

**MEMORANDUM**

TO: President Joseph Shepard

FROM: Dr. Jack Crocker, Provost/Vice President of Academic Affairs

DATE: January 20, 2021

SUBJECT: SABBATICAL LEAVES FOR FISCAL YEAR 2023, AY 22-23

The Sabbatical Leave and Faculty Awards Committee received applications from two qualified faculty requesting Sabbatical leave. After reviewing the applications, I am recommending approval of a *one semester* sabbatical for **Tanya Rivers**. Attached is the description of the proposed projects to be completed during the Sabbatical period. Thank you for your review. Let me know if you have questions or need more information.

Project Title: Math Skill Video Library

Math, specifically remedial/developmental math, is a content area that students often find challenging. The skill set developed in remedial and introductory math courses is often utilized in courses in other disciplines. As such, students are required to transfer the knowledge and skills from their math courses to seemingly unrelated courses in other disciplines. This is particularly challenging as the cognitive demand of learning a brand-new skill or concept increases. In such cases, students may become frustrated with not understanding the non-math discipline when, the difficulty is actually in seeking out and applying the appropriate math skill or concept to enhance or unlock their understanding of the non-math topic. The guidance of a math specialist could go far in supporting the student and the instructor in this situation. Throughout my time at WNMU I have been interested and engaged in collaboration with colleagues to address just such needs. What I have found is that those collaborations are labor intensive and sometimes narrowly focused. This sabbatical project aims to provide a resource that will reach more instructors and students to facilitate just-in-time skill set development or remediation. "Just-in-time" refers to reviewing or developing the math skill necessary to accomplish a task, solve a problem, or learn a non-math concept at the very time that the task, problem, or concept are necessary for the natural flow of the course.

The project will begin with a review of the "Math in Your Real Life" essays that students have submitted in fall semesters for the last several years. An analysis of these essays will help me to begin to better understand the most common remedial math topics that students report they will need in pursuing their chosen degree. I will next interview faculty members in the disciplines most reported by my former students as their intended or actual major (I am suspecting these are nursing, business, kinesiology, and social work). The interviews will seek to draw out the most common math skills utilized in the discipline as well as to identify some of the most common misconceptions or roadblocks to utilizing those skills in the discipline. Next, I will create videos using the learning glass and video editing (both skill sets I will develop during the sabbatical year) to support students in reviewing or developing the identified skills sets. The videos will be



sure to include examples or references to various disciplines and will employ best practices in educational video production. In this way, I will curate a video library of well-produced and branded WNMU resources that will be made available to all faculty members. Faculty members can then embed the appropriate videos into their courses as “just-in-time” skill review and development.

Of course, YouTube has a plethora of video options for students and instructors. What will be most valuable about the Math Skill Video Library product of this sabbatical project is that the videos will have a familiar face (mine! and others if I can recruit some folks to join in from time-to-time), familiar branding (I will work with marketing to be sure the branding is on point with the university identity and standards), and will be specific to majors, certificates, and degrees that we offer at WNMU. Thus, these videos themselves could be used as marketing assets.

WESTERN NEW MEXICO UNIVERSITY
APPLICATION FOR SABBATICAL LEAVE

Submit applications (PDF)
for sabbatical leave to Chair
of the Committee By

Name: Tanya Rivers

Date: October 13, 2021

Department: Math & Computer Science

Term and date of requested leave: Fall 2022 & Spring 2023

- I. A. **Years of service** with Western New Mexico University (including present year): 9
- B. Date(s) of *previous* sabbatical leaves: none
- C. Date(s) of *previous* applications: none
- II. Attach a comprehensive vita that describes your activities on campus, in the community and professionally, as well as publications and/or creative works or work in progress.
- III. Provide a **one page narrative (500 words)** that discusses the purposes or goals of the sabbatical and what will be accomplished during the sabbatical. Include a discussion of how the sabbatical would contribute to your professional development and benefit the university.
- If a book, other publications, or other creative materials are to be produced during the leave clearly indicate their topic, number and projected length. Add when relevant a **separate** bibliography of publications or related works to support the application.
- IV. Include at least **two letters** evaluating the feasibility and nature of your sabbatical leave project. One of these two letters must be from a colleague, not on the faculty of Western New Mexico University. In addition, each applicant must submit an **administrative feasibility statement** from his or her Department Chair that states if the faculty members teaching and advising responsibilities will be covered in their absence.

I understand the following University regulations apply: Upon approval of an application by the VPAA, a supplementary contract shall be tendered stipulating that the faculty member is under obligation to return to the University to serve a minimum of one year as a full-time faculty member. The contract will specify that the faculty member is on sabbatical. Receipt of the signed supplementary contract will indicate final granting of the leave.

Sabbatical leaves will be approved by the VPAA only with the clear understanding of the faculty member's obligations to the University after the leave. Failure to fulfill these obligations will require full refund of all salary paid by Western New Mexico University during the leave.

After returning to the University, the faculty member shall submit to the President, with copies to the Department Chair and Vice President for Academic Affairs, a full report including, but not limited to the research, creative work, publication, or other results of the leave. This will include documented evidence of such work.



Signature of Applicant



II. Sabbatical Leave

The sabbatical leave program is established in order to provide faculty members the opportunity to teach, study, or conduct research which will benefit the University.

A. Prerequisites

1. Applicants must have served in full-time employment with faculty rank and must have tenure in a state funded position at Western New Mexico University with a minimum of six years service at Western.
2. A faculty member may repeat sabbatical leave after a minimum of four years has passed. First time applicants will be given precedent in the awarding of sabbatical leaves.
3. Applicants may not serve on the Sabbatical Leave Committee during the year their proposal receives consideration.

B. Time/Salary Options

1. One semester, either fall or spring, at full salary.
2. Academic year or two consecutive semesters at two thirds salary.

C. Application and Procedure

1. Applicants shall submit a Sabbatical Leave Application form to their department chair and the Sabbatical Leave Committee.
2. The application shall be reviewed and decision made to recommend or reject by the following (in sequential order):

Sabbatical Leave Committee
Vice President for Academic Affairs
President

Upon securing final approval through this sequence, the President of the University submits the application to the Board of Regents for ratification. In view of the need for adequate planning time, applications will need to be processed by each office or committee in order that a final decision may be rendered by November 15.

3. A sabbatical leave will be granted only upon the submission of an exemplary proposal, not merely upon record of years of service.
4. Applicants shall support the application with evidence of their research, creative activity, or other academic achievement.
5. Upon approval of an application, a supplementary contract shall be tendered stipulating that the faculty member is under obligation to return to the University to serve a minimum of one year as a fulltime faculty member. The contract will specify that the faculty member is on sabbatical. Receipt of the signed supplementary contract will indicate final granting of the leave.
6. The University shall plan for appropriate staff on a temporary basis to fill instructional needs.



D. Obligations

1. Faculty

a. Sabbatical leaves will be approved only with the clear understanding of the faculty member's obligation to return to the University to serve a minimum of one year as a fulltime faculty member after the leave. Failure to fulfill these obligations will require full refund of all salary paid by Western New Mexico University during the leave.