

PALOMAR COLLEGE

Sabbatical Leave Workshop Information

An Online Sabbatical Leave Workshop

Will be held:

Thursday, September 23, 2021

4:00-5:00 pm

(Invitations will be sent)



Bring project-specific questions and, if you are ready, discuss the specifics of your application.

Conditions Governing Sabbatical Leave

Purpose - [Education Code § 87767](#)

The governing board of a community college district may grant any employee of the district, employed in an academic position, a leave of absence **not to exceed one year for the purpose of permitting study or travel by the employee which will benefit the schools and students of the district.**



The Governing Board may provide that such a leave of absence be taken in separate six-month periods or separate quarters rather than for a continuous one-year period, provided that the leave of absence for both of the separate six-month periods or any or all quarters shall be commenced and completed within a three-year period. Any period of service by the individual intervening between the two separate six-month periods or separate quarters of the leave of absence shall comprise a part of the service required for a subsequent leave of absence.



Sasha Jonestein worked in her home studio, as well as at the Zentrum fur Keramik in Berlin, and The Clay Studio in Philadelphia to create an exhibition-ready new body of work based on her research in three areas – glaze chemistry, large scale building techniques, and the study of human anatomy while on sabbatical leave in 2015-2016.

Conditions Governing Sabbatical Leave

Palomar College-Palomar Faculty Federation Contract [\(Article 9.12\)](#)

- A faculty member must be tenured and must have served for at least six (6) consecutive years preceding the year in which the sabbatical leave may be granted
- The number of eligible faculty members on sabbatical leave during any one (1) semester shall not exceed five percent (5%) of the eligible faculty members who are under contract as of September 15 of the academic year in which application is made
- A sabbatical leave may be granted for one (1) year (two (2) semesters) at one-half ($\frac{1}{2}$) pay or for one (1) semester at full pay.



*Ellen Weller performed with a Japanese improvisation collective called "Wormhole" as part of her research to strengthen the curriculum of her World Music class in Fall 2011.
Photo credit Ryoichi Aratani, Club Kissa Sagaiki*

Priority Point System

Palomar College-Palomar Faculty Federation Contract ([Article 9.12.3](#))

- First priority shall be given to applicants who have not had a previous sabbatical leave.
- If first time applicants do not fill the entire five percent (5%) allotment, the remaining approved applicants are ranked for priority according to the following point system:
 - a) 3 points awarded to applicant seeking to attend a program offered on a one-time basis.
 - b) 1 point awarded per year of service in the Palomar Community College District.
 - c) 1 point awarded per year since last sabbatical leave.

	A	B	C	D	I	J	K	M	O	P
1	SABBATICAL LEAVES									
	INSTRUCTOR NAME	HIRE DATE	LAST SABBATICAL	LAST SABBATICAL LEAVE BY END DATE	Eligible for next leave	Notice of Intent 2016-17 Term of Leave	SABBATICAL YEAR START DATE	Points/Years of Service	Points/Years subsequent to previous leave	TOTAL PRIORITY POINTS
2										
3							08/15/16			
4		8/19/05				Fall 2016	08/15/16	11		first leave priority
5		8/22/97				Fall 2016	08/15/16	19		first leave priority
6		8/19/05				Fall 2016	08/15/16	11		first leave priority
7		8/24/90				Fall 2016	08/15/16	26		first leave priority
8		1/20/09				Full Year 2016-2017	08/15/16	7.5		first leave priority
9		8/24/90	Fall 2005	12/15/2005	Spring 2012	Fall 2016	08/15/16	26	10.5	36.5
10		1/20/90	Spring 2007	5/15/2007	Fall 2013	Fall 2016	08/15/16	26.5	9	35.5
11		1/21/89	Fall 2009	12/15/2009	Spring 2016	Fall 2016	08/15/16	27.5	6.5	34
12		8/26/88	2009-2010	5/15/2010	Fall 2016	Full Year 2016-2017	08/15/16	28	6	34
13		8/19/94	Spring 2009	5/15/2009	Fall 2015	Fall 2016	08/15/16	22	7	29

Sabbatical Leave Excel priority points calculator

Activities Eligible for Sabbatical Leave

Palomar College-Palomar Faculty Federation Contract ([Article 9.12.4](#))

- Develop original creative work (examples: art, written work, music, etc.)*
- Independent study involving substantial research, study, and/or experience
- Formal lower division, upper division, and/or graduate work**
- Travel for substantial research, study, and/or experience in your field
- Participate in a temporary research or work assignment in private business/industry or government.

