

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of May 13, 2014**

**ITEM TITLE:** *Sabbatical approval, Merritt College*

**SPECIFIC BOARD ACTION REQUESTED:**

Approval of Sabbatical for Isela González Santana, English Department

**ITEM SUMMARY: 1 SEMESTER (FALL 2014) LEAVE**

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

**According to the PFT Contract Colleges are not required to spend more than 33% of total PD budget on Sabbatical replacement cost. The District will cover the remaining cost.**

**Laney: \$16,000**

**The PFT contract page 62 lines 32-37 states that 1/3 of hourly replacement costs of approved sabbatical leave comes out of the Professional Development budget.** However, if the faculty member's classes are not offered during the sabbatical leave then there is **not** a replacement cost.

**BACKGROUND/ANALYSIS:**

PLEASE SEE ATTACHED APPLICATION FROM APPLICANT

Isela González Santana, English Department was ranked one of the highest of Merritt's applicants.

She was selected for one-semester sabbatical leave (Fall 2014)

The applicant successfully completed a two-step process outline in the PFT contract ([http://pft1603.org/wp-content/uploads/2013/04/PFT\\_contract\\_07-09.pdf](http://pft1603.org/wp-content/uploads/2013/04/PFT_contract_07-09.pdf))

Scoring was based on the following criteria:

The plan of work relates significantly to the applicant's professional assignment: (15 points)

The plan of work will greatly enhance the applicant's background and improve professional competence: (15 points)

The plan of work will greatly benefit students: (15 points)

The plan of work will greatly benefit colleagues and/or department: (15 points)

The plan of work will greatly benefit the college: (15 points)

The plan of work shows evidence of innovation and creative approaches to the issue and concerns addressed: (15 points)

The plan of work is thorough and complete and definitely worth funding; (10 points)

The score range shall be a scale of 0 - 100 points. An applicant must achieve a minimum score of 80 to be placed in a pool of applicants to be considered for a sabbatical leave.

Applicants in the pool shall be ranked numerically in order of final score (highest first, lowers last). Seniority will be used as one of the factors in breaking a tie.

**DELIVERABLES AND SCOPE OF WORK:**

I will develop a model for enhancing tutorial services and resources for the Student Learning Center at Merritt College. To this end, I will complete the following tasks:

- Examine successful models of learning centers at a wide variety other colleges; study relevant literature about effective tutor training programs;
- Meet with Learning Center Director and staff coordinators to gather information about current tutor training practices and design an action plan for implementing a certified tutor training program;
- Create and disseminate a survey for instructors to gather ideas and issues concerning tutor services in the Learning Center; survey will be a collaborative effort with Learning Center Director and staff; information gathered will be analyzed and used to inform dialogue for enhancing services in the Learning Center, with special emphasis on tutor training;
- Research best practices in providing individualized instructional support across disciplines;
- Examine effective online learning resources that target instruction and interactive learning including online exercises and quizzes; these resources will help create awareness in one's own learning (metacognitive awareness) and increase student independence;
- Participate in the NCLCA's 29<sup>th</sup> Annual Conference Reaching New Academic Heights a ACTLA on October 1-4 in Albuquerque, New Mexico;
- Research Tutor/Academic Coaches and Mentor Selection and Training Programs;
- Investigate College Reading and Learning Association (CRLA), a tutor certification program, and work closely with the Director of the Learning Center to begin the design and implementation of a tutor certification program;
- Examine best practices for engaging faculty involvement in the Learning Center
- Develop a system of communication between the Learning Center Staff, faculty, and Counseling that may involve an Early Alert Program;
- Serve as the District SSSP Merritt Representative (appointed this semester) and report back to SSSP Committee at Merritt College

**ANTICIPATED COMPLETION DATE: FALL 2014**

**ALTERNATIVES/OPTIONS:**

**EVALUATION AND RECOMMENDED ACTION:**

**Timeline of Activities/Tasks**

- In my objective to enhance services that engage and support student learning, I will accomplish the following by the end of Fall 2014:
- Adopt LRNE 030-- *Introduction to the Methods of Effective Tutoring*, a credit-bearing course consisting of various modules/topics relevant to tutor training (i.e., The Tutor's Role, Positive Reinforcement, Listening Skills, The Student's Ideas, Importance of Student Verbalization, Questioning Skills, Helping the Student Become and Independent Learner, Direct Techniques, and more); this course may be a hybrid of both in-class and on-line instruction with videos for each module;
- Provide on-going training and tutor support with cross-curricular faculty and counseling input;
- Include tutors in a community of "experts" with guest lecturers;
- Evaluate tutors new and experienced tutors on a regular basis;
- Increase interaction with instruction and course material through the use of various online tools including Moodle, Viddler, eTutoring, and other developing educational applications/tools;
- Work closely with the Director of LC and staff to align tutor training program with Area Learning Outcomes and reflect the Mission/History of the Learning Center as well as the Mission/Vision of the College;
- Join organizations and networks such as CRLA and ACTLA which will provide necessary assistance with designing and implementing a tutor certification program;

- Study the *1-2-1 Tutoring* program model which uses relationship-building by the tutor with the student to facilitate the student's hope and enthusiasm for learning, thus engaging the student in the tutoring services; with this program, students receive progress feedback after each tutoring session, and written progress reports each month; study best practices that foster positive tutoring experiences.

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES \_\_\_\_\_ NO   X  

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR OF EDUCATIONAL SERVICES)**

(\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

**DOCUMENT PREPARED BY:**

Prepared by: Tamika M. Brown, District Staff Development Officer  
[Enter Here - Your Name and Title of Individual]

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Dr. Norma Ambriz-Galaviz  
[Enter Here - Name of College President, (if originating from a college) or Vice-Chancellor (if originating from the District)]

**FINANCE DEPARTMENT REVIEW**

Finance review required  Finance review *not* required

If Finance review is required, determination is:  Approved  Not Approved

If not approved, please give reason: \_\_\_\_\_

Signature: Ron Gerhard  
Ron Gerhard, Vice Chancellor for Finance and Administration

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

Legal review required for bond funds  Legal review *not* required

If Legal review is required, determination is:  Approved  Not Approved

Signature: Thuy Thi Nguyen  
Thuy Thi Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda  Not Approved, but Place on Agenda

Signature: José M. Ortiz  
Dr. José M. Ortiz, Chancellor