**TCNJ Sabbaticals Council Meeting Minutes**

**October 3, 2018**

Present: Terrence Bennett, Nina Peel, Michael Bloodgood,

Pierre Le Morvan, Michele Naples, Sudhir Nayak, Taras Pavlovsky, Romulo Ochoa, Christopher Ault, Brian Girard, Yunfeng Wang

1. Welcome
	1. Welcome new members
	2. Introductions
2. Approval of meeting minutes from September 5 - approved
3. Concerns about RFP discussed
* Sabbaticals workshop (scheduled for September 19 at 1:30pm): We heard from at least one faculty member who did not receive the email announcement from Academic affairs about this workshop. This message also included a reminder of the proposal due date. Other faculty noted that this workshop was scheduled on a Jewish holiday, and requested a second workshop. Should we try to schedule a second workshop? Post slides online?
* Final submission date – seems earlier than usual due to the second Mon of October being so ‘early’ means it does not match up with Mon of fall break. Date had to be this early to accommodate the meeting required to discuss all applications.
* Possible changes to RFP next year: outline consequences of not following formatting guidelines? Will discuss further in spring meeting(s)
1. Upcoming meeting dates (proposal submission deadline: 10/8/2018; assignment of primary and secondary readers by 10/10/2018)
	1. **October 17, 2018**: Review and discussion of proposals [Part 1]
	2. **October 31, 2018**: Review and discussion of proposals [Part 2]
	3. **November 7, 2018**: Review and discussion of proposals [Part 3]
	4. **December 5, 2018**: Final consideration and ranking of all submitted proposals; nominations for the Gitenstein-Hart Sabbatical Prize
2. Norming exercise: discussion of scoring of two sample proposals