

Chabot-Las Positas Community College District  
SABBATICAL LEAVE APPLICATIONS 2020 – 2021

Genera, Sandra	Chabot	F 2020
Yest, Robert	Chabot	F 2020, S 2021
Nash, Martin	LPC	F 2020, S 2021
Foth, Homeira	Chabot	F 2020
Glen, Chad Mark	Chabot	F 2020, S 2021
Schwarz, Michael	LPC	F 2020
Spirn, Karin	LPC	F 2020, S 2021



**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]

**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: Genera, Sandra F.  
(Last) (First) (Middle)

Location:  Chabot  Las Positas College

Anticipated period for which Sabbatical Leave of Absence is intended:  
 Semester: Fall Academic Year: 2020  
 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: 8 15 2004  
(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.

Sandra J. Genera  
(Signature)

3/26/19  
(Date)

\*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.

SEP 10 2019



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Dr. Stacy Thompson  
Vice President of Academic Services

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 5, 2019

A. Applicant's Name: Genera Sandra F  
(last) (first) (middle)

~~XXXXXXXXXXXX~~

Location:  Chabot  Las Positas

Division: Special Programs

Discipline: Puente Project

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: 2020  
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: Sandra F. Genera

Received and Reviewed by: [Signature]  
Administrator's Signature

Stacy Thompson 12/17/19  
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: Sandra F Genera

W / SSN: ~~XXXXXXXXXX~~

Date application received: 9/10/19

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

B. Priority Ranking assigned number: 2 in a group of 16

C. Workload Banking: Augment Sabbatical Salary Requested

Yes  No

D. Workload Banking: Augment Sabbatical Salary Form Received

N/A Yes  No

Date Received: 9/10/19

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

ST  
(initials)

F. Type of Sabbatical Leave of Absence Approved:

Paid Sabbatical

Unpaid Sabbatical

Please print name of Vice President that prepared: Stacy Thompson

Date: 12/16/19  
Completed:

## 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)

The Puente Project at Chabot College has a Cooperative Agreement with the Regents of the University of California on behalf of the Puente Project. The three (3) main components of the Puente Project are Counseling, English, and Mentoring. Chabot Puente is known to have stable components. The English instructor and I have worked very hard in collaborating in building our lesson plans to consistent themes and Student Level Outcomes. The component that we have not spent extra attention on has been the mentoring component. We have done okay with the stable and consistent mentors we have had. It is now time to really focus on recruitment and training of new mentors. During my sabbatical I plan on recruiting mentors and facilitating a mentor training program that we can then introduce a mentoring program to the Puente students in the spring 2021 semester and on. This project will be in compliance with our cooperative agreement with the Puente State office.

*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

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%).

Objective	Percentage
1. Research current fields of student majors & careers	20%
2. Recruit 10 or more new mentors for the Puente Project	35%
3. Build database of mentors for the Puente Project	20%
4. Provide a mentor training session for 35 Puente Project mentors	25%

2. Following each objective, outline as accurately and completely as possible your specific plan for achieving the objective.

Objective 1: Research current fields of student majors & careers	20%
<p>Plan:</p> <p>I will review the Chabot Puente student database for the past 5 years on trends of majors and careers students tend to pursue. Databases used will be:</p> <ul style="list-style-type: none"> <li>• Chabot Puente office database</li> <li>• Chabot A&amp;R reports – Director of Admissions &amp; Records, Paulette Lino</li> <li>• Chabot IR reports – Coordinator of Institutional Research, Dr. Cynthia Gordon da Cruz</li> <li>• Puente State Office reports-Institutional Data Analyst, Rick Luna</li> </ul> <p>Chabot Puente students are already being attributed and are cleaned up on an annual basis and the information should be accessible.</p>	
<p>Documentation:</p> <p>Copies of reports received from each office. List of major &amp; career trends for the past 5 years.</p>	

Objective 2: Recruit 10 more new mentors for the Puente Project	35%
<p>Plan:</p> <p>I will follow up with Chabot Puente Alumni who have graduated from a university and are professionals in their career field. For the past 9 years as the Puente Project Counselor and Coordinator I have had many students transfer but have not had the opportunity to follow what they have pursued after graduation, unless they voluntarily come back and share that information with me.</p> <p>I will review the data results from the research and review the current Chabot Puente mentor database to see where there are deficiencies.</p> <p>I will reach out to organizations, associations and groups that relate to the areas where I need to recruit more mentors from. For example, I know off the top of my head I have a good percentage of Puente students interested in the Nursing/Allied Health field but only</p>	

<p>have 1 nurse in our mentor database. I will reach out to Kaiser Permanente Latino Association in the East Bay. Other organizations I plan to outreach to are:</p> <ul style="list-style-type: none"> <li>• Latino Police Officer Association</li> <li>• La Raza Centro Legal</li> <li>• Latin American Business Association</li> <li>• Hispanic Chamber of Commerce for Alameda County</li> <li>• La Familia Counseling Services of Hayward</li> <li>•</li> </ul>
<p>Documentation: Database of Chabot Alumni I reached out to. Email correspondence to each of the organizations/associations I outreached to.</p>

Objective 3: Build database of mentors for the Puente Project	20%
<p>Plan: Once recruitment has been established, I plan on building a database that will be accessible to aggregate the types of mentoring opportunities are available as well as manage major and career information. I will explore different platforms that can provide us the services we will need in terms of sorting, emailing and announcements.</p>	
<p>Documentation: Copy of database established for housing Chabot Puente Mentor information.</p>	

Objective 4: Provide a mentor training session for 35 Puente Project mentors	25%
<p>Plan: Once a database has been established, I plan on inviting all Chabot Puente mentors to participate in a mentor training. I will need to meet with the Puente state office Community College Mentoring Coordinator, Cathy Martinez. This will be a 2-4 hour training that will cover goals of Chabot Puente mentoring, relationship building, expectations, setting goals and objectives with students, and communication.</p>	
<p>Documentation: Copy of invitation to Chabot Puente Mentor training and participants. Agenda of Chabot Puente Mentor training. Power Point used at Chabot Puente Mentor training.</p>	

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

I have included documentation that will be provided in the above grids outlining my objective, plan, and documentation.



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 13 2019

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: Yest, Robert  
(Last) (First) (Middle)

Location:  Chabot  Las Positas College

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: Fall Academic Year: 2020-2021  
Semester: Spring Academic Year: 2020-2021

**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 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: _____	<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.

**Robert Yest**

Digitally signed by Robert Yest  
DN: cn=Robert Yest, o=Chabot College,  
ou, email=ryest@chabotcollege.edu, c=US  
Date: 2019.03.12 09:39:01 -08'00'



12 March 2019

(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

RECEIVED  
AUG 29 2019  
Dr. Stacy Thompson  
Vice President of Academic Services

(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: 8/21/2019

A. Applicant's Name: Yest Robert L  
*(last)* *(first)* *(middle)*

Location:  Chabot  Las Positas

Division: Math and Science

Discipline: Mathematics

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: 2020-2021  
Semester: Spring Academic Year: 2020-2021

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: \_\_\_\_\_  
*[Handwritten Signature]*

Received and Reviewed by: \_\_\_\_\_  
*[Handwritten Signature]*  
Administrator's Signature

\_\_\_\_\_  
*[Handwritten 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]

AUG 22

**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 Yest

W / SSN: XXXXXXXXXXXXXXXXXX

Date application received: 8/29/19

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

B. Priority Ranking assigned number: 4 in a group of 15

C. Workload Banking: Augment Sabbatical Salary Requested  
Yes  No

D. Workload Banking: Augment Sabbatical Salary Form Received  
Yes  No  Date Received: 8/29/19

E. Vice President, Academic Services verification of banked workload: ST  
(initials)

F. Type of Sabbatical Leave of Absence Approved:  
Paid Sabbatical   
Unpaid Sabbatical

Please print name of Vice President that prepared: Stacy Thompson Date Completed: 12/17/19



**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

**Workload Banking: Augment Sabbatical Salary**

Article 12-1A.



