the Sabbatical Leave Committee shall be provided with a copy of the policies and procedures for review and appeal of the Sabbatical Leave Committee's decision. (See [Article 12-1A.7.](#)) Should the denial of the application be appealed, the College President, Chancellor, and the Board of Trustees shall be notified in writing of the denial of the application by the Sabbatical Leave Committee, including the reasons for the Sabbatical Leave Committee's action. The decision of the Appeal's Committee is binding and shall not be grievable under [Article 7](#) of this Agreement.

K Krueg 6/21/11

II. Purpose of Leave

- A. Document America by photographing the one place we all come together to buy our gas and Corn Nuts, the truck stop. We find truck stops at the crossroads of our country. Over the course of a year I will be taking multiple road trips using the US Interstate Highway System photographing the people and landscapes I find at truck stops.

Truck stops are working class hubs. Long haul truckers often call it home during the overnight. Families stop for gas and refreshments while on vacation. Business travelers who aren't flying business class stop for a meal and wifi. Truck stops often located outside of big cities can serve as a financial center for the surrounding community. Truck stops are where we reveal part of ourselves to strangers—what's your snack of choice, cheap reading entertainment, or ugly t-shirt that you buy with your gas?

While photographing truck stops across America I will use Social Media as a way of documenting my travels and staying connected to the Chabot community. At the end of the project an exhibition of photographs will be exhibited, along with a self-published catalog of the work.

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

- A. Objective One. Travel across the US Interstate Highway System photographing truck stops.
 - a. Plan. Research truck stops to visit based on location, proximity to urban or rural areas. A minimum of three different routes will need to be planned taking into account weather and geography—southern route in the winter, northern route in the summer. Besides just the landscape of the truck stop, portraits of the people that work and travel will be a large part of the series.
 - b. Documentation. Receipts from travel. Photographs of all the truck stops visited regardless of if it makes it into the final exhibition. Using social media to document the travels in order to stay connected to the Chabot community.
- B. Objective Two. Use social media to document the experience of traveling across the country photographing truck stops.
 - a. Plan. Currently I use an Instagram account for social media. Explore ways that I can broaden the experience and stay connected to the Chabot community.

- b. Documentation. Social media accounts will be created specifically to document each of the road trips. Content will be updated on a regular basis. On-location video content will be created and posted to a YouTube channel. Social media content will also be used as part of the exhibition.
- C. Objective Three. Exhibition of the work created photographing truck stops. Exhibition will be a combination a film, digital, drone and video footage.
 - a. Plan. A photography exhibition will be held at the Chabot Art Gallery featuring B&W Prints, Digital Prints, and any Videos created for social media accounts. A minimum of one truck stop per state visited will be featured, portrait or landscape. After the Chabot College exhibition I will look for local and regional exhibition opportunities for the work.
 - b. Documentation. A catalog of the images and work showcased in the exhibition will be created.
- D. Objective Four. Become a better photography instructor.
 - a. Plan. The first three objectives are all part of larger plan to improve skill sets that I can bring back into the classroom.
 - i. Travel across the US Interstate Highway System photographing truck stops. The practice of photography is important. Using new techniques that I can bring back to the classroom.
 - 1. Drone Photography.
 - 2. High Resolution Imaging.
 - ii. Use social media to document the experience of traveling across the country photographing truck stops. Online learning has forced to learn new skill sets to connect with our students. Photography lends itself to social media content that can be shared to meet students where they are. By creating social media content for the truck stop series I will be developing skill sets that I can use in an online or hybrid class.
 - iii. Exhibition of the work created photographing truck stops. The process of creating, finishing, promoting and exhibiting a large body of work will help me better understand how the photo market has changed because of the pandemic. The pandemic changed everything including how artists promote and showcase their work. In order for me to teach students how to stay relevant as an artist, during or post-pandemic, I need to experience and go through the process.



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, [Year]

APR 01 2020

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
 Vice 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.)*

Name of Applicant: ESTEPA ALDRIAN NARVAEZ
 (Last) (First) (Middle)

Location: Chabot Las Positas College

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: FALL ~~WINTER~~ Academic Year: 2021
 Semester: SPRING Academic Year: 2022

Please note: The contract, in Article 12-1A.3f., 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: Aug. | 1 | 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: _____

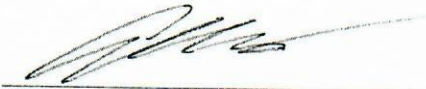
(c) Have you provided any District service outside of the bargaining unit, such as Division Dean, other management positions, or a classified position?

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)

04-01-2020

(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: 9/10/2020

A. Applicant's Name: ESTEPA ALDRIAN NARVAEZ
(last) (first) (middle)

Location: Chabot Las Positas

Division: SOCIAL SCIENCE

Discipline: PSYCHOLOGY

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: 2021

Semester: SPRING

Academic Year: 2022

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: _____

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

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

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE – EXAMPLE #1

SABBATICAL LEAVE APPLICATION EXAMPLES

APPLICATION Example #1

II. Purpose of the Sabbatical Leave of Absence

During my Sabbatical Leave of Absence, I plan to divide my time between attending classes and studying for a [*what kind of?*] degree.

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

1. Update and improve my ability to teach [*subject*].
2. Make sure our [*subject*] transfer courses are comparable to those at the University of [*name*].
3. Update and extend my ability to conduct research in the field of [*subject*].
4. Initiate a research project on [*subject*].

The benefits to your college could be . . .

[*if applicable*] Splitting my Sabbatical Leave of Absence over two (2) Academic Years would be beneficial because . . .

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

Objective 1: To update and improve my ability to teach [*subject*] and [*subject*] at my college. (20%)

Plan: To spend a year as a [*subject: e.g., researcher, intern*] in the [*subject*] Department of the University of . . . I will complete with passing grade at least [*how many?*] graduate courses in the field of [*subject*].

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

Objective 2: To make sure our [*subject*] transfer courses are comparable to those at the University of . . .(30%)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

Plan: I will audit a minimum of [*how many?*] undergraduate and graduate courses on the subject of . . . at the University of . . . I will do the homework and other assignments necessary for an understanding of course content.

Documentation:

- a. I will submit copies of course syllabi, bibliographies, and other available handouts for the courses I have audited.
- b. I will submit letters from the Chairperson of the Department or from the instructors of the courses I have audited.
- c. I will submit a short summary and/or conclusions of the course work.

Objective 3: To update and extend my ability to conduct research in the field of [*subject*]. (15%)

Plan: I will contact [*how many?*] research centers located in the Bay Area and request permission to . . .

Documentation:

- a. I will submit a log of contacts with research institutes, seminars attended, attendance at discussions, speakers, etc.
- b. I will submit letters from the researchers I have observed, the instructors of seminars and discussions attended, and from other contacts I make during my Sabbatical Leave of Absence.

Objective 4: To begin a research project on [*subject*]. (35%)

Plan: I will design a research project on . . . that traces factors relating to [*subtopic*] and explores the impact of [*influences*] on [*subject*]. In designing the research project, I will utilize the library facilities at [*name of library*] to search literature on [*subject*].

I will consult with various [*how many?*] [*subject*] faculty both in academic departments and research institutes to get their reactions and advice on my proposal. I will periodically consult with the administration and staff of my college to get suggestions on [*my research*].

I will analyze the data and complete a report with my conclusions.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

I will conduct the research by distributing a questionnaire to at least [*how many?*] people in [*place, subject area*]. I will personally interview [*how many?*] of those who have completed the questionnaire.

Documentation:

- a. A copy of the research proposal and questionnaire.
- b. An annotated bibliography.
- c. The final report.

dk 09/02/2016

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE – EXAMPLE #2

APPLICATION Example #2

II. Purpose of Sabbatical Leave of Absence

The purpose of my Sabbatical Leave of Absence is to travel the United States and Japan to observe, learn, and experience the various ways *[subject]* is/are conducted in the two countries and the differences between them. By doing so, I will broaden my understanding of updated *[subject]* practices which I hope to incorporate into the courses I teach.

[if applicable] Splitting my Sabbatical Leave of Absence over two Academic Years would be beneficial because . . .

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

Objective 1: I will visit at least *[how many?]* *[institutions, businesses, colleges, etc.]* throughout the United States to observe methods and problems encountered in their areas. (40%)

Plan: I will develop a single group of questions to ask each *[professor, researcher, business person, etc.]* I visit to discover differences in their *[teaching management, research]* styles. I will also tour each facility and interview at least one and possible more of the people involved in *[subject]*.

I have made tentative arrangements to visit:

- a. *[institution]* - Detroit, Michigan
- b. *[institution]* - Livona, Michigan
- c. *[institution]* - Yonkers, New York
- d. *[institution]* - Pampano, Florida
- e. *[institution]* – State of Virginia
- f. *[institution]* - Annapolis, Maryland

I am in the process of requesting visits to *[how many?]* *[where]*.

Documentation:

- a. I will submit a copy of questions asked and the answers received.
- b. I will submit a summary of each interview, including the names of the individuals and the date of the interview.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #2

Objective 2: I will visit Tokyo and Osaka to study the way the Japanese [*manufacturers, etc.*] differ from the [*manufacturers*] in the United States in the field of [*subject*]. (25%)

Documentation:

- a. I will summarize the questions asked and report on all operations pertaining to the [*what*] I visited, including summaries of interviews, names of individuals, dates.
- b. I will submit notes, photographs, and travel receipts.

Objective 3: I will read extensively on the subject of . . . to prepare myself for this study. (35%)

Plan: I will visit the [*name*] and the [*name*] libraries and read a minimum of [*how many?*] books and [*how many?*] current periodical articles on the subject of . . .

Documentation: I will submit an annotated bibliography of my readings.

dk 09/02/2016

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SABBATICAL LEAVE COMMITTEE

Guidelines for Documentation of Attainment of Objectives

In order that the Sabbatical Leave Committee may objectively evaluate the attainment of the objective(s) upon the completion of a Sabbatical Leave of Absence, the following description of documentation for various types of proposals is offered as a guideline:

1. FORMAL COURSEWORK AT A UNIVERSITY/COLLEGE OR OTHER INSTITUTION OF HIGHER LEARNING
 - a. An official transcript of grades (for an American or foreign accredited collegiate institution) or an official letter of verification (foreign institution **only**), signed by an appropriate authority indicating that your course of study has been completed satisfactorily.
 - (1) Credit coursework, for a Sabbatical Leave of Absence for which coursework is the only activity, normally consists of what would be a Full-time Load for a graduate student [Twelve (12) graduate semester units for the year].
 - (2) If undergraduate and not combined with another approved activity, then twelve (12) units per semester are required.
 - b. If a course is only "audited," a **minimum** of seventy-five percent (75%) class attendance is **required**, and this attendance must be verified, **in writing**, by
 - (1) the course instructor or other appropriate authority, **or**
 - (2) **dated** class notes taken during attendance in the course
2. WORK EXPERIENCE

An official letter or verification, signed by the appropriate supervisor, administrator, or similar authority, that:

 - a. indicates the name and place where work was done
 - b. indicates the type of work performed
 - c. indicates the quantity of time spent working
 - d. indicates the quality of the work performed
3. TRAVEL/STUDY/VISITATION
 - a. Travel journal, itineraries, record of places visited, photographs, and other evidence of travel related to the objective.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SABBATICAL LEAVE COMMITTEE

Guidelines for Documentation of Attainment of Objectives

- b. Name, title, and address of person you may have interviewed, consulted, or collaborated with. Include date and synopsis of interview, consultation, or collaboration effort.
- c. Manuscripts, publications, papers, paintings, drawings, photographic reproductions, copies, dated tape recordings, and/or similar materials, produced or acquired as a result of your activity, and that meet the usual and accepted professional standards.
- d. Bibliography of material read, studied, and/or collected. If only books are read and not combined with another approved activity, then bibliography for twenty (20) books per semester, or forty (40) books per year. One book is equal to six (6) articles; therefore, one hundred twenty (120) articles per semesters, or two hundred forty (240) articles per year.
- e. Names, titles, places, dates, etc., of conferences, seminars, or meetings attended. Include synopsis of each activity.

