

# Sabbatical Leave Committee

## Agenda/Minutes of September 3, 2019

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*Convener/Recorder:* Julie Davis, Chair

*Present:* Alenikov, Teresa; Davis, Julie; Fortner, Tony; Graf, Marvelina; Kalt, Kolleen; Lopez, Christine; Lopez, Manuel; Palma, Jennifer; Pereira, Paula

*Excused:* None

### AGENDA

1. Welcome
2. Update on duties of new Chair
3. Set the Committee quorum
4. Set the spring calendar
5. Assign mentors

### MINUTES

1. Update from the new Chair regarding duties that have been completed.
2. Discussion regarding setting a quorum The Committee agreed to set the quorum at 50% or 5 members. The Chair notified the Committee that she would upload this information onto the website as per the Senate guidelines.
3. Meeting dates for the fall semester were set based upon the number of applicants. For the 2020-2021 academic year, there are three (3) applicants. The Committee will be reading applications, meeting with applicants and reviewing revisions. Committee meeting dates are as follows:
  - Meeting #1: 09-17-19, 11-12:30pm
  - Meeting #2: 09-24-19, 11-12:30pm
  - Meeting #3: 10-15-19, 11-12:30pm
  - Meeting #3: 10-22-19, 11-12:30pm
4. Two mentors were assigned to each applicant.