**NOTE:** Article 12-1A.4g of the Contract states that this shall be submitted with the original Sabbatical Leave of Absence Application by September 15<sup>th</sup> of each Calendar Year.

(Please Print)

**TO:** Vice President of Academic Services

**FROM:** Robert Yest

(Please Print Name)

**DATE:** March 12, 2019

**SUBJECT:** Request to Use Earned Bank Load to Increase Salary on Sabbatical Leave

RECEIVED

MAR 13 2019

W#: ~~XXXXXXXX~~  
~~XXXXXXXX~~  
Dr. Stacy Thompson  
Vice President of Academic Services

In order to be compensated at full salary for an Academic Year Sabbatical Leave (Fall through Spring Semester), a Faculty member must have banked nine (9) CAHs equivalent units of earned Banked Load. [Article 12-1A.4g.]

For a one (1) semester sabbatical leave an Instructional and Counseling Faculty may use three (3) CAHs equivalent units of earned Banked Load and be compensated at full salary. A Library or Special Assignments Faculty may use one and a half (1.5) CAHs equivalent units of earned Banked Load and be compensated at full salary for a one (1) semester Sabbatical Leave of Absence. [Article 12-1A.4g.]

A faculty member taking a Sabbatical Leave of Absence has until the end of the Term preceding the leave to complete the required load banking. [Article 12.1A.4-1g.]

**COMPLETE THE FOLLOWING:**

- A. I am applying for a Sabbatical Leave of Absence for:
  1. One (1) semester Leave: \_\_\_\_\_ (Indicate semester/year)
  2. One (1) continuous year Leave: 2020 - 2021 \_\_\_\_\_ (Indicate academic year)
  3. One (1) year split Leave: \_\_\_\_\_ (Indicate semester and years)
- B. Indicate the number of CAHs equivalent units of earned Load you have currently Workload Banked (do not include units in progress): 4
- C. Indicate, if applicable, the number of additional CAHs equivalent units of Load you plan on workload banking before your Sabbatical Leave: Fall  Spring  Summer  5 Units
- D. I request to use the following number CAH equivalent units of workload to be earned and banked by the end of the Term preceding applied to my Sabbatical Leave of Absence in order to increase my salary:
  1. One (1) semester Leave; or  
Fall \_\_\_ Spr \_\_\_ Yr \_\_\_
  2. One (1) continuous Academic Year Leave; or  
Fall 4.5 Spr 4.5 Yr 20
  3. One (1) aggregate year split within two (2) Academic Years.  
Fall \_\_\_ Yr \_\_\_ Fall \_\_\_ Spr \_\_\_ Yr \_\_\_

Signature: **Robert Yest**

Digitally signed by Robert Yest  
DN: cn=Robert Yest, o=Chabot College, ou,  
email=ryest@chabotcollege.edu, c=US  
Date: 2019.03.12 09:59:00 -08'00'

Date: 3 / 12 / 2019

(Faculty Signature)



Approved



Disapproved

Division Dean/Administrator Signature: A. Gargal Date: 3/13/19

FOR OFFICE USE ONLY

Verified By: Stacy Thompson Date: 12/17/19  
(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

22 August 2019

To: Sabbatical Committee (Chabot College)  
From: Robert Yest  
Re: Sabbatical Leave

Dear Committee,

I submit to you two proposals for my sabbatical leave for Fall 20 / Spring 21. They both have a strong connection to our new math course, Math 44: Math for Democracy. My choice is for proposal A, but there is a catch.

For Proposal A, I have applied to be a member on the California's Citizen Redistricting Commission. The commission is set up to use 2020 Census data to separate California into districts for four different purposes, including the districts for California's representation in the US House of Representatives.

There are four positions for which I am eligible, and there are approximately 3,850 applicants. While this seems like a long shot, I do feel that I have a strong application to at least get one of the 40 interviews—a PhD in mathematics, taught statistics, history of handling large amounts of data, ability to explain complex analytics, expert use of spreadsheets, etc.—all of which are desired qualifications. But the accomplishment I will be promoting is the creation of Math 44: Math for Democracy, where the mathematics of redistricting is part of the content.

Should I not be selected for the Commission, I would like to have Proposal B as my sabbatical. This proposal has me enrolling for 24 units at Chabot in Physics, Geography, and Political Science.

The details of the two proposals follow.

I hope this clears up any potential confusion as to why I am offering two proposals.

Thank you,



Robert Yest  
Mathematics

## PROPOSAL A FOR SABBATICAL LEAVE for Robert Yest

### **II. Purpose of Leave**

During my leave, if selected, I will serve on the California Citizens Redistricting Commission.

The purpose of this leave would be to be one of 14 Californians who will decide the districts for which approximately 40 million Californians will be represented in the state and national legislatures.

### **III. Objectives**

#### **A. Commission work (100%)**

I could not improve on the following description from the State Auditor's website: <https://shapecaliforniasfuture.auditor.ca.gov/example-applications/role.html>. I include the content below.

The Citizens Redistricting Commission (Commission) is a 14-member commission that Californians created by passing the Voters FIRST Act in the November 2008 general election and the VOTERS FIRST Act for Congress in the November 2010 general election. The 14 commissioners are responsible for establishing the geographic boundaries for California's Congressional districts, State Assembly districts, State Senate districts, and State Board of Equalization districts so that they comply with applicable laws and contain reasonably equal populations. These adjusted district boundaries will stay in effect for the subsequent 10-year period.

The Commission will have one year to determine and approve the district maps starting no later than August 15, 2020 and ending August 15, 2021 when the final maps must be presented to the Secretary of State for certification. During this time period, the commissioners will be performing complex tasks that include, but are not limited to, the following:

- **Draw District Lines:** The primary function of the Commission is to draw the Congressional, State Senate, State Assembly, and State Board of Equalization district lines. These four maps will be the product of the redistricting process after public debate and compromise through different iterations of proposed district maps.
- **Hold Public Meetings:** Any meeting involving at least nine commissioners must be in a public meeting environment. As the commissioners perform their important work drawing district lines, they will be holding public meetings throughout the State. In these public meetings, the commissioners will solicit and receive public input as they



determine which communities share common interests and should share common representation. During the hearings, testimony and presentations may be lengthy. Each meeting will require multiple members of the Commission to attend and many meetings will likely be conducted in the evenings and on weekends to allow for greater public participation in this important process.

- **Research and Analyze:** The commissioners will also be reviewing and discussing pertinent data used to set geographic boundaries for districts. This information includes the 2020 census data from which the districts will be drawn, computer modeling of the census data to create potential districts, the public input discussed above, and the discussion and compromise that accompanies such an important process, that will impact California for 10 years.
- **Hire Support Staff:** The commissioners will be very busy performing their duties, so they will hire administrative and support staff as needed. Some of the Commission's tasks will include: drafting and promulgating regulations; appointing a staff director; scheduling meetings and hearings, and notifying interested parties; maintaining records of the Commission's deliberations; overseeing payroll, travel reimbursements, equipment purchases, and maintenance; and communicating with individuals who request information regarding the Commission's progress.
- **Prepare Legal Defense:** State law grants the Commission sole legal standing to defend any action regarding a certified map. After the maps are approved, the Commission may need to defend the maps if there are any lawsuits. The final maps will be subject to public scrutiny and possible challenge which may result in swift proceedings before the California Supreme Court. In that event, the Commission would likely hire an attorney to defend the maps on its behalf.