4. RESEARCH/STUDY/OTHER CREATIVE WORK

- a. Names of the locations(s) or institution(s) where your project/study was carried on, and the names and titles of authorities (or similar persons), if any, with whom it was conducted.
- b. If applicable, assurances of cooperation or authorization to conduct the project/activity/study received from appropriate individuals, institutions, companies, or agencies.
- c. Manuscripts, publications, papers, paintings, drawings, photographic work, and or other similar materials, developed or produced, as a result of your research, study, or other creative activity. These should be of a quality consistent with usual and accepted professional standards.
- d. Titles, places, dates, short description, and other evidence, if any, of any lectures delivered, and/or seminars, meetings, or conferences, in which you are an active participant.

Various combinations of the above may be considered, depending on the nature of your proposed activity and objectives.

The above guidelines are meant to be suggestive and not all inclusive. Applicants may submit on their applications other appropriate documentation, keeping in mind the responsibility of the Sabbatical Leave Committee to exercise its mandate to protect the integrity of the Sabbatical Leave of Absence Policy.

dk 09/02/11

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
GENERAL CRITERIA OF THE SABBATICAL LEAVE COMMITTEE
IN THE EVALUATION OF APPLICATIONS

It is the responsibility of the Sabbatical Leave Committee to carry out the Sabbatical Leave of Absence Policy as set forth in the agreement between the District and the Chabot-Las Positas Faculty Association. Because it believes in the value of Sabbatical Leaves, the Committee will do everything in its power to maintain the integrity of the Leave and the integrity of the evaluation process.

The Sabbatical Leave Committee is empowered to evaluate all applications for Sabbatical Leaves of Absence to determine that:

- a. the general purpose of the Sabbatical Leave of Absence conforms to the purpose enunciated in the contractual (Agreement,* Article 12-1A.1); and
- b. the statement of specific objectives (including a percentage of the whole to be completed for each objective of the proposed work), the plan for achieving each objective, and the documentation to be submitted upon completion of the Sabbatical Leave are clear, measurable, and in harmony with the general purpose of the Sabbatical Leave of Absence. (Agreement,* Article 12-1A.7)

The Sabbatical Leave Committee does not rank proposals or applicants. Ranking is determined strictly by the procedure described in the Sabbatical Leave of Absence Policy (Agreement*, Article 12-1A.3). The Committee's concern is to evaluate the applications to make sure they conform to District policy and contain clear, measurable objectives which can be objectively evaluated upon completion of the Sabbatical Leave of Absence. The policy states that the purpose is to update and improve the capabilities of the Faculty member upon his/her return to college duty--a long-range goal. Therefore, the Committee examines all applications with a sensitive respect for the Faculty member's views of what will improve his/her value to their respective college.

The Committee expects each application submitted to reflect the thoughtful and careful attention that has been devoted to the selection of a project and the plans to realize it. The Committee reminds each applicant that both the Committee and the applicant will be saved valuable time and energy if the application is prepared with scrupulous care for clarity and sharpness of statement.

The Committee will work cooperatively with each applicant to the best of its ability. When the Committee asks for clarification of anything in the application, it is exercising its mandate to protect the integrity of the Sabbatical Leave of Absence Policy. Both the applicant and the Committee should start with an assumption of good faith and a desire to resolve differences in a professional, equitable manner. In order to facilitate the evaluation of applications and offer assistance to applicants, the following formal procedures will be followed.

*Agreement Between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association
(July 1, 2015 - June 30, 2018)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

FORMAL EVALUATION PROCEDURES OF THE SABBATICAL LEAVE COMMITTEE

1. In evaluating Sabbatical Leave of Absence applicants, the first step will be the review of the statement of general purpose of each applicant ("II" on the application form).
 - a. If questions are raised, the Committee will request a meeting with the applicant and submit a written list of questions prior to the meeting.
 - b. At this meeting, the applicant should present written clarification and revisions of his/her statement.
 - c. The Committee may then request further clarification or vote on the application. If a majority of the members vote to reject the statement of general purpose, then the application is denied.
 - d. If the application is denied, the Committee shall inform the applicant in writing, giving the reasons for the disapproval.
2. When and if the statement of general purpose is approved, consideration will then be given to the specific objectives, the plan to achieve them, and the documentation to be submitted on completion of the Sabbatical Leave of Absence.
 - a. If these are approved, then the Committee shall so inform the applicant and forward the application with recommendations to the respective College Vice President, Academic Services, who will forward a set of original forms for each approved applicant to the Office of the Vice Chancellor, Educational Services and Student Success. The Vice Chancellor will submit final approved applications for Board of Trustees approval on or before the first meeting in January or as soon thereafter, as practicable. (Article 12-1A.7)
 - b. If questions are raised by members of the Committee, the applicant shall be informed of the questions in writing and be asked to appear before the Committee.
 - c. At this Committee meeting, the applicant should present written clarifications and revisions.
 - d. If there are still unresolved issues after this meeting, the Committee shall inform the applicant in writing of the unresolved issues and set up a final meeting.
 - e. After the final meeting, the Committee shall vote to accept or reject the application. The applicant shall be informed of the decision, and if the vote is to reject the application, the applicant is to be informed of the reasons for the rejection in writing.
3. Applicants whose Sabbatical Leaves of Absence have been previously approved by the Sabbatical Leave Committee, but either not funded or not taken, will go through the same procedures as all other candidates (those listed above in 1 and 2).

4. 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.

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 Sabbatical Leaves. The Sabbatical Leave of Absence proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split Sabbatical Leave of Absence provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

5. Appeals Procedure Regarding Denied Applications

A unit member whose application is denied by the Sabbatical Leave Committee shall be provided with a copy of the policies and procedures for review and appeal of the Sabbatical Leave Committee's decision. (See [Article 12-1A.7.](#)) Should the denial of the application be appealed, the College President, Chancellor, and the Board of Trustees shall be notified in writing of the denial of the application by the Sabbatical Leave Committee, including the reasons for the Sabbatical Leave Committee's action. The decision of the Appeal's Committee is binding and shall not be grievable under [Article 7](#) of this Agreement.

K Krueg 6/21/11

Approved Disapproved

Division Dean/Administrator Signature:  Date: 2/1/21

FOR OFFICE USE ONLY

Verified By:  Date: 02 / 01 / 21
(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

II. Purpose of the Sabbatical Leave of Absence

During my Sabbatical Leave of Absence, I intend to use the 2021-2022 academic year to take several college-level courses in the fields of Ethnic Studies, History, and Sociology.

Before my time at Chabot College, I worked for several nonprofits and advocated for the victims of sexual harassment and assault, disabled adults in the workplace, and LGBT+ students of color to maintain safe schools for all. I enjoyed working with the communities I lived in. And I learned some of the content needed to work with all the diverse groups in the Bay Area.

As an educator in my 14th year of teaching, I still see it as my duty to stay informed about our changing world and the relationship between the different groups in the U.S I think an interdisciplinary approach to educating myself would most likely increase my empathy and understanding of the different groups in the student body of Chabot College.

III. Specific Objective, Plan for Achieving this Objective, and Documentation

Objective: Increase my knowledge of the history of and the relationships between the various ethnic and social groups in the United States.

Plan: To spend a year taking courses in Ethnic Studies, Sociology and History Courses at the college- level. The number of units will total 24 or more units over the course of the Sabbatical Year. (100%)

Documentation: I will provide an official transcript upon completion of each semester.



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: 8/11/2020

A. Applicant's Name: Lee Christina H
(last) (first) (middle)

Location: Chabot Las Positas

Division: Student Services

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: Spring Academic Year: 2022

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: Christina Lee
Digitally signed by Christina Lee
DN: cn=Christina Lee, o=Las Positas College, ou=Counseling/
Student Services, email=clee@laspositascollege.edu, c=US
Date: 2020.09.11 12:23:16 -07'00'

Received and Reviewed by: Elizabeth David
Administrator's Signature

Kristina Whalen
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: Christina Lee

W / SSN: _____

Date application received: 8/11/2020

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

B. Priority Ranking assigned number: 3 in a group of 13

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: Kristina Whalen Date: _____
Completed: _____

Sabbatical Leave Application for Spring 2022

II. Purpose of the Sabbatical Leave of Absence:

During my Sabbatical Leave of Absence, I plan on completing 4 online courses through @ONE (12 continuing education units from Fresno State University).

The purpose of my Sabbatical Leave of Absence would be to update and improve my ability to teach Psychology-Counseling (PCN) 30, Student Success: College Experience online.

This leave will be of benefit to Las Positas College as we have seen the current and probable future need to provide quality and accessible online courses. By completing these courses, I will be able to improve and update my PCN 30 online course.

III. Specific Objective and Methods for Achieving These Objectives

Objective: Update and improve my teaching and course design skills for Psychology-Counseling (PCN) 30, Student Success: College Experience. (100%)

Plan: I will complete and pass 4 @ONE courses that is offered by the CVC-OEI in one semester. By passing these 4 courses, I will also receive 12 Continuing Education units through Fresno State University.

1. @ONE course: Humanizing Online Teaching & Learning course that will aid me in building community and fostering meaningful student-to-student interactions in an online course. This will teach me how to create a video and how to develop a visually-oriented webpage with an embedded, captioned video for my online course.
2. @ONE course: Equity & Culturally Responsive Teaching course that will provide an introduction to Culturally Responsive Teaching and Learning (CRTL) pedagogy in an online learning environment.
3. @ONE course: Creating Accessible Course Content course that will provide an overview of accessibility within online courses, how to use online tools, and how to create accessible content/documents.
4. @ONE course: Assessment in Digital Learning course that will provide an overview on how to create a course centered on student learning.

Documentation: I will provide an official transcript from Fresno State University of completed courses.

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

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

SABBATICAL LEAVE APPLICATION EXAMPLES

APPLICATION Example #1

II. Purpose of the Sabbatical Leave of Absence

During my Sabbatical Leave of Absence, I plan to divide my time between attending classes and studying for a [*what kind of?*] degree.

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

1. Update and improve my ability to teach [*subject*].
2. Make sure our [*subject*] transfer courses are comparable to those at the University of [*name*].
3. Update and extend my ability to conduct research in the field of [*subject*].
4. Initiate a research project on [*subject*].

The benefits to your college could be . . .

[*if applicable*] Splitting my Sabbatical Leave of Absence over two (2) Academic Years would be beneficial because . . .

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

Objective 1: To update and improve my ability to teach [*subject*] and [*subject*] at my college. (20%)

Plan: To spend a year as a [*subject: e.g., researcher, intern*] in the [*subject*] Department of the University of . . . I will complete with passing grade at least [*how many?*] graduate courses in the field of [*subject*].

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

Objective 2: To make sure our [*subject*] transfer courses are comparable to those at the University of . . .(30%)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

Plan: I will audit a minimum of [*how many?*] undergraduate and graduate courses on the subject of . . . at the University of . . . I will do the homework and other assignments necessary for an understanding of course content.

