

Sabbatical Leave Committee

Agenda/Minutes of November 3, 2020

Convener/Recorder: Julie Davis, Chair

Present: Davis, Julie; Fortner, Tony; Graf, Marvelina Kalt, Kolleen; Moskun, Amy; Lopez, Christine; Macias, Sergio; Palma, Jennifer; Pereira, Paula

Excused: Aeryn, Teresa;

AGENDA

1. Committee to discuss first set of revisions for all five applicants.
2. Committee to prepare comments for any applications needing a second revision cycle.
3. Chair to remind Committee members of the new due date for faculty reports: January 20, 2021, 4:30 pm.

MINUTES

1. The Committee discussed first set of revisions for all five applications.
2. The Committee prepared additional suggestions for revisions for four applications. The due date for second revisions is November 10, 2020, 4:30pm.
3. The Committee sent suggestions and the due date of second revisions via email to all four applicants.
4. The Committee unanimously approved one application—no second revisions were necessary.
5. The Committee sent the approved applicant an email outlining the next steps in the process including the due date for the finalized PDF and abstract.
6. All finalized PDFs and abstracts for approved applicants are to be emailed to the SLC Chair and are due on November 20, 2020 at noon.
7. The Committee's next meeting date is scheduled for November 17, 2020. At this meeting the Committee will review the second set of revisions for four applicants.