With Math 44, Math for Democracy, launching in 2020, part of the last portion of the class addresses redistricting, a critical topic without much expertise out there. By becoming a commissioner, I would effectively become the expert in the topic. I would not only share information I learned from the process in my class, including how California's diverse population locations affect redistricting. Real world examples will aid in the student's understanding of how redistricting works, and how to recognize when it doesn't.

According to the Auditor's site, the amount of work will vary between 10 to 40 hours per week throughout the twelve months.

### **B. Documentation**

Documentation will include time sheets and copies of the final maps. In addition, I plan on offering a talk about my experiences to the college as a whole.

## PROPOSAL B FOR SABBATICAL LEAVE for Robert Yest

### **II. Purpose of Leave**

During my leave, I plan to enroll in Chabot's physics sequence (Physics 4A, Physics 4B, and Physics 4C in consecutive semesters with 4A in the Fall and 4B and 4C in the Spring). I also plan on taking GEO 20 and 21 across the two semesters. Lastly, I would like to take POSC 1 online.

The purpose of this leave would be to:

1. Learn Physics to improve my ability to teach mathematics, specifically the calculus sequence and differentiable calculus.
2. Learn the software for understanding the relationship between maps and data to improve my teaching in Math 44.
3. Learn the material of the suggested prerequisite for Math 44. In addition, I would take the online section in order to understand the online experience first hand, in order to create an online Math 44 course.

### **III. Objectives**

#### **1. Coursework in Physics (62.5% for the physics courses; 15 undergraduate units total)**

##### **A. Plan:**

I plan on taking a year of physics, specifically Physics 4A, 4B, and 4C here at Chabot, each 5 units. I joke that I am the only PhD in math with zero Physics—something quite unheard of. My undergraduate work focused on Chemistry; so my knowledge of Physics is non-existent.

This creates an issue as I teach within the Calculus sequence and Differential Equations; most topics have applications within Physics. I do not feel comfortable in fully addressing application problems/contexts within my own courses. I cannot fully assist students by providing physical context to the mathematical concepts from Calculus.

Taking the sequence Physics 4A/4B/4C will close this gap

##### **B. Documentation**

Documentation will be in the form of official transcripts.

**2. Coursework in Geography (25% for the geography courses; 6 undergraduate units total)**

**A. Plan:**

I plan on taking two courses of geography, specifically Geography 20 and 21. here at Chabot, each 3 units. With the creation of Math 44 – Math for Democracy, the final portion of the course is devoted to redistricting. It would be helpful to be able to use real data from GIS to demonstrate key concepts from the population, e.g., the impact of clusters of population in urban regions to the redistricting problem.

Without GIS, most of the examples are very artificial. Students will be able to redistrict regions they are familiar with, personalizing their learning

**B. Documentation**

Documentation will be in the form of official transcripts.

**3. Coursework in Political Science (12.5% for the political science course; 3 undergraduate units total)**

**A. Plan:**

I plan on taking Political Science 1 as an online class. I have never taken a full online course. My understanding of the nuances of online learning is very limited. In order for me to transition Math 44 to an online course, it would be insightful to have the experience as a student.

The question is which course. Seeing that POSC 1 is strongly recommended as a prerequisite for Math 44, it makes sense that I choose that course. In addition, I have never had a political science course in my 13 years of college.

**B. Documentation**

Documentation will be in the form of official transcripts.

**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] 2019

**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.)

**RECEIVED**  
**APR 10 2019**  
 VP ACADEMIC SERVICES  
 LAS POSITAS COLLEGE

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: Nash Martin Jerome  
 (Last) (First) (Middle)

Location:  Chabot  Las Positas College

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: Fall Academic Year: 2020  
 Semester: Spring Academic Year: 2021

**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 1 2009  
 (Month) (Day) (Year)

While employed by the District, have you taken a Sabbatical Leave of Absence?

Yes  No

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)

4/10/19  
\_\_\_\_\_  
(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: 9/5/19

A. Applicant's Name: Nash Martin J  
*(last) (first) (middle)*

Location:  Chabot  Las Positas

Division: A & H

Discipline: English

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 11/18

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

Semester: Fall Academic Year: 2020

Semester: Spring Academic Year: 2021

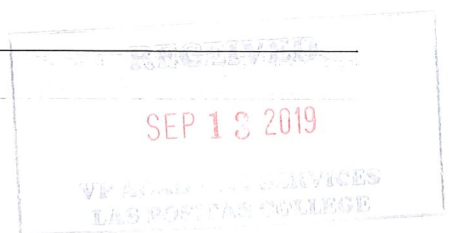
D. If you are planning to augment your sabbatical salary with workload bank, please attach the Workload Banking: Augment Sabbatical Salary form to this application.

Applicant's Signature: [Signature]

Received and Reviewed by: [Signature]  
*Administrator's Signature*

[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**

**Workload Banking: Augment Sabbatical Salary**

Article 12-1A.



**NOTE:** Article 12-1A.4g of the Contract states that this shall be submitted with the original Sabbatical Leave of Absence Application by September 15<sup>th</sup> of each Calendar Year.

(Please Print)

**TO:** Vice President of Academic Services

**FROM:** Martin Nash

(Please Print Name)

**W#:** ~~XXXXXX~~

**DATE:**

**SUBJECT:** Request to Use Earned Bank Load to Increase Salary on Sabbatical Leave

In order to be compensated at full salary for an Academic Year Sabbatical Leave (Fall through Spring Semester), a Faculty member must have banked nine (9) CAHs equivalent units of earned Banked Load. [Article 12-1A.4g.]

For a one (1) semester sabbatical leave an Instructional and Counseling Faculty may use three (3) CAHs equivalent units of earned Banked Load and be compensated at full salary. A Library or Special Assignments Faculty may use one and a half (1.5) CAHs equivalent units of earned Banked Load and be compensated at full salary for a one (1) semester Sabbatical Leave of Absence. [Article 12-1A.4g.]

A faculty member taking a Sabbatical Leave of Absence has until the end of the Term preceding the leave to complete the required load banking. [Article 12.1A.4-1g.]

**COMPLETE THE FOLLOWING:**

A. I am applying for a Sabbatical Leave of Absence for:

- 1. One (1) semester Leave: \_\_\_\_\_ (Indicate semester/year)
- 2. One (1) continuous year Leave: Fall 20-Spring 21 (Indicate academic year)
- 3. One (1) year split Leave: \_\_\_\_\_ (Indicate semester and years)

B. Indicate the number of CAHs equivalent units of earned Load you have currently Workload Banked (do not include units in progress): 0.

C. Indicate, if applicable, the number of additional CAHs equivalent units of Load you plan on workload banking before your Sabbatical Leave: Fall 3.2 Spring 3.75 Summer 3.75

D. I request to use the following number CAH equivalent units of workload to be earned and banked by the end of the Term preceding applied to my Sabbatical Leave of Absence in order to increase my salary:

- 1. One (1) semester Leave; or Fall \_\_\_ Spr \_\_\_ Yr \_\_\_
- 2. One (1) continuous Academic Year Leave; or Fall 3.2 Spr 3.75 Yr 20-21 Summer 3.75
- 3. One (1) aggregate year split within two (2) Academic Years. Fall \_\_\_ Yr \_\_\_ Fall \_\_\_ Spr \_\_\_ Yr \_\_\_

(9 to apply toward Sabbatical)

Signature: [Handwritten Signature]  
(Faculty Signature)

Date: 9/12/19

Approved

Disapproved

Division Dean/Administrator Signature: \_\_\_\_\_



Date: 9 / 11 / 19

FOR OFFICE USE ONLY

Verified By: \_\_\_\_\_



Date: 9 / 17 / 19

(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



## **Purpose of Leave**

During my time as an English instructor at Las Positas College, I have regularly taught creative writing courses, including English 11, *Intro to Creative Writing*; English 12, *Craft of Writing Fiction*; and English 19, *Journal of Arts, Literature, and Academic Writing*. Teaching these courses requires an in-depth knowledge of the craft of writing fiction, and each benefits from knowledge of current trends in publishing creative writing and fiction. To have a truly intimate knowledge of the craft of writing fiction and publishing it, one needs to practice writing it and sending it out for publication. Unfortunately, the time I have to do so is limited due to the time spent performing the day-to-day tasks that come with teaching, in addition to the time spent carrying out department, division, and committee duties. A sabbatical leave would give me the time to work on my craft of writing fiction as well as deepen my knowledge of publishing and current trends in published fiction.