Documentation:

- a. I will submit copies of course syllabi, bibliographies, and other available handouts for the courses I have audited.
- b. I will submit letters from the Chairperson of the Department or from the instructors of the courses I have audited.
- c. I will submit a short summary and/or conclusions of the course work.

Objective 3: To update and extend my ability to conduct research in the field of [*subject*]. (15%)

Plan: I will contact [*how many?*] research centers located in the Bay Area and request permission to . . .

Documentation:

- a. I will submit a log of contacts with research institutes, seminars attended, attendance at discussions, speakers, etc.
- b. I will submit letters from the researchers I have observed, the instructors of seminars and discussions attended, and from other contacts I make during my Sabbatical Leave of Absence.

Objective 4: To begin a research project on [*subject*]. (35%)

Plan: I will design a research project on . . . that traces factors relating to [*subtopic*] and explores the impact of [*influences*] on [*subject*]. In designing the research project, I will utilize the library facilities at [*name of library*] to search literature on [*subject*].

I will consult with various [*how many?*] [*subject*] faculty both in academic departments and research institutes to get their reactions and advice on my proposal. I will periodically consult with the administration and staff of my college to get suggestions on [*my research*].

I will analyze the data and complete a report with my conclusions.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

I will conduct the research by distributing a questionnaire to at least [*how many?*] people in [*place, subject area*]. I will personally interview [*how many?*] of those who have completed the questionnaire.

Documentation:

- a. A copy of the research proposal and questionnaire.
- b. An annotated bibliography.
- c. The final report.

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CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #2

APPLICATION Example #2

II. Purpose of Sabbatical Leave of Absence

The purpose of my Sabbatical Leave of Absence is to travel the United States and Japan to observe, learn, and experience the various ways *[subject]* is/are conducted in the two countries and the differences between them. By doing so, I will broaden my understanding of updated *[subject]* practices which I hope to incorporate into the courses I teach.

[if applicable] Splitting my Sabbatical Leave of Absence over two Academic Years would be beneficial because . . .

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

Objective 1: I will visit at least *[how many?]* *[institutions, businesses, colleges, etc.]* throughout the United States to observe methods and problems encountered in their areas. (40%)

Plan: I will develop a single group of questions to ask each *[professor, researcher, business person, etc.]* I visit to discover differences in their *[teaching management, research]* styles. I will also tour each facility and interview at least one and possible more of the people involved in *[subject]*.

I have made tentative arrangements to visit:

- a. *[institution]* - Detroit, Michigan
- b. *[institution]* - Livona, Michigan
- c. *[institution]* - Yonkers, New York
- d. *[institution]* - Pampano, Florida
- e. *[institution]* - State of Virginia
- f. *[institution]* - Annapolis, Maryland

I am in the process of requesting visits to *[how many?]* *[where]*.

Documentation:

- a. I will submit a copy of questions asked and the answers received.
- b. I will submit a summary of each interview, including the names of the individuals and the date of the interview.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #2

Objective 2: I will visit Tokyo and Osaka to study the way the Japanese [*manufacturers, etc.*] differ from the [*manufacturers*] in the United States in the field of [*subject*]. (25%)

Documentation:

- a. I will summarize the questions asked and report on all operations pertaining to the [*what*] I visited, including summaries of interviews, names of individuals, dates.
- b. I will submit notes, photographs, and travel receipts.

Objective 3: I will read extensively on the subject of . . . to prepare myself for this study. (35%)

Plan: I will visit the [*name*] and the [*name*] libraries and read a minimum of [*how many?*] books and [*how many?*] current periodical articles on the subject of . . .

Documentation: I will submit an annotated bibliography of my readings.

dk 09/02/2016

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SABBATICAL LEAVE COMMITTEE

Guidelines for Documentation of Attainment of Objectives

In order that the Sabbatical Leave Committee may objectively evaluate the attainment of the objective(s) upon the completion of a Sabbatical Leave of Absence, the following description of documentation for various types of proposals is offered as a guideline:

1. FORMAL COURSEWORK AT A UNIVERSITY/COLLEGE OR OTHER INSTITUTION OF HIGHER LEARNING
 - a. An official transcript of grades (for an American or foreign accredited collegiate institution) or an official letter of verification (foreign institution **only**), signed by an appropriate authority indicating that your course of study has been completed satisfactorily.
 - (1) Credit coursework, for a Sabbatical Leave of Absence for which coursework is the only activity, normally consists of what would be a Full-time Load for a graduate student [Twelve (12) graduate semester units for the year].
 - (2) If undergraduate and not combined with another approved activity, then twelve (12) units per semester are required.
 - b. If a course is only "audited," a **minimum** of seventy-five percent (75%) class attendance is **required**, and this attendance must be verified, **in writing**, by
 - (1) the course instructor or other appropriate authority, **or**
 - (2) **dated** class notes taken during attendance in the course
2. WORK EXPERIENCE

An official letter or verification, signed by the appropriate supervisor, administrator, or similar authority, that:

 - a. indicates the name and place where work was done
 - b. indicates the type of work performed
 - c. indicates the quantity of time spent working
 - d. indicates the quality of the work performed
3. TRAVEL/STUDY/VISITATION
 - a. Travel journal, itineraries, record of places visited, photographs, and other evidence of travel related to the objective.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SABBATICAL LEAVE COMMITTEE

Guidelines for Documentation of Attainment of Objectives

- b. Name, title, and address of person you may have interviewed, consulted, or collaborated with. Include date and synopsis of interview, consultation, or collaboration effort.
- c. Manuscripts, publications, papers, paintings, drawings, photographic reproductions, copies, dated tape recordings, and/or similar materials, produced or acquired as a result of your activity, and that meet the usual and accepted professional standards.
- d. Bibliography of material read, studied, and/or collected. If only books are read and not combined with another approved activity, then bibliography for twenty (20) books per semester, or forty (40) books per year. One book is equal to six (6) articles; therefore, one hundred twenty (120) articles per semesters, or two hundred forty (240) articles per year.
- e. Names, titles, places, dates, etc., of conferences, seminars, or meetings attended. Include synopsis of each activity.

4. RESEARCH/STUDY/OTHER CREATIVE WORK

- a. Names of the locations(s) or institution(s) where your project/study was carried on, and the names and titles of authorities (or similar persons), if any, with whom it was conducted.
- b. If applicable, assurances of cooperation or authorization to conduct the project/activity/study received from appropriate individuals, institutions, companies, or agencies.
- c. Manuscripts, publications, papers, paintings, drawings, photographic work, and or other similar materials, developed or produced, as a result of your research, study, or other creative activity. These should be of a quality consistent with usual and accepted professional standards.
- d. Titles, places, dates, short description, and other evidence, if any, of any lectures delivered, and/or seminars, meetings, or conferences, in which you are an active participant.

Various combinations of the above may be considered, depending on the nature of your proposed activity and objectives.

The above guidelines are meant to be suggestive and not all inclusive. Applicants may submit on their applications other appropriate documentation, keeping in mind the responsibility of the Sabbatical Leave Committee to exercise its mandate to protect the integrity of the Sabbatical Leave of Absence Policy.

dk 09/02/11

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
GENERAL CRITERIA OF THE SABBATICAL LEAVE COMMITTEE
IN THE EVALUATION OF APPLICATIONS

It is the responsibility of the Sabbatical Leave Committee to carry out the Sabbatical Leave of Absence Policy as set forth in the agreement between the District and the Chabot-Las Positas Faculty Association. Because it believes in the value of Sabbatical Leaves, the Committee will do everything in its power to maintain the integrity of the Leave and the integrity of the evaluation process.

The Sabbatical Leave Committee is empowered to evaluate all applications for Sabbatical Leaves of Absence to determine that:

- a. the general purpose of the Sabbatical Leave of Absence conforms to the purpose enunciated in the contractual (Agreement,*Article 12-1A.1); and
- b. the statement of specific objectives (including a percentage of the whole to be completed for each objective of the proposed work), the plan for achieving each objective, and the documentation to be submitted upon completion of the Sabbatical Leave are clear, measurable, and in harmony with the general purpose of the Sabbatical Leave of Absence. (Agreement,* Article 12-1A.7)

The Sabbatical Leave Committee does not rank proposals or applicants. Ranking is determined strictly by the procedure described in the Sabbatical Leave of Absence Policy (Agreement*, Article 12-1A.3). The Committee's concern is to evaluate the applications to make sure they conform to District policy and contain clear, measurable objectives which can be objectively evaluated upon completion of the Sabbatical Leave of Absence. The policy states that the purpose is to update and improve the capabilities of the Faculty member upon his/her return to college duty--a long-range goal. Therefore, the Committee examines all applications with a sensitive respect for the Faculty member's views of what will improve his/her value to their respective college.

The Committee expects each application submitted to reflect the thoughtful and careful attention that has been devoted to the selection of a project and the plans to realize it. The Committee reminds each applicant that both the Committee and the applicant will be saved valuable time and energy if the application is prepared with scrupulous care for clarity and sharpness of statement.

The Committee will work cooperatively with each applicant to the best of its ability. When the Committee asks for clarification of anything in the application, it is exercising its mandate to protect the integrity of the Sabbatical Leave of Absence Policy. Both the applicant and the Committee should start with an assumption of good faith and a desire to resolve differences in a professional, equitable manner. In order to facilitate the evaluation of applications and offer assistance to applicants, the following formal procedures will be followed.

*Agreement Between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association
(July 1, 2015 - June 30, 2018)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

FORMAL EVALUATION PROCEDURES OF THE SABBATICAL LEAVE COMMITTEE

1. In evaluating Sabbatical Leave of Absence applicants, the first step will be the review of the statement of general purpose of each applicant ("II" on the application form).
 - a. If questions are raised, the Committee will request a meeting with the applicant and submit a written list of questions prior to the meeting.
 - b. At this meeting, the applicant should present written clarification and revisions of his/her statement.
 - c. The Committee may then request further clarification or vote on the application. If a majority of the members vote to reject the statement of general purpose, then the application is denied.
 - d. If the application is denied, the Committee shall inform the applicant in writing, giving the reasons for the disapproval.
2. When and if the statement of general purpose is approved, consideration will then be given to the specific objectives, the plan to achieve them, and the documentation to be submitted on completion of the Sabbatical Leave of Absence.
 - a. If these are approved, then the Committee shall so inform the applicant and forward the application with recommendations to the respective College Vice President, Academic Services, who will forward a set of original forms for each approved applicant to the Office of the Vice Chancellor, Educational Services and Student Success. The Vice Chancellor will submit final approved applications for Board of Trustees approval on or before the first meeting in January or as soon thereafter, as practicable. (Article 12-1A.7)
 - b. If questions are raised by members of the Committee, the applicant shall be informed of the questions in writing and be asked to appear before the Committee.
 - c. At this Committee meeting, the applicant should present written clarifications and revisions.
 - d. If there are still unresolved issues after this meeting, the Committee shall inform the applicant in writing of the unresolved issues and set up a final meeting.
 - e. After the final meeting, the Committee shall vote to accept or reject the application. The applicant shall be informed of the decision, and if the vote is to reject the application, the applicant is to be informed of the reasons for the rejection in writing.
3. Applicants whose Sabbatical Leaves of Absence have been previously approved by the Sabbatical Leave Committee, but either not funded or not taken, will go through the same procedures as all other candidates (those listed above in 1 and 2).

4. 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.

