

# Sabbatical Leave Committee

## Agenda/Minutes of January 21, 2020

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*Convener/Recorder:* Julie Davis, Chair

*Present:* Aeryn, Teresa; Davis, Julie; Fortner, Tony; Kalt, Kolleen; Palma, Jennifer;

*Excused:* Graf, Marvelina; Lopez, Christine; Lopez, Manuel; Pereira, Paula

### **AGENDA**

1. Committee to set remaining schedule and mentors
2. Committee to discuss Hoyle and Lacy reports
3. Chair to remind mentors to send letters to mentees
4. Chair to notify Committee of Senate and BOT meeting dates

### **MINUTES**

1. 50% quorum met
2. The Committee set the rest of the spring schedule  
01-28-20: Discuss Taylor and Trager reports  
02-18-20: Discuss all report revisions
3. The Committee discussed Hoyle and Lacy reports and outlined suggestions for revisions for each report; mentors to communicate revision suggestions and due date with faculty (only one two-week revision cycle)
4. The Committee was notified by the chair of Senate and BOT meeting dates as follows:  
02-25-20, Senate meeting for report approval  
03-04-20, BOT meeting for report presentations