The end goal of my leave would be to produce a large amount of original fiction and explore ways of having it published. In addition to writing, I would be reading a book on publishing as well as thirty short stories from a variety of literary journals. The knowledge I would gain by practicing my craft would improve my ability to teach students in my creative writing courses, as well as my ability to teach students how to analyze literature in my other English courses. Additionally, the knowledge gained from reading a book on publishing as well as thirty selections from a variety of literary journals would inform my instruction in English 19, the literary journal course. This course has been of particular interest to me lately as the journal has been undergoing an evolution that has resulted in a more recognizable brand that aims to reach far beyond the Tri-Valley Community. The past two years, for example, our number of submissions tripled as we had creative work sent to us from six continents. My hope is to continue bringing wider recognition of the great work our students do in the class, and to create a first-class literary journal that is recognized for its quality by both the local and global literary communities. This recognition can help the district, college, and English program by attracting future students who want to be part of a vibrant literary arts community.

## **Specific Objectives and Methods for Achieving These Objectives**

Objective #1: Produce 68,000 words of fiction writing over the course of two semesters (85%).

Plan: Each semester, I will write 34,000 words for a manuscript of fiction. This manuscript would consist of a collection of short stories, or an excerpt of a novel. I currently have over a hundred pages of a novel completed and might choose to continue work on that; however, I would like to leave open the possibility of writing a collection of short stories instead if that is where my inspiration takes me. Either

way, the goal is to have a significant portion of a book completed by the end of the leave.

In order to write 34,000 words over the course of each semester, I will need to establish a writing routine that consists of writing approximately 2000 words a week. There might be some days in which a greater amount is written, and some a lesser amount, but that is the nature of writing. However, my weekly goal would be the measure I would use to ensure I reach my final goal of 34,000 words during the semester. Some factors that might affect my daily word count would be the need to do research for the purpose of achieving authenticity in my writing, as well as the need to revise or cut material.

Documentation: By the end of the leave, I would present to the committee a manuscript of fiction consisting of at least 68,000 words.

Objective #2: Research on publishing and craft (15%)

Plan: Over the course of the two semesters, I would read a nonfiction book on publishing and thirty short stories from a variety of literary journals.

Documentation: Upon completion of the leave, I would submit an annotated bibliography of one book on publishing and thirty short stories (equivalent to five books using the six articles/book formula from the sabbatical leave handbook).



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]

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: Foth Homeira
(Last) (First) (Middle)

Location: [X] Chabot [ ] Las Positas College

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: Fall Academic Year: 2020
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: August 15 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.

Home Folk  
 \_\_\_\_\_  
 (Signature)

4/1/2019  
 \_\_\_\_\_  
 (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: 9/11/2019

A. Applicant's Name: Foth Homeira  
*(last) (first) (middle)*

Location:  Chabot  Las Positas

Division: Language Arts

Discipline: English

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: 2020  
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: *Homeira Foth*

Received and Reviewed by: *[Signature]*  
*Administrator's Signature*

*Stacy Slumpp*  
*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: Homeira Foth

W / SSN: ~~XXXXXXXXXXXX~~

Date application received: 9-12-19

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

B. Priority Ranking assigned number: 7 in a group of 16

C. Workload Banking: Augment Sabbatical Salary Requested  
Yes  No

D. Workload Banking: Augment Sabbatical Salary Form Received  
Yes  No  Date Received: 9/12/19

E. Vice President, Academic Services verification of banked workload: Fall 2020  
ST  
*(initials)*

F. Type of Sabbatical Leave of Absence Approved:  
Paid Sabbatical   
Unpaid Sabbatical

Please print name of Vice President that prepared: Stacy Thompson Date: 12-13-19  
Completed:



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SEP 12 2019

Workload Banking: Augment Sabbatical Salary

Article 12-1A.

Dr. Stacy Thompson  
Vice President of Academic Services

**NOTE:** Article 12-1A.4g of the Contract states that this shall be submitted with the original Sabbatical Leave of Absence Application by September 15<sup>th</sup> of each Calendar Year.

(Please Print)

TO: Vice President of Academic Services

FROM: Homeira Foth

(Please Print Name)

W#: ~~W10037028~~

DATE:

SUBJECT: Request to Use Earned Bank Load to Increase Salary on Sabbatical Leave

In order to be compensated at full salary for an Academic Year Sabbatical Leave (Fall through Spring Semester), a Faculty member must have banked nine (9) CAHs equivalent units of earned Banked Load. [Article 12-1A.4g.]

For a one (1) semester sabbatical leave an Instructional and Counseling Faculty may use three (3) CAHs equivalent units of earned Banked Load and be compensated at full salary. A Library or Special Assignments Faculty may use one and a half (1.5) CAHs equivalent units of earned Banked Load and be compensated at full salary for a one (1) semester Sabbatical Leave of Absence. [Article 12-1A.4g.]

A faculty member taking a Sabbatical Leave of Absence has until the end of the Term preceding the leave to complete the required load banking. [Article 12.1A.4-1g.]

COMPLETE THE FOLLOWING:

A. I am applying for a Sabbatical Leave of Absence for:

- 1. One (1) semester Leave: Fall 2020 (Indicate semester/year)
- 2. One (1) continuous year Leave: \_\_\_\_\_ (Indicate academic year)
- 3. One (1) year split Leave: \_\_\_\_\_ (Indicate semester and years)

B. Indicate the number of CAHs equivalent units of earned Load you have currently Workload Banked (do not include units in progress): 5.74

C. Indicate, if applicable, the number of additional CAHs equivalent units of Load you plan on workload banking before your Sabbatical Leave: Fall  Spring  Summer

D. I request to use the following number CAH equivalent units of workload to be earned and banked by the end of the Term preceding applied to my Sabbatical Leave of Absence in order to increase my salary:

- 1. One (1) semester Leave; or  
Fall 3.75 Spr \_\_\_\_\_ Yr \_\_\_\_\_
- 2. One (1) continuous Academic Year Leave; or  
Fall \_\_\_\_\_ Spr \_\_\_\_\_ Yr \_\_\_\_\_
- 3. One (1) aggregate year split within two (2) Academic Years.  
Fall \_\_\_\_\_ Yr \_\_\_\_\_ Fall \_\_\_\_\_ Spr \_\_\_\_\_ Yr \_\_\_\_\_

Signature: \_\_\_\_\_

(Faculty Signature)

Date: 9/11/19

Approved       Disapproved

Division Dean/Administrator Signature: \_\_\_\_\_ Date: 9 / 12 / 19

FOR OFFICE USE ONLY

Verified By: Stacy Simpson Date: SEP 12 2019  
(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



**Homeira Foth**

## **II. Purpose of Leave**

*The job of an educator is to teach students to see the vitality in themselves.*

- Joseph Campbell.