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 Sabbatical Leaves. The Sabbatical Leave of Absence proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split Sabbatical Leave of Absence provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

5. Appeals Procedure Regarding Denied Applications

A unit member whose application is denied by the Sabbatical Leave Committee shall be provided with a copy of the policies and procedures for review and appeal of the Sabbatical Leave Committee's decision. (See Article 12-1A.7.) Should the denial of the application be appealed, the College President, Chancellor, and the Board of Trustees shall be notified in writing of the denial of the application by the Sabbatical Leave Committee, including the reasons for the Sabbatical Leave Committee's action. The decision of the Appeal's Committee is binding and shall not be grievable under Article 7 of this Agreement.

K Krueg 6/21/11



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: _____

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

Location: Chabot Las Positas

Division: _____

Discipline: _____

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: _____ Academic Year: _____

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: Ashley D. McHale

Received and Reviewed by: Nan Ho
Administrator's Signature

Kristina Whalen
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: _____

W / SSN: _____

Date application received: _____

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

B. Priority Ranking assigned number: _____ in a group of _____

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: _____

Date:
Completed: _____

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

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

SABBATICAL LEAVE APPLICATION EXAMPLES

APPLICATION Example #1

II. Purpose of the Sabbatical Leave of Absence

During my Sabbatical Leave of Absence, I plan to divide my time between attending classes and studying for a [*what kind of?*] degree.

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

1. Update and improve my ability to teach [*subject*].
2. Make sure our [*subject*] transfer courses are comparable to those at the University of [*name*].
3. Update and extend my ability to conduct research in the field of [*subject*].
4. Initiate a research project on [*subject*].

The benefits to your college could be . . .

[*if applicable*] Splitting my Sabbatical Leave of Absence over two (2) Academic Years would be beneficial because . . .

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

Objective 1: To update and improve my ability to teach [*subject*] and [*subject*] at my college. (20%)

Plan: To spend a year as a [*subject: e.g., researcher, intern*] in the [*subject*] Department of the University of . . . I will complete with passing grade at least [*how many?*] graduate courses in the field of [*subject*].

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

Objective 2: To make sure our [*subject*] transfer courses are comparable to those at the University of . . .(30%)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

Plan: I will audit a minimum of [*how many?*] undergraduate and graduate courses on the subject of . . . at the University of . . . I will do the homework and other assignments necessary for an understanding of course content.

Documentation:

- a. I will submit copies of course syllabi, bibliographies, and other available handouts for the courses I have audited.
- b. I will submit letters from the Chairperson of the Department or from the instructors of the courses I have audited.
- c. I will submit a short summary and/or conclusions of the course work.

Objective 3: To update and extend my ability to conduct research in the field of [*subject*]. (15%)

Plan: I will contact [*how many?*] research centers located in the Bay Area and request permission to . . .

Documentation:

- a. I will submit a log of contacts with research institutes, seminars attended, attendance at discussions, speakers, etc.
- b. I will submit letters from the researchers I have observed, the instructors of seminars and discussions attended, and from other contacts I make during my Sabbatical Leave of Absence.

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Plan: I will design a research project on . . . that traces factors relating to [*subtopic*] and explores the impact of [*influences*] on [*subject*]. In designing the research project, I will utilize the library facilities at [*name of library*] to search literature on [*subject*].

I will consult with various [*how many?*] [*subject*] faculty both in academic departments and research institutes to get their reactions and advice on my proposal. I will periodically consult with the administration and staff of my college to get suggestions on [*my research*].

I will analyze the data and complete a report with my conclusions.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

I will conduct the research by distributing a questionnaire to at least [*how many?*] people in [*place, subject area*]. I will personally interview [*how many?*] of those who have completed the questionnaire.

Documentation:

- a. A copy of the research proposal and questionnaire.
- b. An annotated bibliography.
- c. The final report.

dk 09/02/2016

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #2

APPLICATION Example #2

II. Purpose of Sabbatical Leave of Absence

The purpose of my Sabbatical Leave of Absence is to travel the United States and Japan to observe, learn, and experience the various ways *[subject]* is/are conducted in the two countries and the differences between them. By doing so, I will broaden my understanding of updated *[subject]* practices which I hope to incorporate into the courses I teach.

[if applicable] Splitting my Sabbatical Leave of Absence over two Academic Years would be beneficial because . . .

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Objective 1: I will visit at least *[how many?]* *[institutions, businesses, colleges, etc.]* throughout the United States to observe methods and problems encountered in their areas. (40%)

Plan: I will develop a single group of questions to ask each *[professor, researcher, business person, etc.]* I visit to discover differences in their *[teaching management, research]* styles. I will also tour each facility and interview at least one and possible more of the people involved in *[subject]*.

I have made tentative arrangements to visit:

- a. *[institution]* - Detroit, Michigan
- b. *[institution]* - Livona, Michigan
- c. *[institution]* - Yonkers, New York
- d. *[institution]* - Pampano, Florida
- e. *[institution]* - State of Virginia
- f. *[institution]* - Annapolis, Maryland

I am in the process of requesting visits to *[how many?]* *[where]*.

Documentation:

- a. I will submit a copy of questions asked and the answers received.
- b. I will submit a summary of each interview, including the names of the individuals and the date of the interview.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #2

Objective 2: I will visit Tokyo and Osaka to study the way the Japanese [*manufacturers, etc.*] differ from the [*manufacturers*] in the United States in the field of [*subject*]. (25%)

Documentation:

- a. I will summarize the questions asked and report on all operations pertaining to the [*what*] I visited, including summaries of interviews, names of individuals, dates.
- b. I will submit notes, photographs, and travel receipts.

Objective 3: I will read extensively on the subject of . . . to prepare myself for this study. (35%)

Plan: I will visit the [*name*] and the [*name*] libraries and read a minimum of [*how many?*] books and [*how many?*] current periodical articles on the subject of . . .

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dk 09/02/2016

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SABBATICAL LEAVE COMMITTEE

Guidelines for Documentation of Attainment of Objectives

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1. FORMAL COURSEWORK AT A UNIVERSITY/COLLEGE OR OTHER INSTITUTION OF HIGHER LEARNING
 - a. An official transcript of grades (for an American or foreign accredited collegiate institution) or an official letter of verification (foreign institution **only**), signed by an appropriate authority indicating that your course of study has been completed satisfactorily.
 - (1) Credit coursework, for a Sabbatical Leave of Absence for which coursework is the only activity, normally consists of what would be a Full-time Load for a graduate student [Twelve (12) graduate semester units for the year].
 - (2) If undergraduate and not combined with another approved activity, then twelve (12) units per semester are required.
 - b. If a course is only "audited," a **minimum** of seventy-five percent (75%) class attendance is **required**, and this attendance must be verified, **in writing**, by
 - (1) the course instructor or other appropriate authority, **or**
 - (2) **dated** class notes taken during attendance in the course
2. WORK EXPERIENCE

An official letter or verification, signed by the appropriate supervisor, administrator, or similar authority, that:

 - a. indicates the name and place where work was done
 - b. indicates the type of work performed
 - c. indicates the quantity of time spent working
 - d. indicates the quality of the work performed
3. TRAVEL/STUDY/VISITATION
 - a. Travel journal, itineraries, record of places visited, photographs, and other evidence of travel related to the objective.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SABBATICAL LEAVE COMMITTEE

Guidelines for Documentation of Attainment of Objectives

- b. Name, title, and address of person you may have interviewed, consulted, or collaborated with. Include date and synopsis of interview, consultation, or collaboration effort.
- c. Manuscripts, publications, papers, paintings, drawings, photographic reproductions, copies, dated tape recordings, and/or similar materials, produced or acquired as a result of your activity, and that meet the usual and accepted professional standards.
- d. Bibliography of material read, studied, and/or collected. If only books are read and not combined with another approved activity, then bibliography for twenty (20) books per semester, or forty (40) books per year. One book is equal to six (6) articles; therefore, one hundred twenty (120) articles per semesters, or two hundred forty (240) articles per year.
- e. Names, titles, places, dates, etc., of conferences, seminars, or meetings attended. Include synopsis of each activity.

4. RESEARCH/STUDY/OTHER CREATIVE WORK

- a. Names of the locations(s) or institution(s) where your project/study was carried on, and the names and titles of authorities (or similar persons), if any, with whom it was conducted.
- b. If applicable, assurances of cooperation or authorization to conduct the project/activity/study received from appropriate individuals, institutions, companies, or agencies.
- c. Manuscripts, publications, papers, paintings, drawings, photographic work, and or other similar materials, developed or produced, as a result of your research, study, or other creative activity. These should be of a quality consistent with usual and accepted professional standards.
- d. Titles, places, dates, short description, and other evidence, if any, of any lectures delivered, and/or seminars, meetings, or conferences, in which you are an active participant.

Various combinations of the above may be considered, depending on the nature of your proposed activity and objectives.

The above guidelines are meant to be suggestive and not all inclusive. Applicants may submit on their applications other appropriate documentation, keeping in mind the responsibility of the Sabbatical Leave Committee to exercise its mandate to protect the integrity of the Sabbatical Leave of Absence Policy.

dk 09/02/11

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
GENERAL CRITERIA OF THE SABBATICAL LEAVE COMMITTEE
IN THE EVALUATION OF APPLICATIONS

It is the responsibility of the Sabbatical Leave Committee to carry out the Sabbatical Leave of Absence Policy as set forth in the agreement between the District and the Chabot-Las Positas Faculty Association. Because it believes in the value of Sabbatical Leaves, the Committee will do everything in its power to maintain the integrity of the Leave and the integrity of the evaluation process.

The Sabbatical Leave Committee is empowered to evaluate all applications for Sabbatical Leaves of Absence to determine that:

- a. the general purpose of the Sabbatical Leave of Absence conforms to the purpose enunciated in the contractual (Agreement,* Article 12-1A.1); and
- b. the statement of specific objectives (including a percentage of the whole to be completed for each objective of the proposed work), the plan for achieving each objective, and the documentation to be submitted upon completion of the Sabbatical Leave are clear, measurable, and in harmony with the general purpose of the Sabbatical Leave of Absence. (Agreement,* Article 12-1A.7)

The Sabbatical Leave Committee does not rank proposals or applicants. Ranking is determined strictly by the procedure described in the Sabbatical Leave of Absence Policy (Agreement*, Article 12-1A.3). The Committee's concern is to evaluate the applications to make sure they conform to District policy and contain clear, measurable objectives which can be objectively evaluated upon completion of the Sabbatical Leave of Absence. The policy states that the purpose is to update and improve the capabilities of the Faculty member upon his/her return to college duty--a long-range goal. Therefore, the Committee examines all applications with a sensitive respect for the Faculty member's views of what will improve his/her value to their respective college.

The Committee expects each application submitted to reflect the thoughtful and careful attention that has been devoted to the selection of a project and the plans to realize it. The Committee reminds each applicant that both the Committee and the applicant will be saved valuable time and energy if the application is prepared with scrupulous care for clarity and sharpness of statement.

The Committee will work cooperatively with each applicant to the best of its ability. When the Committee asks for clarification of anything in the application, it is exercising its mandate to protect the integrity of the Sabbatical Leave of Absence Policy. Both the applicant and the Committee should start with an assumption of good faith and a desire to resolve differences in a professional, equitable manner. In order to facilitate the evaluation of applications and offer assistance to applicants, the following formal procedures will be followed.