* If you are proposing to submit a publishable document, you must clearly identify in your application where the document is intended to be published and how you have met the criteria for required by that publication for submission.

** Graduate course work that is considered to be professional development will not be approved as a stand alone project. To qualify as an academic program (transcript submission only), coursework must meet the criteria of the respective institution for full-time graduate student status.

Reports

- All reports must be professionally presented.
 - A fully digitized version of the report is necessary for the review process
 - Physical copies must be properly bound
- The Sabbatical Leave Committee meets to review & approve all reports
- Approved reports are forwarded to the President to read and make recommendation
- Reports are forwarded to the Library and become a part of the permanent collection of reports
- Governing Board approval is required to close out the sabbatical leave cycle



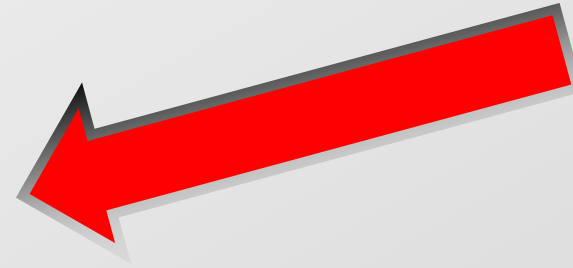
Gracie Fowler conducted research for the History of Print: From Papyrus to Pixel class, which is now GC 102. Among a number of additional locations, Gracie traveled to Switzerland to visit the Basel Paper Mill, which has been working continuously for more than 500 years and is powered through a massive water wheel.

Timetable and Planning

The Timeline for Sabbatical Leave is available for review on the [Sabbatical Leave webpage](#) and in Article 9.12 of the PFF contract.

Sabbatical
Leave
Information

Applicant and Reporting Timelines 2021-22
(Applications for 2022-23 and Reports for
Full Year 2020/21, Spring 2021)



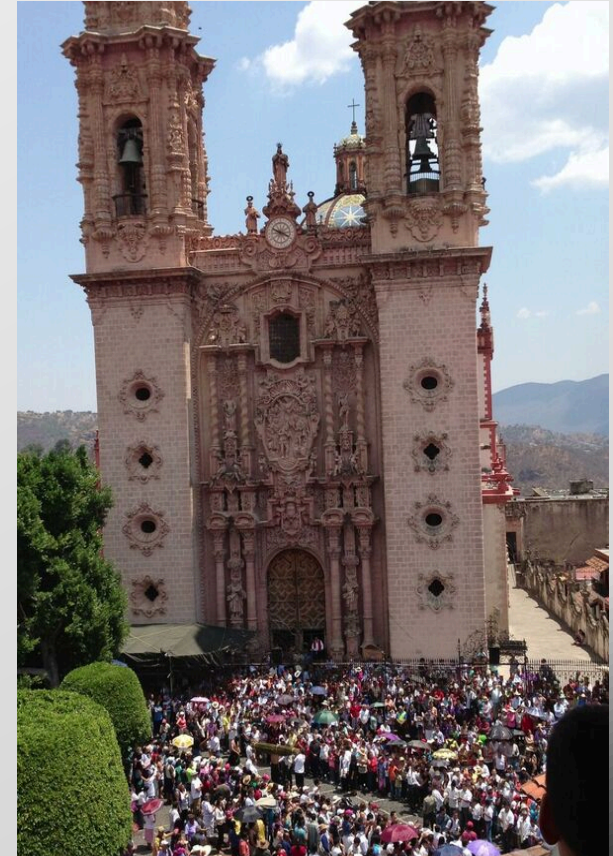
Sabbatical Leave Forms

All Sabbatical Leave Forms are posted in the Sabbatical Leave page of the Instructional Services Website

- [Forms](#)

- Letter of Intent
- Application
- Revision Request
- Report Extension
- Final Report Approval

Michael Mufson enjoyed a roasted ear of corn on a Gondola ride through The Floating Gardens of Xochimilco in Mexico City. Michael was also privileged to witness the Procession of the Encruzados during Semana Santos (Holy Week) in Taxco, Mexico.