I agree with Joseph Campbell that as educators our most important job is to teach students to find their own potential. However, I also believe that a teacher should continue to be a student of life, constantly striving to foster his interests in order to find his own vitality. Teachers can only inspire if they too are inspired; they can only encourage creativity if they too can be creative. I think it's important for teachers not only to find ways to constantly change and fine tune their pedagogical practices but also find ways to cultivate their creativity. This is why it is important for educators to get some time off to pursue their own interests. By finding creative outlets, they will become better teachers – teachers who inspire. For the reasons stated above, I would like to work on one of my own passions in life which is writing. I write fiction quite a bit, and my focus has always been on writing short stories and working on my novel. However, my other real passion is theater. A sabbatical would allow me to integrate these two passions into one by taking a course in playwriting and attempting to write a first draft of a play. I have written and published stories, but one of my great interests has always been to write a play and to experience the process of seeing a play take shape from its nascent form as a first draft, to an edited and polished draft, and, ideally, into some form of production.

For my sabbatical I would like to take a course in playwriting as a motivation to write a first draft of a manuscript. The course I'm planning on taking is being offered through the Berkeley Repertory Theater and is called "Playwriting," The course is taught by Gary Graves, the co-director of Central Works Theater Ensemble in Berkeley. Graves has written and produced numerous plays and is quite well-known in the East Bay theater circles. This course is designed for adults who have never written plays and for those who already have some playwriting experience. And although I am not one hundred percent sure what the premise of my play will be, I am fairly confident that it will deal with some aspect of culture and identity, a theme that interests me as an immigrant who came to this country as an adolescent. Culture and identity is also a theme that is prevalent in much of my teaching. In addition to taking the playwriting course, I would also like to read and annotate a wide selection of books during my sabbatical for inspiration; these books will include novels, non-fiction, and drama. Finally, I think it would be beneficial for me to take some time in my sabbatical to go see theatrical performances. In choosing what plays to see, I would not limit myself to certain types of plays but to see a diverse cross section of plays: some traditional plays, some contemporary, some performed at larger venues, and some by small community theaters. I believe as a teacher of language and rhetoric, the more exposed I am to theater and reading, and the more I foster my own writing, the more effective teacher I will be.

### **III. Specific Objectives and Methods for Achieving These Objectives**

**Objective 1:** to take a course in playwriting. This course will equate to a minimum of 2 undergraduate level units. (15%)

Plan: to take a course at the Berkeley Repertory through its Theater Classes for Adults. The course titled “Playwrighting” is taught by Gary Graves, the co-director of Central Works Theater Ensemble in Berkeley; has written and produced numerous plays. This course is written for both people who want to write plays and for those who already have. The course focuses on character development, dramatic structure, and developing dialogue. The course also has workshop component, where students give and receive feedback from another and the instructor. At the end of the course, students will present parts of their play to the class and submit a draft of the final project to the instructor. If this class is not offered, I will take an alternative class: an upper-division course called the “Craft of Playwriting” (CW English 513) at San Francisco State University through their College of Extended Learning.

Documentation: I will provide transcripts from the course.

**Objective 2:** To read books for inspiration and knowledge; these will include novels, plays, and books on playwriting (75%).

Plan: to read and annotate 15 books. The bulk of them will be novels and plays, both old and contemporary, which will function both as inspiration and models for my own writing. I will also read a couple books on the techniques of playwriting

Documentation: I will provide an annotated bibliography of the books I’ve read.

**Objective 3:** To see 6 plays. These will include a mixture of contemporary and more traditional plays. (10%)

Plan: To attend at least 6 plays. I am particularly interested in smaller community theaters in the Bay Area, but I will also attend a performance at a larger theater company like the A.C.T in San Francisco. I would also like to include a community college performance.

Documentation: I will provide write ups and tickets stubs the performances. In the write ups, I will include how the play affects me as a teacher and as a writer.



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] 2019

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: Glen. Chad Mark
(Last) (First) (Middle)

W/SSN: XXXXXXXX
XXXXXXXXXX

Location: [X] Chabot [ ] Las Positas College

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: Fall Academic Year: 2020

Semester: Spring Academic Year: 2021

Please note: The contract, in Article 12-1A.3.f, 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 1991
(Month) (Day) (Year)

While employed by the District, have you taken a Sabbatical Leave of Absence?

[X] 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: Fall Academic Year: 2011  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)

March 13, 2019

(Date)

**\*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.**

SEP 23 2019



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Vice President of Academic Services

APPLICATION FOR SABBATICAL LEAVE OF ABSENCE



RECEIVED

(Pursuant to Agreement between Chabot-Las Positas Community College District and Chabot-Las Positas Faculty Association) [Article 12-1A.7]

SEP 23 2019

Dr. Stacy Thompson  
Vice President of Academic Services

I. General Information (please print or type)

Date of Application: September 16 2019

A. Applicant's Name: Glen Chad Mark  
(last) (first) (middle)

~~XXXXXXXXXX~~  
~~XXXXXXXXXX~~

Location:  Chabot  Las Positas

Division: Arts, Media and Communications

Discipline: Mass Communications

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 February 20, 2018

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

Semester: Fall Academic Year: 2020

Semester: Spring Academic Year: 2021

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: *Chad Mark Laber*

Received and Reviewed by: *[Signature]* 9/20/19  
Administrator's Signature

*Stacy Thompson* 12/7/19  
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: Chad Mark Glen

W / SSN: ~~XXXXXXXXXX~~ W10072309

Date application received: 9/23/19

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

B. Priority Ranking assigned number: 10 in a group of 15

C. Workload Banking: Augment Sabbatical Salary Requested  
Yes  No

D. Workload Banking: Augment Sabbatical Salary Form Received  
Yes  No  Date Received: 9/23/19

E. Vice President, Academic Services verification of banked workload: [Signature]  
*(initials)*

F. Type of Sabbatical Leave of Absence Approved:  
Paid Sabbatical   
Unpaid Sabbatical

Please print name of Vice President that prepared: Stacy Thompson Date: 12/10/19  
Completed: \_\_\_\_\_



**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

**Workload Banking: Augment Sabbatical Salary**

Article 12-1A.

RECEIVED  
SEP 21 2019

Dr. Stacy Thompson  
Vice President of Academic Services

**NOTE:** Article 12-1A.4g of the Contract states that this shall be submitted with the original Sabbatical Leave of Absence Application by September 15<sup>th</sup> of each Calendar Year.

(Please Print)

**TO:** Vice President of Academic Services

**FROM:** Chad Mark Glen

W#: ~~XXXXXXXX~~

(Please Print Name)

**DATE:** September 16, 2019

**SUBJECT:** Request to Use Earned Bank Load to Increase Salary on Sabbatical Leave

In order to be compensated at full salary for an Academic Year Sabbatical Leave (Fall through Spring Semester), a Faculty member must have banked nine (9) CAHs equivalent units of earned Banked Load. [Article 12-1A.4g.]

For a one (1) semester sabbatical leave an Instructional and Counseling Faculty may use three (3) CAHs equivalent units of earned Banked Load and be compensated at full salary. A Library or Special Assignments Faculty may use one and a half (1.5) CAHs equivalent units of earned Banked Load and be compensated at full salary for a one (1) semester Sabbatical Leave of Absence. [Article 12-1A.4g.]

A faculty member taking a Sabbatical Leave of Absence has until the end of the Term preceding the leave to complete the required load banking. [Article 12.1A.4-1g.]