*Agreement Between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association
(July 1, 2015 - June 30, 2018)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

FORMAL EVALUATION PROCEDURES OF THE SABBATICAL LEAVE COMMITTEE

1. In evaluating Sabbatical Leave of Absence applicants, the first step will be the review of the statement of general purpose of each applicant ("II" on the application form).
 - a. If questions are raised, the Committee will request a meeting with the applicant and submit a written list of questions prior to the meeting.
 - b. At this meeting, the applicant should present written clarification and revisions of his/her statement.
 - c. The Committee may then request further clarification or vote on the application. If a majority of the members vote to reject the statement of general purpose, then the application is denied.
 - d. If the application is denied, the Committee shall inform the applicant in writing, giving the reasons for the disapproval.
2. When and if the statement of general purpose is approved, consideration will then be given to the specific objectives, the plan to achieve them, and the documentation to be submitted on completion of the Sabbatical Leave of Absence.
 - a. If these are approved, then the Committee shall so inform the applicant and forward the application with recommendations to the respective College Vice President, Academic Services, who will forward a set of original forms for each approved applicant to the Office of the Vice Chancellor, Educational Services and Student Success. The Vice Chancellor will submit final approved applications for Board of Trustees approval on or before the first meeting in January or as soon thereafter, as practicable. (Article 12-1A.7)
 - b. If questions are raised by members of the Committee, the applicant shall be informed of the questions in writing and be asked to appear before the Committee.
 - c. At this Committee meeting, the applicant should present written clarifications and revisions.
 - d. If there are still unresolved issues after this meeting, the Committee shall inform the applicant in writing of the unresolved issues and set up a final meeting.
 - e. After the final meeting, the Committee shall vote to accept or reject the application. The applicant shall be informed of the decision, and if the vote is to reject the application, the applicant is to be informed of the reasons for the rejection in writing.
3. Applicants whose Sabbatical Leaves of Absence have been previously approved by the Sabbatical Leave Committee, but either not funded or not taken, will go through the same procedures as all other candidates (those listed above in 1 and 2).

4. 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.

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 Sabbatical Leaves. The Sabbatical Leave of Absence proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split Sabbatical Leave of Absence provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

5. Appeals Procedure Regarding Denied Applications

A unit member whose application is denied by the Sabbatical Leave Committee shall be provided with a copy of the policies and procedures for review and appeal of the Sabbatical Leave Committee's decision. (See [Article 12-1A.7.](#)) Should the denial of the application be appealed, the College President, Chancellor, and the Board of Trustees shall be notified in writing of the denial of the application by the Sabbatical Leave Committee, including the reasons for the Sabbatical Leave Committee's action. The decision of the Appeal's Committee is binding and shall not be grievable under [Article 7](#) of this Agreement.

K Krueg 6/21/11

Ashley McHale

Sabbatical Leave of Absence Proposal

September 10, 2020

II. Purpose of Sabbatical Leave of Absence

During my sabbatical leave of absence, I plan to create a “Math Lab” at a local elementary school where students can engage in mathematics outside the classroom, and develop a model that can be adapted by other elementary schools. Elementary teachers (and those of younger children) have a profound influence on children. I would like to help provide resources and opportunities to teach mathematics in a way that empowers and encourages students and teachers. I would also like to improve my knowledge of elementary school mathematics education to assist the developing program for elementary school education currently under development at Las Positas College. This program is being developed in partnership with California State University East Bay in order to graduate more elementary school teachers. Specifically, I envision my work on this sabbatical project to better inform my teaching and support of the new curriculum, Math 27: Number Systems for Educators, which is a required course in the new program. I hope to continue building a strong community relationship between Las Positas College and Livermore Valley Unified School District and help create something that encourages an appreciation for the beauty of mathematics.

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

Objective 1: To research models of existing Math Labs. (25%)

Plan: Through research and possible interviews, learn about existing math labs in California (primarily) and throughout the world, determining what makes a math lab “good” and why they were established at those schools.

Documentation: I will submit a literature review consisting of 5 books and 30 articles, including classification of existing labs and best practices. These will be shared with the LPC Math and ECE departments and recommendations may be made to inform both the math department with additional best practices in teaching as well as the ECE department to encourage their students in teaching mathematics.

Objective 2: To observe 12 elementary school teachers during mathematics lessons and interview the principal and teachers to determine what they envision for this project. (50%)

Plan: I intend to discuss with the principal and twelve elementary school teachers their visions for the space and discover what is most useful for their teaching of mathematics. This includes reviewing lessons for mathematics teaching at all levels of Kindergarten through fifth grade and observing 12 teachers (ideally, 2 from each grade level) in action.

Documentation: I will provide transcripts/summaries of discussions and notes from observations. These can directly inform the teaching of Math 27 to more effectively engage students in learning math and encourage future teachers. Students taking Math 27 have assignments regarding lesson planning and mathematical learning; the results of my interviews can help inform students of more specific examples related to these assignments and assist the instructors of Math 27 to better support their students. I am the department “course coordinator” for Math 27, so having hands-on experience and learning from current elementary school teachers will better assist my support of teachers of Math 27 to deliver a quality education.

Objective 3: Create the curriculum for the math lab (25%)

Plan: Using the research and observations, I would create the curriculum and content of the math lab, including self-accessible and interactive content for students. Depending on the results of the research and desire of the administration, the facility could be one (or possibly more) of the following:

- an online presence as an interactive website
- a mobile “lab” with resources for the students that can be used in the classrooms
- or a physical space for students to visit and “do math”.

Documentation: I will submit a detailed plan of the math lab with instructions on content, layout, and activities, and pictures/pdfs/urls of the completed facility. Ideally, this model can be used by other elementary schools to develop/create their own facility. The Math Department could use this plan to improve the Math Learning Center and enhance our existing partnership with the ECE program for our Math 50 ECE cohort, incorporating additional resources, manipulatives and best practices into teaching mathematics for young children (one of the goals of the ECE cohort). The facility, no matter the structure, could be used to help encourage interested students in teaching mathematics.

Upon completion, I plan to present the plan at the annual Tri-Valley Partnerships Meeting that occurs early in the spring semester between Las Positas College administrators and the nearby High School districts.



Livermore Valley Joint Unified School District

685 East Jack London Boulevard, Livermore, CA 94551

LIVERMORE
SCHOOL DISTRICT

Tel (925) 606-3200 Fax (925) 606-3329

November 5, 2020

Ashely D. McHale
Mathematics Instructor
Las Positas College

Dear Ashley D. McHale,

This letter indicates our interest in participating in your sabbatical research project, to conduct research and create a plan for an elementary *Math Lab* to benefit the students and teachers in our district. We have determined your project meets the requirements set forth in our Board policy. We understand that all teacher participation is voluntary and anonymous. Dr. Kevin Grier, Director of Curriculum and Special Projects will be your district contact for this project.

We are delighted to be part of this study and to continue our collaboration with Las Positas College.

Sincerely

Cindy Alba
Educational Services
Livermore Valley Joint Unified School District

Approved Disapproved

Division Dean/Administrator Signature: Nan Ho Date: / /

FOR OFFICE USE ONLY	
Verified By: <u>Kristina Whalen</u>	Date: <u>01/04/2021</u>
<small>(Vice President of Academic Services)</small>	
<hr/>	
<p>Original signed copy to be attached to Sabbatical Leave of Absence Application that will be provided to Human Resources.</p>	
<p>cc: Division Dean Vice President of Academic Services Faculty Applicant</p>	

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



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: 09/04/2020

A. Applicant's Name: Valle Rafael A
(last) (first) (middle)

Location: Chabot Las Positas

Division: Student Services

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: 2021
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: Rafael Valle

Received and Reviewed by: Elizabeth David
Administrator's Signature

Kristina Whalen
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]

Objective 1

Time spent on this objective: 35%

I will visit at least three to four community colleges and/or four-year colleges in California or throughout the United States to observe methods and challenges encountered related to how learning communities fit within guided pathways.

I will develop a single group of questions to ask each learning communities coordinator(s), instructors, and/or administrators in an effort to observe and identify guided pathways and learning communities in search of best practices.

Surveys and interviews

I will interview at the very minimum 2-5 students and 2-5 employees per institution.

Data will be collected through students' surveys, students' interviews, faculty surveys, faculty interviews, administrators' surveys, administrators interviews, staff surveys, and staff interviews.

The questionnaire will be developed in collaboration with Institutional Research to capture the following:

- 1) Students' adjustments to guided pathways.
- 2) Positive experiences with guided pathways.
- 3) What works well and how it can be improved.
- 4) What the institution could have done different during and after the implementation of guided pathways and how it affected learning communities.

Tentative Sites to Visit

- 1) San Antonio College or any of their 5 colleges in the Alamo College District, San Antonio Texas
- 2) Lone Star College, Houston, Texas
- 3) Santa Barbara City College, Santa Barbara, California
- 4) Skyline College, San Bruno, CA.
- 5) Currently, I am in the process of requesting visits to each of the campuses listed above.

Documentation

- 1) I will submit a copy of questions asked and the answers received.
- 2) I will submit a summary of each interview, including the names of the individuals and the date of the interview.
- 3) I will submit notes, photographs, and travel receipts.
- 4) I will submit a final report

Objective 2

Time spent on this objective: 25%

Attending the Regional Puente Trainings will be extremely significant for this study. The Puente State Office along with other practitioners may be seeking a similar alternative for existing Puente programs. Therefore, network is key for the purpose of developing a list of 25 instructors and/or program coordinators so that the surveys can be completed.

Surveys and interviews

I will develop a single group of questions to ask the identified colleges that had implemented guided pathways in an effort to observe and identify how guided pathways affected their Puente programs. What worked, what did not work, and possible adjustments.

I will interview at the very minimum 20-25 Puente counselors and/or English Instructors from other community colleges that have implemented guided pathways. These surveys and interviews are separate from objective 1.

Important note:

The surveys and interviews will not take place during the Regional Puente training. I will use this venue to enhance my network with other Puente coordinators to establish a timeline or schedule appointments at a later time to conduct interviews and complete the surveys.

Data will be collected through faculty surveys and faculty interviews.

The questionnaire will be developed in collaboration with Institutional Research to capture the following:

- 1) What could the Puente coordinators have done different?
- 2) How was guided pathway implemented?
- 3) Students' adjustments to guided pathways.
- 4) Positive experiences with guided pathways.
- 5) What works well and how it can be improved.
- 6) What the institution could have done different during and after the implementation of guided pathways and how it affected learning communities.

Tentative Sites to Visit

Fall 2021 Regional Puente Training usually takes place around September or October of each year. I am planning to attend the training in the fall 2021, either September or October of 2021.

Documentation

- a) I will submit a copy of questions asked and the answers received.
- b) I will submit a summary of each interview, including the names of the individuals and the date of the interview.
- c) I will submit notes, photographs, and travel receipts.
- d) I will submit a final report

Objective 3

Time spent on this objective: 30%

Research Reading Materials or Books

I will read at least 3 books regarding guided pathways and/or learning communities.

Research Articles

I will read 18 articles and/or case studies, advising through coaching, equity and guided pathways and what we don't know, and other applicable topics.

Documentation

I will submit an annotated bibliography.

Objective 4

Time spent on this objective: 10%

Research Report

A final report will include results/findings, recommendations, conclusion, and implementation of all three proposed objectives.

Upon collecting and analyzing the data, a final report will be written and submitted. It will include the following elements:

Abstract;

Introduction;

Methodology;

Results/findings;

Recommendations

Conclusion; and

Bibliography and/or References.

It is my intention to include in the recommendations section the implementation of all of the learnings coming out of this research so that the Puente program could be modified with efficacy by relying in the observations as highlighted in the results/findings section. At the same time prevent making the same mistakes of other institutions, by including best practices, observations, feedback, and other elements that may surfaced during surveys and interviews.

The recommendation should include all or a few of the elements that worked in learning communities during the implementation of guided pathways.