Sabbatical Leave Application

Sabbatical Work

- a) Creative Work
- b) Research/Project
- c) Course of Study

Part I: Abstract

Part II: Narrative Description of Project

- a) How does it meet one of the above areas?
- b) What is the benefit to the district and its students?
- c) What are the new skills or knowledge gained?

Phil DeBarros studied ancient ironworking and conducted research through the study of artifacts, dwellings, and work areas in the village of Titur in the Bassar Region of northern Togo. He is pictured here with his assistant, Yao Adjankli.

Part III: District Equipment

Part IV: Time Allotment

- Must total 640 hours

Part V: Final Report

- Professionally presented

Part IV: Additional comments by applicant, Chair, or peers (optional)



Sabbatical Leave Abstract Guidelines

- The abstract is a well-written and concise summary of the entire project.
- The abstract is read and approved by the Board. **It becomes part of the published record and open to the public** – take care that grammar and spelling are correct and professional.
- Abstract is to be no more than 150 words.
- Abstract is to be written in third person.

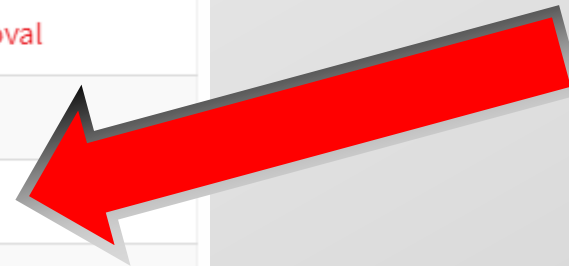
An abstract should include these things:

1. A brief description of your project—its focus and purpose.
2. A one or two sentence statement about how your project will benefit the district and students. This will be further developed later in the application, so keep it brief here.
3. A brief description of what you will submit in your final report, also to be elaborated later in application.

Sabbatical Leave Sample Abstracts

Additional Sabbatical Leave Abstract examples are available for review on the [Sabbatical Leave webpage](#).

Sabbatical Leave Forms
Notice of Intent 2020-2021 (due 09/15/2019)
Sabbatical Leave Application 2020-2021
Report Extension
Sabbatical Leave Report Approval
*Sample Applications (3)
*Examples of Abstracts
Salary Schedule Credit



Sabbatical Leave Sample Abstracts

(note: Abstract will be text only. Do not include a photo)

Lawrence Lawson's sabbatical will be composed of three separate activities, all of which will serve the District and its students in several ways.

First, he will produce a 'Biology as a Second Language' instructor's handbook, student handbook, and Professional Development sequence. Lawrence will create these materials using three semester's worth of 'Biology as a Second Language' workshop data and future surveys of Biology 100 faculty. Students entering Biology 100 need vocabulary support to be successful, and this material will bolster faculty and students engagement with vocabulary development and improve student success.

Second, he will update his Spanish-Language skills. Lawrence coordinates an ESL program in a Spanish-speaking community. Updating his Spanish-language skills will allow him to more easily communicate with students and the local community to help grow and coordinate the program. The final product will be an official proof of completion from the programs.

Last, he will update the ESL Department's website. In line with upcoming recommendations regarding the District's website, the ESL Department's website will need revamping. Utilizing a new design, parallel to the District's upcoming new design, will provide a coherent, engaging web portal for faculty, staff, and students interfacing with the ESL Department via the web.

Lawrence studied Spanish in Mexico for 5 weeks as part of his Sabbatical Leave project. He participated in a field trip to the pyramids of Teotihuacan outside of Mexico City in Spring 2016.



Sabbatical Leave Sample Abstracts

(note: Abstract will be text only. Do not include a photo)

Patricia Deen, in order to establish continuity within the Earth, Space, and Aviation Sciences Geology program, will prepare to teach GEOL 110—General Geology: National Parks and Monuments. This is a 3-unit transferable course and is part of the program of study for the AA Degree in Geology. Her preparation will include travel to several national parks and monuments across the U.S., research and collection of materials and images related to the GEOL 110 curriculum, and preparation of classroom lecture materials and media. This information will serve to update information currently taught in the course. The information and materials that she collects will also augment Earth Sciences 100: The Earth as a System, which she also teaches. She will make all of her materials available to her colleagues in the Earth, Space, and Aviation Sciences department.

