

TCNJ Sabbaticals Council Meeting
September 21, 2022, 1:30 pm
Minutes

Present: Mohammed Alabsi, Elizabeth Borland, Jean Brechman, Stuart Carroll, Wendy Clement, Dolores Dzuby, Cynthia Paces, Dimitris Papamichail, Taras Pavolovsky, Yuji Tosaka

1) Welcome

- Introductions
- Membership update

No faculty member has volunteered from Arts & Communication. An alternate representative is expected to be appointed shortly.

2) Elections of Chair and Vice-Chair

Elizabeth Borland was willing to continue on as chair (provided that the council meetings will be all held online in Zoom). Yuji Tosaka expressed his willingness to serve as vice-chair. Zoom meetings were considered to be an excellent format for conducting council business. Particularly, it was noted that having the timer displayed on Zoom screen helped to run the meetings in a timely, efficient manner, as the council had to review a large volume of sabbatical applications within a limited amount of time available. The council members present voted to elect them for each position and also decided to conduct the council meetings in Zoom this year.

3) Dates and process for the semester

The council reviewed the calendar for the council's planned activities (see the link above). The norming exercises will be conducted at the next October 5 meeting, followed by the October 7 deadline for applications. Four meetings will be held for evaluating the applications: October 19, November 2, November 16, and December 7. The final meeting, when the nominee for the Gitenstein-Hart Sabbatical Prize will be also determined, will be scheduled on the week of December 12-16 (TBD depending on the final exams schedule). The deadline for requesting feedback (added in the new RFP) will be January 31, 2023. The council will meet on February 1 and on subsequent 1st and 3rd Wednesdays as needed to discuss feedback and possible revisions to the RFP.

The council members were reminded that they should inform the chair about any expected schedule conflicts with the meeting dates, such as attending conferences, etc., so that they will not be assigned as readers at those meetings.

4) Decide on the norming procedure/cases for the next meeting (10/5)

The chair will pick two applications for the norming exercises at the next October 5 meeting. Last year, 34 applications were submitted and 18 were eventually funded (see the link below for the list of funded applications). The chair will pick one median funded application and one

median unfunded application for the norming exercises. For the exercises, unlike regular evaluations, we will not assign main and second readers. Instead, the council members will engage in a freeform discussion of the selected applications from last year.

5) Advice to new council members

A suggestion was made about not assigning new members as readers for the first meeting if possible, which then would help them to get a better feel for proposal evaluation and ease into the council's deliberations.

Re-reading applications a couple of times may be necessary at times while evaluating them. Keeping evaluation rubrics always accessible for consulting would be also helpful.

The council members will be directly accessing submitted applications via Faculty Process. (Everyone should be receiving an email notice for each submission. Dean Pavolvsky will check to see that all members are set up to receive Faculty Process emails.) The council members were advised not to review application(s) already submitted in Faculty Process prior to the regular review process.

It was also noted that the readers should make sure to keep the note they took while evaluating the assigned applications because they would be useful later for preparing feedback if requested.

6) Other business

Dean Pavolvsky will follow up about the link to the sabbatical application workshop recording that currently is not available on the Academic Affairs website. (The link to the recording was included in the September 12 email from Tim Clydesdale.)

Meeting adjourned at 2:09 pm.