It will also include a timeline of implementation, strategies to be implemented, and more importantly, avoid strategies that could hinder student's success.

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: Rafael A. Valle

W / SSN: _____

Date application received: 9/4/2020

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

B. Priority Ranking assigned number: 12 in a group of 13

C. Workload Banking: Augment Sabbatical Salary Requested

Yes No

D. Workload Banking: Augment Sabbatical Salary Form Received

Yes No

Date Received: 9/4/2020

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

KW
(initials)

F. Type of Sabbatical Leave of Absence Approved:

Paid Sabbatical

Unpaid Sabbatical

Please print name of Vice President that prepared: Kristina Whalen

Date: _____
Completed: _____

II. Purpose of Leave

The purpose of my Sabbatical Leave of Absence is to visit other community colleges to observe, learn, and experience the various ways guided pathways are conducted for best practices, especial prominence will be placed on guided pathways and the impact in learning communities. By doing so, I will broaden my understanding of updated guided pathway practices and the impact in learning communities which I hope to incorporate into the Puente program and possibly other learning communities.

III. Specific Objectives and Methods for Achieving These Objectives

Plan for Achieving these Objectives, and Documentation.

Objective 1:

I will visit at least three to four community colleges and/or four-year colleges in California or throughout the United States to observe methods and challenges encountered related to how learning communities fit within guided pathways.

Time spent on this objective: 40%

Plan:

I will develop a single group of questions to ask each learning communities coordinator(s), instructors, and/or administrators in an effort to observe and identify guided pathways and learning communities in search of best practices Furthermore, I will interview at least one and possible more students participating in learning communities.

Tentative Sites to Visit:

- a) San Antonio College or any of their 5 colleges in the Alamo College District, San Antonio Texas
- b) Lone Star College, Houston, Texas
- c) Santa Barbara City College, Santa Barbara, California
- d) Skyline College, San Bruno, CA.

Currently, I am in the process of requesting visits to each of the campuses listed above.

Documentation:

- a) I will submit a copy of questions asked and the answers received.
- b) I will submit a summary of each interview, including the names of the individuals and the date of the interview.
- c) I will submit notes, photographs, and travel receipts.
- d) I will submit a final report

Objective 2:

Attending the Regional Puente Trainings will be extremely significant for this study. The Puente State Office along with other practitioners may be seeking a similar alternative for other Puente programs.

Time spent on this objective: 30%

Plan:

I plan to attend the Puente Regional Training in the Fall 2021 to investigate and learn what or how other community colleges are managing the transition of guided pathways and how it has affected their Puente program.

I will develop a single group of questions to ask the identified colleges that had implemented guided pathways in an effort to observe and identify how guided pathways affected their Puente programs. What work, what did not work, and possible adjustments.

Documentation:

- a) I will submit a copy of questions asked and the answers received.
- b) I will submit a summary of each interview, including the names of the individuals and the date of the interview.
- c) I will submit notes, photographs, and travel receipts.
- d) I will submit a final report

Objective 3:

I will read extensively on the subject of guided pathways and learning communities to prepare myself for this study.

Time spent on this objective: 30%

Plan:

To prepare myself, I will read extensively on the subject of guided pathways theory practices, case studies, advising through coaching, equity and guided pathways and what we don't know.

Documentation:

- a) I will submit an annotated bibliography

Approved

Disapproved

Division Dean/Administrator Signature: E. David Date: / /

FOR OFFICE USE ONLY

Verified By: Kristina Whalen Date: 01 / 04 / 2021
(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

02/18/2020

Las Positas College
Academic Year 2019-2020

REPORT: SWOINAS

INSTRUCTOR: VALLE,R ID: DIV: Psych-Counseling - LPC

COURSE	DAY	TIME	CRN	ROOM	BEGIN	END	FTE	CAH
Fall 2019								
PCN 30	P01 M W	09:30-10:45	22458	1602	08/19	12/20	.200	3.000
OTHER LOAD CREDIT: 15.000 FOR: STEM COORDINATOR HSI								
TEACHING HRS: A= 3.000 B= .000 C= .000 OTHER= .00 TOTAL: 3.000								
CAH HRS: A= 3.000 B= .000 C= .000 OTHER= .000 TOTAL: 3.000								
Spring 2020								
PCN 18	P01 M W	10:00-10:50	32100	1051	01/13	03/13	.066	1.000
OTHER LOAD CREDIT: 15.000 FOR: STEM COORDINATOR HSI								
TEACHING HRS: A= 2.000 B= .000 C= .000 OTHER= .00 TOTAL: 2.000								
CAH HRS: A= 1.000 B= .000 C= .000 OTHER= .000 TOTAL: 1.000								
Prior (Unbanked) Carry Over Load				-4.000				
CAH Year Total:				34.000				
Current (Unbanked) Carry Over:				.000				
Workload Banked Balance:				4.000				

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] 2020

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: Wu Patricia
(Last) (First) (Middle)

Location: Chabot ^s Las Positas College

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: Fall Academic Year: 2021

Semester: _____ Academic Year: _____

Please note: The contract in Article 12-1A.3f., 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 2006
(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: 2013 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:

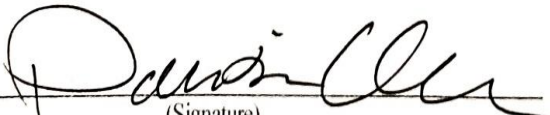
Position: _____ From: _____ To: _____

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)

3/30/2020
(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: 9/15/2020

A. Applicant's Name: Wu Patricia
(last) (first) (middle)

Location: Chabot Las Positas

Division: Science & Math

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: 2021

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: *Patricia Wu*

Received and Reviewed by: *Safiyah Forbes*
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]

I. Purpose of Leave

I have taken over the lead instructor position (not compensated, no release time) of BIOL50 Anatomy & Physiology course which was previously coordinated by Dr. Zarir Marawala. The responsibility of the lead instructor includes managing the budget, purchasing of supplies and equipment for all sections, hiring, training, and evaluating adjuncts, coordinating all laboratory related activities, and providing a laboratory manual and materials for all students and instructors.

The goal of taking the sabbatical leave:

- To better align the teaching plan to student background and experiences with new lectures and modify some existing ones.
- To better prepare EMS, firefighting, medical assisting, and pre-medical students for advanced science courses by enhancing their critical thinking skills with Problem-Based Learning.
- To write a new Laboratory Manual and re-align the manual with the newly available models and equipment in the new Biological Science Building Annex.
- To write a new Laboratory Manual Key.
- To write a new Anatomical Model Key.

II. Specific Objectives

Objective 1: Write New and Modify Existing BIOL50 Anatomy & Physiology Lectures ~ 10%

Plan

After teaching ANAT1 and PHSI1 to pre-nursing students for many years, teaching BIOL50 is a whole new experience. The student population in BIOL50 is drastically different from pre-nursing classes. Most of the students in BIOL50 are working EMTs, fire fighters, and medical assistants. There is also a small percentage of students who take the class as a science GE course. Although the course is not as intense as ANAT1 and PHSI1 courses, it is still rather fast-paced and filled with a lot of information.

I have gained valuable insights from teaching the course for the first time in Spring 2020. The teaching plan of the course was modeled after ANAT1 and PHSI1 which concentrated on detailed structural components and biological processes. Unfortunately, it did not quite match the student population. Therefore, several topics will be expanded to cater to students' work experience while some will be reduced.

1. Topics to be expanded (new lectures)
 - a. Articulation
 - Common joint dysfunctions
 - b. Nervous system
 - Brain dysfunctions related to destruction of nerve cells, disruption of electrical conduction, and nerve damage.
 - Spinal cord dysfunctions related to spinal cord injury.
 - Common eye & ear dysfunctions

- Treatments
- c. Cardiovascular system
 - Myocardial infarction
 - Stenting
 - Arrhythmia
 - Atrial/ventricular fibrillation
 - Heart blocks
- d. Immune system
 - Cold and bacteria
 - Influenza and viruses
 - Autoimmune diseases
- e. Respiratory system
 - Asthma
 - COPD
 - Emphysema
 - Lung cancers
- f. Renal system
 - Salt and hypertension
 - Hypertension and renal failure
- 2. Topics to be reduced (modified)
 - a. Integumentary system
 - b. Bone tissue
 - c. Skeleton
 - d. Muscle tissue
 - e. Skeletal muscles

Please note that each BIOL50 instructor is responsible for developing his or her own lectures in accordance with the Course Outline.

Documentation

Syllabus and lecture PowerPoints.

Objective 2: Develop Problem-Based Learning ~ 10%

Plan

The BIOL50 students are more inquisitive about the human bodies than other classes. These students already work in the medical field (some with many years of experience) and they are seeking explanations or answers in this class. They perform procedures to save patients' lives but lack the knowledge of how and why these procedures save lives. It is important to develop Problem-Based Learning sets which incorporate theory and real medical cases into the lectures to help bridge the gap. Since it is problem solving, students must use critical thinking skills to work through the problems and start metacognitive conversations. Students who develop these critical thinking skills early on in their academic career will be better prepared for advanced science courses in the 4-year universities or professional programs.

- Identify important topics for Problem-Based Learning sets. Students most likely encounter patients on the job with nervous (e.g. dementia, stroke), endocrine (e.g. diabetes), cardiovascular (e.g. heart attack), respiratory (e.g. asthma, COPD), and renal system (e.g. renal failure) problems. Problem-Based Learning sets will be based on these five areas.

- Develop Problem-Based Learning sets. Research credible clinical data to be incorporated into each topic. Some Problem-Based Learning sets will focus on individual body systems while some will be a fusion of two or more body systems.
- Re-arrange some lectures to allow time for students to work on Problem-Based Learning problems as in-class assignments.

Please note that each BIOL50 instructor is responsible for developing his or her own supplemental lecture material in accordance with the Course Outline.

Documentation

Syllabus and Problem-Based Learning sets: minimum 5 (Nervous, Endocrine, Cardiovascular, Respiratory, and Renal systems).

Objective 3: Write A New Laboratory Manual ~ 65%

Plan

The current BIOL50 Laboratory Manual is written by Dr. Zarir Marawala and used by all instructors teaching the course (including Spring 2020). As the Biology and Allied Health programs expanded, BIOL50, a GE course, was still operating on minimal laboratory supply and equipment. As the new lead instructor with new resources available as the new Biological Science Building Annex is opening in Spring 2021, it is time to write a new Laboratory Manual to incorporate new material and equipment to give students a rich, hands-on, and visually simulated learning experience.

- Develop the labs (approximately 18) for each topic covered in lectures.
- Each lab will include objectives, introduction to the lab, detailed information of the material, instruction on performing the lab, and a review section for recap.
- The Laboratory Manual should be between 100 to 150 pages.

Please note that the Laboratory Manual is required for all BIOL50 students and all instructors. The Laboratory Manual will be used and updated as long as I am the lead instructor for the course.

Documentation

The new BIOL50 Anatomy and Physiology Laboratory Manual Spring 2022.

Objective 4: Write A New Laboratory Manual Key ~ 5%

Plan

Students are asked to perform many tasks in the lab while answering many questions. A Laboratory Manual Key for each lab exercise will be available for students to check their answers after they have performed the labs. A key will keep the students stay on track with the material.

The key is available for all instructors teaching the class.

Documentation

The new BIOL50 Anatomy and Physiology Laboratory Manual Key Spring 2022.

Objective 5: Write A New Anatomical Model Key ~ 10%**Plan**

Students learn many parts of the body; the Anatomical Model Key will help them navigate through the models and make sure they correctly identify them.