Patty is standing next to a 50 million year old petrified tree at Specimen Ridge in Yellowstone National Park. Her year-long sabbatical leave in 2009-2010 allowed her to visit parks all over the United States.



Sabbatical Leave Sample Abstracts

(note: Abstract will be text only. Do not include a photo)



Molly Faulkner's sabbatical will be comprised of three separate activities. The first is a research project where she will gather data and write a presentation/publication ready article. More and more faculty members who were former professional dancers are taking on leadership roles within the academic environment. She will research what traits make an effective administrator and how professional dance training experience influences administrative work.

Her second activity will be a physical review of ballet, dance-related, and somatic techniques. Just as a literature review is used to appraise and evaluate the relevancy of written offerings in any given field, reviewing a combination of physical training techniques provides breadth and depth of experience to further develop body awareness and body knowledge, which is at the heart of being a dance artist, choreographer and dance professor. Her third activity will be to create at least one creative work and teach master classes at a university or on a small region youth company. Engaging with regional dance companies and/or Universities is a way to engage with the student population where our Palomar dance students come from and where they transfer. This gives her insight into what they need at Palomar to be successful in their own goals.

Molly attended a progressive ballet technique certification workshop, which was part of her physical conditioning and somatic research during her sabbatical leave in Spring 2015.

Sabbatical Leave Application Process

- Tap your resources. Many people can help, including the SLC Division mentor, Department Chair, and Dean.
- Complete each section thoroughly and clearly – provide details and specifics.
- Complete and review the application and make a copy for yourself.
- Allow adequate time for Department Chairs and Deans to review your application before the November 1st deadline. It is recommended that Chairs receive the application 3 weeks prior to the due date and Deans receive the application 2 weeks prior to the due date for a sufficient time to review and provide feedback, if necessary.
- Department Chairs and Deans are included in the feedback loop.

Applications are frequently sent back for revision for:

- Typos and grammatical errors
- Abstract not meeting the guidelines described in the application
- Vague description of the final report

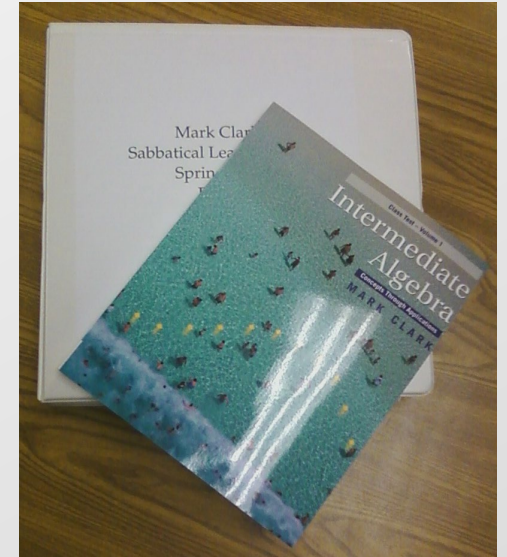
Completion of Commitments

- Devote full-time to sabbatical leave activities – 640 hours.
- Plan for the written report. Determine what documentation and final product(s) you need in order to prepare a thorough report which reflects the project approved by the Sabbatical Leave Committee.
 - Videos have special requirements
 - Must be closed captioned.
 - Beyond YouTube or similar access, provide a physical copy of the videos for archival purposes (USB,DVD).
- Submit report on time (current example, your timeline will be slightly different):
 - Fall 2021 sabbatical – report due March 28, 2021 (March 4 to Dept. Chairs and March 11 to Division Deans)
 - Spring 2022 and full year sabbatical – report due September 7, 2021 (August 23 to Dept. Chairs and August 30 to Division Deans).

Preparation of Final Report

- Final reports must match what is stated in the approved application.
- Final reports must be professional, as they are public documents and are stored in the College archives.
- All reports must:
 - 1) [For electronic review] Be submitted in a singular fully electronic format that captures all report information and required forms and attachments.
 - 2) Be submitted in a labeled and bound notebook (you may choose any method of binding: 3-ring, spiral, comb, etc. as long as there are no loose items that may be lost)
 - 3) Include a copy of original application and revised application, if applicable
 - 4) Include a Request for Approval form with your signature, and Dept. Chair and Dean signatures
- For textbook revisions, submit both old and new versions.
- For reports that include electronic resources, please provide a storage device, such as a USB, DVD, or CD.

