**Draft Minutes of The College of New Jersey Sabbatical Committee  
November 20, 2013**

**Present**: Beyers, Bireta, Carney, Dempf, Gross, Hingston, Kanamaru, Lasher, Palmer, Wiita

**Excused**: Pavlovsky

1. The meeting was called to order at 1:35 p.m. in the Library Dean’s Conference Room by the Chair, Paul Wiita.

2. Final scores were tallied and discussed.

3. A motion was made to approve the final sabbatical proposal ratings, the motion carried. Paul will give the final rankings (applicants’ names, proposal title, mean score, and standard deviation) to Taras, who is the Provost’s designee.

4. There was a discussion about providing feedback to applicants who do not receive a sabbatical. Feedback will be provided by the Chair of the Committee. For those applicants who do not receive a sabbatical award, the Chair will draft a summary of strengths and weaknesses, then send it to the primary reader for review. It was agreed that our policy will be to always have an additional Committee member present if the Chair meets with an applicant.

5. We will meet once more in the spring semester to edit the RFP for next year. RFP changes will include adding a title on the cover page and clarifying language about appendices.

Meeting adjourned 2:53

Respectfully submitted,

Linda Dempf, Vice Chair