**COMPLETE THE FOLLOWING:**

A. I am applying for a Sabbatical Leave of Absence for:

1. One (1) semester Leave: \_\_\_\_\_ (Indicate semester/year)
2. One (1) continuous year Leave: 2020-2021 (Indicate academic year)
3. One (1) year split Leave: \_\_\_\_\_ (Indicate semester and years)

B. Indicate the number of CAHs equivalent units of earned Load you have currently Workload Banked (do not include units in progress): 10.2 CAH

C. Indicate, if applicable, the number of additional CAHs equivalent units of Load you plan on workload banking before your Sabbatical Leave: Fall  Spring  Summer

D. I request to use the following number CAH equivalent units of workload to be earned and banked by the end of the Term preceding applied to my Sabbatical Leave of Absence in order to increase my salary:

1. One (1) semester Leave; or  
Fall \_\_\_\_\_ Spr \_\_\_\_\_ Yr \_\_\_\_\_
2. One (1) continuous Academic Year Leave; or  
Fall 4.5 Spr 4.5 Yr 20/21
3. One (1) aggregate year split within two (2) Academic Years.  
Fall \_\_\_\_\_ Yr \_\_\_\_\_ Fall \_\_\_\_\_ Spr \_\_\_\_\_ Yr \_\_\_\_\_

Signature: Chad Mark Glen Date: 9 / 16 / 19  
(Faculty Signature)

Approved

Disapproved

Division Dean/Administrator Signature: \_\_\_\_\_

Date: 7/20/19

FOR OFFICE USE ONLY

Verified By: \_\_\_\_\_

*Stacy Simpson*  
(Vice President of Academic Services)

Date: 12/19/19

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



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

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**II. Purpose of Leave**

**In a general statement, explain how your proposal is related to the above statement.**

The purpose of my sabbatical leave of absence is to do the following in order to improve and update my capabilities as a faculty member in the Mass Communications Department:

1. Update and improve my ability to teach Mass Communications courses.
2. Make sure our Mass Communications courses are up to date, reflect industry needs and articulate to our transfer institutions.
3. Conduct research in the field of radio production and broadcasting.

**III. Specific Objectives and Methods for Achieving These Objectives**

**Objective 1:** Improve Mass Communications course offerings and better align them with transfer institutions. (10%)

**Plan:** Research radio course offerings at California Community Colleges, CSU's, UC's and revise courses as needed.

**Documentation:**

- a. I will submit a list of courses from each of the institutions and highlight areas of content we may incorporate into our courses.
- b. If the course outline of record is revised, those will be submitted as well.

**Objective 2:** Better prepare our students for gainful employment, improve Mass Communications course offerings and better align them with the radio industry. (15%)

**Plan:** Visit commercial radio stations and meet with industry professionals in the field.

**Documentation:**

- a. I will provide a list of radio stations visited and the names and titles of those that I met with.
- b. I will list the ideas generated for areas of revision or implementation for radio station operation.
- c. I will submit a list of courses where content we will be changed as a result of these visits.

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

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**Objective 3:** Develop an internship program and partnerships with local radio stations. (15%)

**Plan:** Visit commercial radio stations and meet with industry professionals in the field.

**Documentation:**

- a. I will provide a list of radio stations visited and the names and titles of those that I met with.
- b. I will submit a plan for our radio station internship program.

**Objective 4:** Improve my ability to teach Avid Pro Tools. (10%)

**Plan:** Enroll in Avid Pro Tools training and possible certification.

**Documentation:**

- a. I will provide a list of courses, training videos, and publications used to improve my Pro Tools Skills.

**Objective 5:** Update lecture material and PowerPoints for Mass Communications courses. (15%)

**Plan:** Read a minimum of three books to incorporate material into course lectures and PowerPoints.

**Documentation:**

- a. I will provide a list of the books read.
- b. I will provide a list of courses where the material will be revised or added as a result of the information garnered from these books.

**Objective 6:** Improve the operation of our FCC licensed radio station. (10%)

**Plan:** Visit college radio stations to gather information and incorporate elements of their operation into our radio station, procedures, policies and operations.

**Documentation:**

- a. I will provide a list of colleges visited and the names and titles of those that I met with.
- b. I will list the ideas generated for areas to revise or implement from each institution.

**Objective 7:** Write a comprehensive radio station policies, procedures and operations handbook. (25%)

**Plan:** Utilize all of the above information and data to create the radio station handbook.

**Documentation:**

- a. I will submit the comprehensive radio station operational handbook, or if that is too big, I will submit the table of contents.



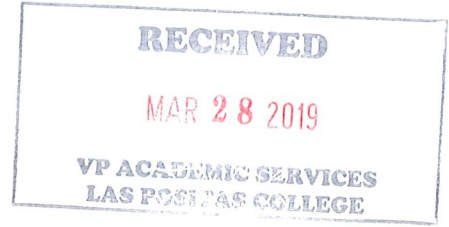
**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**  
**LETTER OF INTENT TO APPLY**  
**FOR SABBATICAL LEAVE OF ABSENCE**



**TO:** Sabbatical Leave Committee  
 c/o Vice President, Academic Services

**DATE:** April 1, 2019

**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: SCHWARZ MICHAEL J  
 (Last) (First) (Middle)

Location:  Chabot  Las Positas College

Anticipated period for which Sabbatical Leave of Absence is intended:  
 Semester: Fall Academic Year: 2020  
 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 17 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: <u>Fall</u>	Academic Year: <u>2012</u>	<input checked="" 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:

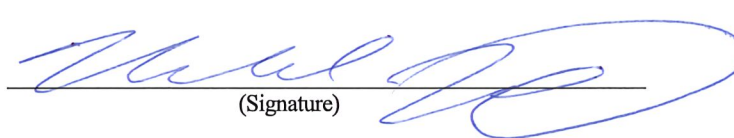
Position: Interim Dean From: 8/16/17 To: 12/31/17

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) 3/28/19 (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: 9/16/2019

A. Applicant's Name: Schwarz Michael J  
*(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 12/13/18 (notification received by e-mail)

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

Semester: Fall Academic Year: 2020

Semester: \_\_\_\_\_ Academic Year: \_\_\_\_\_

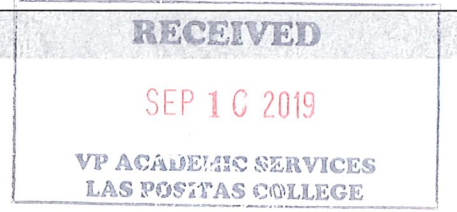
D. If you are planning to augment your sabbatical salary with workload bank, please attach the Workload Banking: Augment Sabbatical Salary form to this application.

Applicant's Signature: [Signature] 9/16/19

Received and Reviewed by: [Signature] 9/16/19  
*Administrator's Signature*

[Signature] 9/17/19  
*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

Workload Banking: Augment Sabbatical Salary

Article 12-1A.



NOTE: Article 12-1A.4g of the Contract states that this shall be submitted with the original Sabbatical Leave of Absence Application by September 15<sup>th</sup> of each Calendar Year.

(Please Print)

TO: Vice President of Academic Services

FROM: Michael Schwarz

W#: ~~1056383X~~

(Please Print Name)

DATE:

SUBJECT: Request to Use Earned Bank Load to Increase Salary on Sabbatical Leave

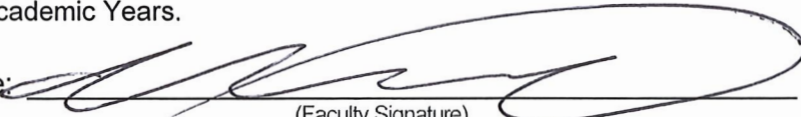
In order to be compensated at full salary for an Academic Year Sabbatical Leave (Fall through Spring Semester), a Faculty member must have banked nine (9) CAHs equivalent units of earned Banked Load. [Article 12-1A.4g.]