- Setup lighting and proper background to take pictures (from different angles) of the anatomical models.
- Format and edit the pictures.
- Label the parts of each model.
- Create the key for each model.
- Tentative anatomical models for the key
 - Microscope
 - Epithelial tissue slides (4)
 - Connective tissue slides (4)
 - Skeleton (articulated)
 - Disarticulated bones: skull (13 bones), vertebral column (26 bones), sacrum, coccyx, thoracic cage (25 bones), sinuses, fetal skull, pectoral girdle (2 bones), upper limb (35 bones), pelvic girdle (3 bones), lower limb (35 bones), knee cap.
 - * Please note that each bone has multiple landmarks.
 - Muscle tissue slides (3)
 - Skeletal muscles – 2 models each with 10+ muscles
 - Brain models (3) – each brain has multiple parts
 - Eye models (3) – each eye model has multiple parts
 - Ear models (1) – with multiple parts
 - Endocrine slides (4)
 - Heart (1) – each heart model has multiple parts
 - Blood slide (1)
 - Respiratory model (1) – with multiple parts
 - Digestive model (1) – each digestive model has multiple parts
 - Kidney model (2) – each kidney model has multiple parts
 - Urinary tract model (1) – with multiple parts
 - Reproductive models (2) – each model (male and female) has multiple parts

The key is available for all students and instructors teaching the class.

Documentation

The new BIOL50 Anatomy and Physiology Anatomical Model Key Spring 2022.

~ Thank You for Your Consideration ~

- Treatments
- c. Cardiovascular system
 - Myocardial infarction
 - Stenting
 - Arrhythmia
 - Atrial/ventricular fibrillation
 - Heart blocks
- d. Immune system
 - Cold and bacteria
 - Influenza and viruses
 - Autoimmune diseases
- e. Respiratory system
 - Asthma
 - COPD
 - Emphysema
 - Lung cancers
- f. Renal system
 - Salt and hypertension
 - Hypertension and renal failure
- 2. Topics to be reduced (modified)
 - a. Integumentary system
 - b. Bone tissue
 - c. Skeleton
 - d. Muscle tissue
 - e. Skeletal muscles

Please note that each BIOL50 instructor is responsible for developing his or her own lectures in accordance with the Course Outline.

Documentation

Syllabus and lecture PowerPoints.

Objective 2: Develop Problem-Based Learning ~ 10%

Plan

The BIOL50 students are more inquisitive about the human bodies than other classes. These students already work in the medical field (some with many years of experience) and they are seeking explanations or answers in this class. They perform procedures to save patients' lives but lack the knowledge of how and why these procedures save lives. It is important to develop Problem-Based Learning sets which incorporate theory and real medical cases into the lectures to help bridge the gap. Since it is problem solving, students must use critical thinking skills to work through the problems and start metacognitive conversations. Students who develop these critical thinking skills early on in their academic career will be better prepared for advanced science courses in the 4-year universities or professional programs.

- Identify important topics for Problem-Based Learning sets. Students most likely encounter patients on the job with nervous (e.g. dementia, stroke), endocrine (e.g. diabetes), cardiovascular (e.g. heart attack), respiratory (e.g. asthma, COPD), and renal system (e.g. renal failure) problems. Problem-Based Learning sets will be based on these five areas.

- Develop Problem-Based Learning sets. Research credible clinical data to be incorporated into each topic. Some Problem-Based Learning sets will focus on individual body systems while some will be a fusion of two or more body systems.
- Re-arrange some lectures to allow time for students to work on Problem-Based Learning problems as in-class assignments.

Please note that each BIOL50 instructor is responsible for developing his or her own supplemental lecture material in accordance with the Course Outline.

Documentation

Syllabus and Problem-Based Learning sets: minimum 5 (Nervous, Endocrine, Cardiovascular, Respiratory, and Renal systems).

Objective 3: Write A New Laboratory Manual ~ 65%

Plan

The current BIOL50 Laboratory Manual is written by Dr. Zarir Marawala and used by all instructors teaching the course (including Spring 2020). As the Biology and Allied Health programs expanded, BIOL50, a GE course, was still operating on minimal laboratory supply and equipment. As the new lead instructor with new resources available as the new Biological Science Building Annex is opening in Spring 2021, it is time to write a new Laboratory Manual to incorporate new material and equipment to give students a rich, hands-on, and visually simulated learning experience.

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- The Laboratory Manual should be between 100 to 150 pages.

Please note that the Laboratory Manual is required for all BIOL50 students and all instructors. The Laboratory Manual will be used and updated as long as I am the lead instructor for the course.

Documentation

The new BIOL50 Anatomy and Physiology Laboratory Manual Spring 2022.

Objective 4: Write A New Laboratory Manual Key ~ 5%

Plan

Students are asked to perform many tasks in the lab while answering many questions. A Laboratory Manual Key for each lab exercise will be available for students to check their answers after they have performed the labs. A key will keep the students stay on track with the material.

The key is available for all instructors teaching the class.

Documentation

The new BIOL50 Anatomy and Physiology Laboratory Manual Key Spring 2022.

Objective 5: Write A New Anatomical Model Key ~ 10%**Plan**

Students learn many parts of the body; the Anatomical Model Key will help them navigate through the models and make sure they correctly identify them.

- Setup lighting and proper background to take pictures (from different angles) of the anatomical models.
- Format and edit the pictures.
- Label the parts of each model.
- Create the key for each model.
- Tentative anatomical models for the key
 - Microscope
 - Epithelial tissue slides (4)
 - Connective tissue slides (4)
 - Skeleton (articulated)
 - Disarticulated bones: skull (13 bones), vertebral column (26 bones), sacrum, coccyx, thoracic cage (25 bones), sinuses, fetal skull, pectoral girdle (2 bones), upper limb (35 bones), pelvic girdle (3 bones), lower limb (35 bones), knee cap.
* Please note that each bone has multiple landmarks.
 - Muscle tissue slides (3)
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 - Brain models (3) – each brain has multiple parts
 - Eye models (3) – each eye model has multiple parts
 - Ear models (1) – with multiple parts
 - Endocrine slides (4)
 - Heart (1) – each heart model has multiple parts
 - Blood slide (1)
 - Respiratory model (1) – with multiple parts
 - Digestive model (1) – each digestive model has multiple parts
 - Kidney model (2) – each kidney model has multiple parts
 - Urinary tract model (1) – with multiple parts
 - Reproductive models (2) – each model (male and female) has multiple parts

The key is available for all students and instructors teaching the class.

Documentation

The new BIOL50 Anatomy and Physiology Anatomical Model Key Spring 2022.

~ Thank You for Your Consideration ~



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, [Year]

MAR 31 2020

Dr. Stacy Thompson
 Vice President of Academic Services

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: Wong, Wanda Y.
 (Last) (First) (Middle)

Location: Chabot Las Positas College

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: Fall Semester Academic Year: 2021-2022

Semester: Spring Semester Academic Year: 2021-2022

Please note: The contract, in Article 12-1A.3f., 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, 13, 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: Spring Semester Academic Year: 2014-2015 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.

Wanda Wong

(Signature)

Digitally signed by Wanda Wong
Date: 2020.03.27 17:41:15 -07'00'

3/27/2020

(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: 9/9/2020

A. Applicant's Name: Wong, Wanda
(last) (first) (middle)

Location: Chabot Las Positas

Division: Applied Tech and 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: Fall Academic Year: 2021-2022

Semester: Spring Academic Year: 2021-2022

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: Wanda Wong

Received and Reviewed by: Stacy Thompson
Administratd'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

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.

I will be taking graduate level courses to fulfil a M.S. degree in Education with a concentration in Online Teaching and Learning in California State University, East Bay.

Online education is widespread, and the growing demand of quality eLearning educators is only increasing. The skill and proficiency that I will acquire in the MS in eLearning will directly help me be a more resourceful teacher in an online environment, provide me a skillset to offer quality online course content and curriculum development.

Online education enrollments had increased in greater percentage every year for the past two decades. And will be even more this year and into the future because of the impact of COVID-19 pandemic. It is important to be able to offer more online courses to meet this demand; but it is even more crucial to be able to offer quality, well structured online courses.

I have taught courses online in Chabot for about 15 years now. I believe I am a well organize and proficient in my online courses to help my students learn. However, I also believe I can learn more and be an even better online teacher. This MS program is offered through 100% online courses which I will gain a different perspective as an online student rather always being an online teacher.

Program Learning Outcomes (from CSUEB website):

1. Demonstrate knowledge of learning theory and instructional design
2. Apply understand of recent online teaching technologies
3. Incorporate recommendations of recent research in online teaching and learning
4. Apply knowledge of learning differences and disabilities
5. Describe a rationale for design features of an effective online course
6. Cite specific supporting research and best practices from the literature related to online teaching and learning in their discipline

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.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

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.

III. Specific Objectives and Methods for Achieving These Objectives

(Please see examples on the following pages)

On your application

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

Objective 1: To update and improve my ability to teach Business and Computer Science courses online at Chabot College. (100%)

Plan: I'll be attending classes at Cal State East Bay, enrolling in 24 units (12 units each semester) from classes such as: OTL 602: Instructional Design Models for Online Learning; OTL 603: Technology Tools for Online Instruction; OTL 604: Designing Curriculum for Online Instruction; OTL 605: Educational Planning and Development for Online Programs; OTL 606: Research in Online Teaching and Learning; OTL 607: History and Culture of Online Learning Communities; OTL 674: Current Issues in Online Learning; and OTL 683: Providing Interactivity in the Online Environment.

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

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

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

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE – EXAMPLE #1

SABBATICAL LEAVE APPLICATION EXAMPLES

APPLICATION Example #1

II. Purpose of the Sabbatical Leave of Absence

During my Sabbatical Leave of Absence, I plan to divide my time between attending classes and studying for a [*what kind of?*] degree.

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

1. Update and improve my ability to teach [*subject*].
2. Make sure our [*subject*] transfer courses are comparable to those at the University of [*name*].
3. Update and extend my ability to conduct research in the field of [*subject*].
4. Initiate a research project on [*subject*].

The benefits to your college could be . . .

[*if applicable*] Splitting my Sabbatical Leave of Absence over two (2) Academic Years would be beneficial because . . .

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

Objective 1: To update and improve my ability to teach [*subject*] and [*subject*] at my college. (20%)

Plan: To spend a year as a [*subject: e.g., researcher, intern*] in the [*subject*] Department of the University of . . . I will complete with passing grade at least [*how many?*] graduate courses in the field of [*subject*].

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

Objective 2: To make sure our [*subject*] transfer courses are comparable to those at the University of . . .(30%)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

Plan: I will audit a minimum of [*how many?*] undergraduate and graduate courses on the subject of . . . at the University of . . . I will do the homework and other assignments necessary for an understanding of course content.

Documentation:

- a. I will submit copies of course syllabi, bibliographies, and other available handouts for the courses I have audited.
- b. I will submit letters from the Chairperson of the Department or from the instructors of the courses I have audited.
- c. I will submit a short summary and/or conclusions of the course work.

Objective 3: To update and extend my ability to conduct research in the field of [*subject*]. (15%)

Plan: I will contact [*how many?*] research centers located in the Bay Area and request permission to . . .

Documentation:

- a. I will submit a log of contacts with research institutes, seminars attended, attendance at discussions, speakers, etc.
- b. I will submit letters from the researchers I have observed, the instructors of seminars and discussions attended, and from other contacts I make during my Sabbatical Leave of Absence.