$$\begin{aligned}2(x+5) - 7 &= 3(x-2) \\2x + 10 - 7 &= 3x - 6 \\2x + 3 &= 3x - 6 \\2x + 3 - 3x &= 3x - 6 - 3x \\-x + 3 &= -6 \\-x + 3 - 3 &= -6 - 3 \\-x &= -9 \\-\frac{x}{-1} &= \frac{-9}{-1} \\x &= 9\end{aligned}$$



Mark Clark created a number of projects to be used in the Math 50 through Math 60 course sequence that help to instill and encourage the eight mathematical habits of mind in students, while on sabbatical leave in Fall 2015.

Revisions to Approved Sabbatical Leave

- When in doubt, contact sabbatical co-chairs
- Submit revisions for approval **before** sabbatical work/ activity begins
- Submit original and revised application form, with changes highlighted on revised form.
- ([Article 9.12.17](#)) Accident, illness, or compelling circumstances to cancel — must notify Vice President for Instruction



Denise Rudy Studied Spanish in Valencia, Spain in Fall 2014.

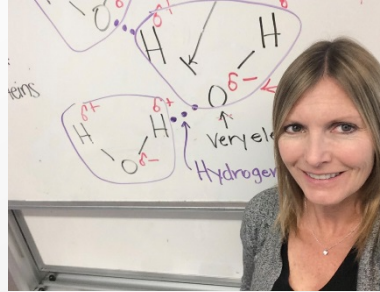
Sabbatical Leave Student and Faculty Success Stories



Wade Rollins conducted study on Point of View cameras in Ocotillo Wells in Spring 2013.

His son Jeron assisted as a test subject with a chest mount, while Wade wore a helmet mount.

His son Wyatt has also become quite talented at GoPro shoot and editing and is entering CSUSM in Media Studies to continue his interest. He has also interned with Mad Media to gain experience in the off road world of internet video promotions. Many of Wade's students have gone on to work with Mad Media and other internet video companies. One student broke away from Mad Media to start his own company, Tempt Media, which has one of the greatest video of all time with 40 million hits!



Kimberly Velazquez produced lecture videos covering key Biology 102 concept to assist nursing students in passing courses in Anatomy, Physiology,

and Microbiology during her Fall 2015 Sabbatical Leave. Of her project, Kimberly said "It was a lot of work and I poured my heart and soul into it, but at the end I thought, wow, I wonder if it was worth the time I spent. I truly had no idea what an impact it would have on my students. Over the past few semesters there have been multiple times where I have actually teared up when a student has thanked me for my lecture videos. I truly had no idea at the time how much I was helping my students. I am a strong believer in the power of a well-spent sabbatical. Sometimes the least glamorous projects produce the greatest returns. I am so thankful to have had this opportunity and I know that my students are thankful for the results!"



Molly Faulkner 's research on the intrinsic and explicit skills that classical ballet training fosters for leadership was chosen by a blind review process to be presented at a Counsel of

Organized Researchers for Pedagogical Study conference in Baltimore, MD and for the prestigious Royal Academy of Dance (RAD) conference in Sydney, Australia, where Molly was invited as a guest speaker on a panel entitled "Ballet and Transformation".

This research has led Molly to more consciously incorporate and foster leadership in her dancers through choice-making, peer-teaching, and goal-setting and she is encouraging them to develop their voice through writing, speaking, asking questions and through performance. While on sabbatical leave, Molly created a ballet for *Princess and the Pea*. This work was created on Sabbatical for Yaro Dance company in Des Moines, then performed by Burklyn Ballet in Johnson, Vermont, and by Palomar's Contemporary Dance Ensemble with our Palomar Symphony Orchestra, directed by Palomar colleague, Ellen Weller and costumes by Palomar costume staff Chelsea March and Jane Craig Jones. Molly declared "It was an amazing collaboration!"

Questions?

Please make note of any questions that you may have had at any time during this review and bring them to the Sabbatical Leave Workshop on

[Thursday, September 23 at 4 p.m. \(online\)](#)

The committee will be available to answer any questions at that time.

PALOMAR COLLEGE

Sabbatical Leave Committee

Sabbatical Leave Committee membership can be found at:

<https://www2.palomar.edu/pages/instruction/sabbatical-leave/>