For a one (1) semester sabbatical leave an Instructional and Counseling Faculty may use three (3) CAHs equivalent units of earned Banked Load and be compensated at full salary. A Library or Special Assignments Faculty may use one and a half (1.5) CAHs equivalent units of earned Banked Load and be compensated at full salary for a one (1) semester Sabbatical Leave of Absence. [Article 12-1A.4g.]

A faculty member taking a Sabbatical Leave of Absence has until the end of the Term preceding the leave to complete the required load banking. [Article 12.1A.4-1g.]

COMPLETE THE FOLLOWING:

- A. I am applying for a Sabbatical Leave of Absence for:
  - 1. One (1) semester Leave: Fall 2020 (Indicate semester/year)
  - 2. One (1) continuous year Leave: \_\_\_\_\_ (Indicate academic year)
  - 3. One (1) year split Leave: \_\_\_\_\_ (Indicate semester and years)
- B. Indicate the number of CAHs equivalent units of earned Load you have currently Workload Banked (do not include units in progress): 5
- C. Indicate, if applicable, the number of additional CAHs equivalent units of Load you plan on workload banking before your Sabbatical Leave: Fall  Spring  Summer
- D. I request to use the following number CAH equivalent units of workload to be earned and banked by the end of the Term preceding applied to my Sabbatical Leave of Absence in order to increase my salary:
  - 1. One (1) semester Leave; or                                  Fall   3   Spr    Yr
  - 2. One (1) continuous Academic Year Leave; or                                  Fall    Spr    Yr
  - 3. One (1) aggregate year split within two (2)                                  Fall    Yr    Fall    Spr    Yr     
Academic Years.

Signature:  Date: 9, 16, 19  
(Faculty Signature)

Approved

Disapproved

Division Dean/Administrator Signature: [Signature] Date: 9 / 16 / 19

FOR OFFICE USE ONLY	
Verified By: <u>[Signature]</u>	Date: <u>9 / 17 / 19</u>
(Vice President of Academic Services)	
<hr/>	
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



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
LETTER OF INTENT TO APPLY  
FOR SABBATICAL LEAVE OF ABSENCE



RECEIVED  
MAR 11 2019  
VP ACADEMIC SERVICES  
LAS POSITAS COLLEGE

TO: Sabbatical Leave Committee  
c/o Vice President, Academic Services

DATE: April 1, [Year]

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:       SPIRN      KARIN        
                                    (Last)                                    (First)                                    (Middle)

Location:  Chabot  Las Positas College

Anticipated period for which Sabbatical Leave of Absence is intended:

Semester: ~~Spring~~ Fall Academic Year: 20-21  
Semester: Spring Academic Year: 20-21

**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 23 2005  
  (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: <u>Spring</u>	Academic Year: <u>2012-13</u>	<input checked="" 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)

March 7, 2019  
(Date)

\*Should this date fall on a holiday, Saturday, or Sunday, the following instructional day shall be the due date.

## **II. Purpose of the Sabbatical Leave of Absence**

With all of the changes occurring in higher education, including transfer pathways, in California and beyond, the ability to provide updated, accessible transfer information to a growing population (now 65% at Las Positas!) of prospective transfer students is of paramount importance. At the same time, our district is considering adopting the CCCCO “Vision for Success” which includes an increase of UC/CSU transfer students by 35 percent while reducing equity and achievement gaps among traditionally underrepresented groups. Finally, at Las Positas College, our most recent accreditation report indicated that we must provide equitable access to services for distance education students. To increase my effectiveness as a counselor and instructor in support of all of the above goals, I request a one-semester sabbatical. My specific objectives include the following:

- 1) *Update my knowledge, and disseminate information to my counseling faculty colleagues, regarding transfer to the University of California, including the latest information on the following: the new UC Transfer Pathways, the updated Personal Insight Questions, updates to the UC Transfer Admission Guarantee (TAG), ASSIST Next Generation, the UC application, and other new UC initiatives that emerge prior to Fall 2019. (15%)*
- 2) *Update my knowledge, and disseminate information to my counseling faculty colleagues, regarding transfer to the California State University, including the latest information on the following: the new CSU application and Cal State Apply interface, the updated Associate Degrees for Transfer, the refreshed Cal State Online, and other new CSU initiatives that emerge prior to Fall 2019. (15%)*
- 3) *Update my knowledge, and disseminate information to my counseling faculty colleagues, regarding transfer to Private / Independent colleges to include the latest information on the following: the new Common Application for Transfer, updated data from the Association of Independent Colleges and Universities (AICCU) including the ADT Commitment, and other new private/independent college initiatives that emerge prior to Fall 2019. (10%)*
- 4) *Update my knowledge, and disseminate information to my counseling faculty colleagues, regarding transfer to out-of-state colleges to include the following: the latest information about the Western Undergraduate Exchange (WUE), the HBCU Transfer Guarantee, and other new out-of-state college initiatives that emerge prior to Fall 2019. (10%)*
- 5) *In partnership with the Basic Skills Committee, HSI Gateway to STEM Success learning community, and the Transfer Center: update, attend, record audio/video, produce, and publish online, at least 12 Smart Shop workshops with a focus on helping students transfer. (40%)*

6) *Update curriculum and/or course materials for Psychology-Counseling 18, University Transfer Planning. (10%)*

An approved and fully executed sabbatical leave proposal will enhance the ability of employees of the District, and *all* students we serve (including DE students), to have access to the most up-to-date transfer information for the University of California, California State University, private/independent, and out-of-state colleges and universities, while meeting an accreditation standard and enhancing the overall success of our students.

### **III. Specific Objectives and Methods for Achieving These Objectives**

1) *Update my knowledge, and disseminate information to my counseling faculty colleagues, regarding transfer to the University of California, including the latest information on the following: the new UC Transfer Pathways, the updated Personal Insight Questions, updates to the UC Transfer Admission Guarantee (TAG), ASSIST Next Generation, the UC application, and other new UC initiatives that emerge prior to Fall 2019. (15%)*

Plan: To meet this objective, I will attend the Fall University of California Conference to gather the latest information. I will also conduct research on each of the following (URLs current as of 9/17/18):

UC Transfer Pathways:

<http://admission.universityofcalifornia.edu/transfer/preparation-paths/index.html>

UC Personal Insight Questions:

<http://admission.universityofcalifornia.edu/how-to-apply/personal-questions/transfer/index.html>

UC Transfer Admission Guarantee

<http://admission.universityofcalifornia.edu/counselors/transfer/admission-guarantee/index.html>

ASSIST Next Generation

<https://resource.assist.org/>

University of California Application

<http://admission.universityofcalifornia.edu/how-to-apply/apply-online/>

I will also monitor the latest developments in UC Transfer here:

<http://admission.universityofcalifornia.edu/transfer/index.html>

Documentation: Evidence of completion of this objective will include receipt of attendance and synopsis of the University of California conference, a copy of detailed correspondence with faculty colleagues on the latest University of California transfer information, as well as a copy of the updated Smart Shop transfer workshops (slides and URL to published video – see Objective #5).

2) *Update my knowledge, and disseminate information to my counseling faculty colleagues, regarding transfer to the California State University, including the latest information on the following: the new CSU application and Cal State Apply interface, the updated Associate Degrees for Transfer, the refreshed Cal State Online, and other new CSU initiatives that emerge prior to Fall 2019. (15%)*

Plan: To meet this objective, I will attend the Fall 2019 California State University counselor conference. I will also conduct research on each of the following areas:

CSU Application / Cal State Apply

<https://www2.calstate.edu/apply>

Associate Degrees for Transfer:

<https://www2.calstate.edu/apply/transfer/Pages/associate-degree-for-transfer-major-and-campus-search.aspx>

Cal State Online

<https://www.calstateonline.net/>

Documentation: Evidence of completion of this objective will include receipt of attendance and synopsis of the California State University conference, a copy of detailed correspondence with faculty colleagues on the latest California State University transfer information, as well as a copy of the updated Smart Shop transfer workshops (slides and URL to published video – see Objective #5).