Objective 4: To begin a research project on [*subject*]. (35%)

Plan: I will design a research project on . . . that traces factors relating to [*subtopic*] and explores the impact of [*influences*] on [*subject*]. In designing the research project, I will utilize the library facilities at [*name of library*] to search literature on [*subject*].

I will consult with various [*how many?*] [*subject*] faculty both in academic departments and research institutes to get their reactions and advice on my proposal. I will periodically consult with the administration and staff of my college to get suggestions on [*my research*].

I will analyze the data and complete a report with my conclusions.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #1

I will conduct the research by distributing a questionnaire to at least [*how many?*] people in [*place, subject area*]. I will personally interview [*how many?*] of those who have completed the questionnaire.

Documentation:

- a. A copy of the research proposal and questionnaire.
- b. An annotated bibliography.
- c. The final report.

dk 09/02/2016

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #2

APPLICATION Example #2

II. Purpose of Sabbatical Leave of Absence

The purpose of my Sabbatical Leave of Absence is to travel the United States and Japan to observe, learn, and experience the various ways [subject] is/are conducted in the two countries and the differences between them. By doing so, I will broaden my understanding of updated [subject] practices which I hope to incorporate into the courses I teach.

[if applicable] Splitting my Sabbatical Leave of Absence over two Academic Years would be beneficial because . . .

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

Objective 1: I will visit at least [how many?] [institutions, businesses, colleges, etc.] throughout the United States to observe methods and problems encountered in their areas. (40%)

Plan: I will develop a single group of questions to ask each [professor, researcher, business person, etc.] I visit to discover differences in their [teaching management, research] styles. I will also tour each facility and interview at least one and possible more of the people involved in [subject].

I have made tentative arrangements to visit:

- a. [institution] - Detroit, Michigan
- b. [institution] - Livona, Michigan
- c. [institution] - Yonkers, New York
- d. [institution] - Pampano, Florida
- e. [institution] - State of Virginia
- f. [institution] - Annapolis, Maryland

I am in the process of requesting visits to [how many?] [where].

Documentation:

- a. I will submit a copy of questions asked and the answers received.
- b. I will submit a summary of each interview, including the names of the individuals and the date of the interview.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
APPLICATION FOR SABBATICAL LEAVE OF ABSENCE - EXAMPLE #2

Objective 2: I will visit Tokyo and Osaka to study the way the Japanese [*manufacturers, etc.*] differ from the [*manufacturers*] in the United States in the field of [*subject*]. (25%)

Documentation:

- a. I will summarize the questions asked and report on all operations pertaining to the [*what*] I visited, including summaries of interviews, names of individuals, dates.
- b. I will submit notes, photographs, and travel receipts.

Objective 3: I will read extensively on the subject of . . . to prepare myself for this study. (35%)

Plan: I will visit the [*name*] and the [*name*] libraries and read a minimum of [*how many?*] books and [*how many?*] current periodical articles on the subject of . . .

Documentation: I will submit an annotated bibliography of my readings.

dk 09/02/2016

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
SABBATICAL LEAVE COMMITTEE

Guidelines for Documentation of Attainment of Objectives

In order that the Sabbatical Leave Committee may objectively evaluate the attainment of the objective(s) upon the completion of a Sabbatical Leave of Absence, the following description of documentation for various types of proposals is offered as a guideline:

1. FORMAL COURSEWORK AT A UNIVERSITY/COLLEGE OR OTHER INSTITUTION OF HIGHER LEARNING
 - a. An official transcript of grades (for an American or foreign accredited collegiate institution) or an official letter of verification (foreign institution **only**), signed by an appropriate authority indicating that your course of study has been completed satisfactorily.
 - (1) Credit coursework, for a Sabbatical Leave of Absence for which coursework is the only activity, normally consists of what would be a Full-time Load for a graduate student [Twelve (12) graduate semester units for the year].
 - (2) If undergraduate and not combined with another approved activity, then twelve (12) units per semester are required.
 - b. If a course is only "audited," a **minimum** of seventy-five percent (75%) class attendance is **required**, and this attendance must be verified, **in writing**, by
 - (1) the course instructor or other appropriate authority, **or**
 - (2) **dated** class notes taken during attendance in the course
2. WORK EXPERIENCE

An official letter or verification, signed by the appropriate supervisor, administrator, or similar authority, that:

 - a. indicates the name and place where work was done
 - b. indicates the type of work performed
 - c. indicates the quantity of time spent working
 - d. indicates the quality of the work performed
3. TRAVEL/STUDY/VISITATION
 - a. Travel journal, itineraries, record of places visited, photographs, and other evidence of travel related to the objective.

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Guidelines for Documentation of Attainment of Objectives

- b. Name, title, and address of person you may have interviewed, consulted, or collaborated with. Include date and synopsis of interview, consultation, or collaboration effort.
- c. Manuscripts, publications, papers, paintings, drawings, photographic reproductions, copies, dated tape recordings, and/or similar materials, produced or acquired as a result of your activity, and that meet the usual and accepted professional standards.
- d. Bibliography of material read, studied, and/or collected. If only books are read and not combined with another approved activity, then bibliography for twenty (20) books per semester, or forty (40) books per year. One book is equal to six (6) articles; therefore, one hundred twenty (120) articles per semesters, or two hundred forty (240) articles per year.
- e. Names, titles, places, dates, etc., of conferences, seminars, or meetings attended. Include synopsis of each activity.

4. RESEARCH/STUDY/OTHER CREATIVE WORK

- a. Names of the locations(s) or institution(s) where your project/study was carried on, and the names and titles of authorities (or similar persons), if any, with whom it was conducted.
- b. If applicable, assurances of cooperation or authorization to conduct the project/activity/study received from appropriate individuals, institutions, companies, or agencies.
- c. Manuscripts, publications, papers, paintings, drawings, photographic work, and or other similar materials, developed or produced, as a result of your research, study, or other creative activity. These should be of a quality consistent with usual and accepted professional standards.
- d. Titles, places, dates, short description, and other evidence, if any, of any lectures delivered, and/or seminars, meetings, or conferences, in which you are an active participant.

Various combinations of the above may be considered, depending on the nature of your proposed activity and objectives.

The above guidelines are meant to be suggestive and not all inclusive. Applicants may submit on their applications other appropriate documentation, keeping in mind the responsibility of the Sabbatical Leave Committee to exercise its mandate to protect the integrity of the Sabbatical Leave of Absence Policy.

dk 09/02/11

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
GENERAL CRITERIA OF THE SABBATICAL LEAVE COMMITTEE
IN THE EVALUATION OF APPLICATIONS

It is the responsibility of the Sabbatical Leave Committee to carry out the Sabbatical Leave of Absence Policy as set forth in the agreement between the District and the Chabot-Las Positas Faculty Association. Because it believes in the value of Sabbatical Leaves, the Committee will do everything in its power to maintain the integrity of the Leave and the integrity of the evaluation process.

The Sabbatical Leave Committee is empowered to evaluate all applications for Sabbatical Leaves of Absence to determine that:

- a. the general purpose of the Sabbatical Leave of Absence conforms to the purpose enunciated in the contractual (Agreement,* Article 12-1A.1); and
- b. the statement of specific objectives (including a percentage of the whole to be completed for each objective of the proposed work), the plan for achieving each objective, and the documentation to be submitted upon completion of the Sabbatical Leave are clear, measurable, and in harmony with the general purpose of the Sabbatical Leave of Absence. (Agreement,* Article 12-1A.7)

The Sabbatical Leave Committee does not rank proposals or applicants. Ranking is determined strictly by the procedure described in the Sabbatical Leave of Absence Policy (Agreement*, Article 12-1A.3). The Committee's concern is to evaluate the applications to make sure they conform to District policy and contain clear, measurable objectives which can be objectively evaluated upon completion of the Sabbatical Leave of Absence. The policy states that the purpose is to update and improve the capabilities of the Faculty member upon his/her return to college duty--a long-range goal. Therefore, the Committee examines all applications with a sensitive respect for the Faculty member's views of what will improve his/her value to their respective college.

The Committee expects each application submitted to reflect the thoughtful and careful attention that has been devoted to the selection of a project and the plans to realize it. The Committee reminds each applicant that both the Committee and the applicant will be saved valuable time and energy if the application is prepared with scrupulous care for clarity and sharpness of statement.

The Committee will work cooperatively with each applicant to the best of its ability. When the Committee asks for clarification of anything in the application, it is exercising its mandate to protect the integrity of the Sabbatical Leave of Absence Policy. Both the applicant and the Committee should start with an assumption of good faith and a desire to resolve differences in a professional, equitable manner. In order to facilitate the evaluation of applications and offer assistance to applicants, the following formal procedures will be followed.

*Agreement Between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association
(July 1, 2015 - June 30, 2018)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

FORMAL EVALUATION PROCEDURES OF THE SABBATICAL LEAVE COMMITTEE

1. In evaluating Sabbatical Leave of Absence applicants, the first step will be the review of the statement of general purpose of each applicant ("II" on the application form).
 - a. If questions are raised, the Committee will request a meeting with the applicant and submit a written list of questions prior to the meeting.
 - b. At this meeting, the applicant should present written clarification and revisions of his/her statement.
 - c. The Committee may then request further clarification or vote on the application. If a majority of the members vote to reject the statement of general purpose, then the application is denied.
 - d. If the application is denied, the Committee shall inform the applicant in writing, giving the reasons for the disapproval.
2. When and if the statement of general purpose is approved, consideration will then be given to the specific objectives, the plan to achieve them, and the documentation to be submitted on completion of the Sabbatical Leave of Absence.
 - a. If these are approved, then the Committee shall so inform the applicant and forward the application with recommendations to the respective College Vice President, Academic Services, who will forward a set of original forms for each approved applicant to the Office of the Vice Chancellor, Educational Services and Student Success. The Vice Chancellor will submit final approved applications for Board of Trustees approval on or before the first meeting in January or as soon thereafter, as practicable. (Article 12-1A.7)
 - b. If questions are raised by members of the Committee, the applicant shall be informed of the questions in writing and be asked to appear before the Committee.
 - c. At this Committee meeting, the applicant should present written clarifications and revisions.
 - d. If there are still unresolved issues after this meeting, the Committee shall inform the applicant in writing of the unresolved issues and set up a final meeting.
 - e. After the final meeting, the Committee shall vote to accept or reject the application. The applicant shall be informed of the decision, and if the vote is to reject the application, the applicant is to be informed of the reasons for the rejection in writing.
3. Applicants whose Sabbatical Leaves of Absence have been previously approved by the Sabbatical Leave Committee, but either not funded or not taken, will go through the same procedures as all other candidates (those listed above in 1 and 2).

4. 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.

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 Sabbatical Leaves. The Sabbatical Leave of Absence proposal will be evaluated on its merits, and if approved, forwarded to the appropriate College President along with the rationale for the split Sabbatical Leave of Absence provided by the applicant. The College President should consult with the appropriate Vice President and Dean prior to making a decision.

5. Appeals Procedure Regarding Denied Applications

A unit member whose application is denied by the Sabbatical Leave Committee shall be provided with a copy of the policies and procedures for review and appeal of the Sabbatical Leave Committee's decision. (See [Article 12-1A.7.](#)) Should the denial of the application be appealed, the College President, Chancellor, and the Board of Trustees shall be notified in writing of the denial of the application by the Sabbatical Leave Committee, including the reasons for the Sabbatical Leave Committee's action. The decision of the Appeal's Committee is binding and shall not be grievable under [Article 7](#) of this Agreement.

K Krueg 6/21/11