3) *Update my knowledge, and disseminate information to my counseling faculty colleagues, regarding transfer to Private / Independent colleges to include the latest information on the following: the new Common Application for Transfer, updated data from the Association of Independent Colleges and Universities (AICCU) including the ADT Commitment, and other new private/independent college initiatives that emerge prior to Fall 2019. (10%)*

Plan: To meet this objective, I will attend a conference offered by the AICCU, if available during Fall 2019. I will also conduct research on each of the following areas:

The New Common Application for Transfer

<https://www.commonapp.org/transferapp>

AICCU: Associate Degree for Transfer (ADT) Commitment:

<https://www.aiccu.edu/transfer/>

Documentation: Evidence of completion of this objective will include receipt of attendance and synopsis of the AICCU conference, a copy of detailed correspondence with faculty colleagues on the latest private/independent transfer information, as well as a copy of the updated Smart Shop transfer workshops (slides and URL to published video – see Objective #5).

4) *Update my knowledge, and disseminate information to my counseling faculty colleagues, regarding transfer to out-of-state colleges to include the following: the latest information about the Western Undergraduate Exchange (WUE), the HBCU Transfer Guarantee, and other new out-of-state college initiatives that emerge prior to Fall 2019. (10%)*

Plan: To meet this objective, I will attend a conference offered by the Western Association for College Admission Counseling (WACAC), during Fall 2019. I will also conduct research on each of the following areas:

Western Undergraduate Exchange

<https://www.wiche.edu/wue>

Historically Black Colleges & Universities (HBCU) Transfer Guarantee

<http://extranet.cccco.edu/HBCUTransfer.aspx>

Documentation: Evidence of completion of this objective will include receipt of attendance and synopsis of the AICCU conference, a copy of detailed correspondence with faculty colleagues on the latest private/independent transfer information, as well as a copy of the updated Smart Shop transfer workshops (slides and URL to published video – see Objective #5).

5) *In partnership with the Basic Skills Committee, HSI Gateway to STEM Success Learning Community, and the Transfer Center, attend, record, produce, and publish online, at least 12 Smart Shop workshops with a focus on helping students transfer. (40%)*

This objective will be a major focus of my sabbatical leave, because it not only provides evidence for future accreditation visits of our compliance with the mandate to provide equitable services to our DE students, but also because it improves access to the campus community to a valuable series of Smart Shop transfer workshops that are known to enhance student success.

During each Fall Semester, in partnership with the HSI Gateway to Success Learning Community, and the Basic Skills committee, the Transfer Center hosts a series of Smart Shop workshop of 1-2 hours in length, to assist with transfer planning and application. Selected topics include the following:

- Transfer 101 – Introduction to University Transfer
- How to Choose a Transfer School
- University of California Transfer Admission Guarantee (TAG)
- Guaranteed Transfer Pathways – California State University
- The UC application
- Personal Statement Writing Workshop
- The CSU application
- Private/Independent University Transfer
- Out-of-state University Transfer

To meet this objective, I will update each transfer presentation with the new information learned from Objectives 1-4, and attend at least twelve workshops. During each presentation, I will record audio and video of both the computer screen and the presenter using Adobe Presenter software (already funded by the HSI grant). Using Adobe Presenter, I will produce multi-perspective videos of each presentation that include the presenter, computer screen shots/presentation slides, and web resources, while creating online versions of all distributed handouts. Through 3C Media Solutions, I will request captioning and publish these videos to the 3C Media server. I will then post direct links to the following web pages: Smart Shop Workshops, Transfer Center, and the HSI Gateway to STEM Success. Finally, I will disseminate links to the videos widely to students and colleagues within CLPCCD.

Documentation: Updated presentation materials, list of 12+ published video URLs.

6) *Update curriculum and/or course materials for Psychology-Counseling (PCN) 18, University Transfer Planning. (10%)*

The counseling faculty offer a University Transfer Planning course, which includes an overview of many of the topics that will be reviewed during the aforementioned conferences, as well as the Smart Shop workshops. It is offered in a fully online format, as well as an in-person format supported by Canvas. Given the increase at Las Positas College of our number and percentage of students seeking transfer to approximately 2/3 of our 9000+ student body, enrollment has grown in this course. With an approved sabbatical, my attendance at the major Fall transfer conferences, as well as production of the workshop videos, would provide a perfect opportunity to review and update the curriculum for PCN 18, benefiting the entire department as well as our students.

Documentation: Evidence of completion of this objective will include an updated PCN 18 course outline as submitted via Curricunet, an updated PCN 18 course syllabus including Student Learning Outcomes, and a list including URLs to all course videos as published in 3C Media Solutions.



# 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: 9/16/2019

A. Applicant's Name: Spirn Karin Susanne  
*(last)* *(first)* *(middle)*

Location:  Chabot  Las Positas

Division: Arts and Humanities

Discipline: English


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 & Spring Academic Year: 2020-2021

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: 

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]



## II. Purpose of Leave

For my sabbatical project, my goal is to create and publish a textbook on one of the following topics: sentence structure and combining OR logic and argumentation.

Over the past two years, I have created packets for student use on both of these to be used by students in lieu of textbooks in English composition courses. These textbooks have become increasingly expensive and difficult to access, and I did not feel their value for students was equal to their high cost. The *Building Strong Sentences* packet I created was piloted by the English department for use in basic skills English in Spring 2018 and adopted as an official department textbook in Fall 2018. This packet is also used in many English 1A classes. I also created a packet called *Building Strong Arguments* for use in critical thinking courses (English 4 and 7). The packet is used by myself and several other instructors who also chose to adopt it.

For my sabbatical project, my goal is to convert one of these packets into a full book and publish it for use in LPC English courses as well as at other colleges (with plans to follow up later and develop the second book). I have not decided which of the two books to start with because researching this decision will be part of my project.

I plan to research an efficient and inexpensive publishing method other than through the textbook companies and to begin the publication process. I also plan to significantly expand the materials in my current packets and potentially develop a new approach to the subjects of sentence combining or argumentation.

This project will benefit Las Positas by providing strong instructional materials at a low price for composition courses, which are taken by almost all students. The published materials will also be available for use at any college (and by the public in general), which will draw attention to the strength of our English department and college.

## III Objectives:

### **1. Research currently available books and decide which book to work on for this project, sentence structure and combining or logic and argumentation (10%)**

Plan: Investigate the current textbook market for books on sentence structure/combining and books on logic/argumentation. Note the topics covered, price ranges, and variety of materials available. Decide which book will be most needed for my initial publication efforts.

Documentation: A report detailing my findings and decision.

### **2. Research available publication methods (15%)**

Plan: Investigate options for publication of materials, preferably in print versions but also potentially online. Priority will be given to producing a low-cost book that meets the pedagogical



needs of students and instructors. I will also explore the possibility of publishing through the OER or other no-cost online options.

Documentation: A report detailing my findings and decision.

**3. Significantly revise and expand current packet into a book worthy of publication and use by students at and beyond LPC (60%)**

Plan: Create a plan for expanding the packet into a book, and then implement this expansion.

Documentation: The manuscript of the finished book. (Or the published version if available at reporting time). The original packet will also be submitted so that the significant level of revision can be observed.

**4. Publish the book (15%)**

Plan: Take needed steps to publish the book using the method decided in Objective 2.

Documentation: If available at reporting time, I will submit the published book. If not yet available, I will submit documentation (emails, contracts, etc.) to show the process by which the book will be published and the anticipated date of publication.