

## SABBATICAL WORKSHOP ATTENDANCE

THIS FORM MUST ACCOMPANY YOUR SABBATICAL APPLICATION.

Name of Applicant JEFF LEHMAN

Date of Workshop 9/22/16

Signature of Workshop Presenter

A handwritten signature in black ink, appearing to read "Jeff Lehman", written over a horizontal line.

For Academic Senate Use Only:
Topic of Proposal _____
Action Taken _____

### APPLICATION FOR SABBATICAL LEAVE FORM

**Note: this cover sheet and signature page will be removed prior to submittal to the committee.**

10/10/2016     Jeff Lehman     Grossmont  
Date                      Name                      ID #                      College  
jeff.lehman@gcccd.edu                      619-644-7341  
Email                      Contact Phone

**Please answer the following questions:**

1. Have you ever taken a sabbatical leave?  Yes  No    If so, when? Fall 2010
2. Have you ever taken any other kind of long-term leave?  Yes  No    If so, when? Fall 2016
3. Have you been employed in this district for six (6) consecutive years?  Yes  No

**Sabbatical Leave Options and Amount of Compensation Requested**

In accordance with the applicable provisions of the California Education Code and the Policies and Procedures of the Grossmont-Cuyamaca Community College District, a sabbatical leave is requested for the following period of the 20 17 - 20 18 school year (please check specific length and time below);

**10-Month Employees**

- Full academic year (50%)
- Fall semester only (100%)
- Spring semester only (100%)

**11/12-Month Employees**

- Full fiscal year (50%)
- First six months of the Fiscal Year (100%)
- Second six months of the Fiscal Year (100%)

**Purpose of Leave**

- Academic Coursework
- Original Research/Projects
- Appropriate Instructional or Student Services Activity
- Other activity beneficial to the institution    Please specify \_\_\_\_\_

**To: The Governing Board, Grossmont-Cuyamaca Community College District**

- I hereby request a sabbatical leave according the Sections 87767-87770 of the Education Code.
- I have rendered six years of service to the District in accordance with Section 87768 of the Education Code.
- I agree to return to the employ of the District at the conclusion of my sabbatical leave and to render service equivalent to twice the period of the leave.
- I will furnish the District with an indemnification bond pursuant to Education Code Section 87770.
- The attached detailed description of my proposed sabbatical leave program is part of this application.

**Signature of Applicant**

My sabbatical leave abstract and proposal form are attached.



\_\_\_\_\_  
Signature of Applicant

10/10/2016  
Date

**Refer to GCCCD Sabbatical Leave Procedure for more specific information. This document is available online at the Academic Senate website.**



**Applications Instructions:**

- As you prepare this proposal, it is also **strongly recommended** that you consult with the Department Chair/Coordinator and Dean **prior to submittal** to address any issues or to provide additional information or clarification regarding the proposal.
- Your final application packet should include in the following order:
  - Workshop Attendance Confirmation Sheet
  - Application for Sabbatical Leave Form and Signature Page
  - Abstract
  - Proposal Form
- Applicants, chairs, and deans should be careful not to list applicant's name anywhere on the application except on the cover page and the signature sheet.
- Please be advised that all units taken during a Sabbatical Leave may be used for salary advancement.
- **THE DUE DATE FOR ALL SABBATICAL LEAVE APPLICATIONS IS 5:00 pm on NOVEMBER 2, 2016** (Article XIV, Section 14.5.1 of the GCCCD Governing Board-American Federation of Teachers (AFT) Agreement).

**Reporting:**

- Within ninety (90) days after completion of the sabbatical leave, the individual must submit a final report to the respective Academic Senate office. The report must provide a description of the following:
  - What was accomplished
  - The implications for the individual
  - The implications for the discipline
  - The contribution to the educational goals of the department, college, and district.
- The report should include appropriate supporting or descriptive material and be summarized in an attached abstract.
- Individuals will be asked to make oral presentations describing their sabbatical leave projects at flex week workshops and to the Governing Board upon the invitation of the Chancellor. Individuals are also encouraged to share their project results, as appropriate, at their department and/or division meetings.

**Signatures**

Following submittal of this application and per Article XIV, Section 14.5.1 of the GCCCD Governing Board-AFT Agreement, this application will be routed to the department chair, dean, and vice president for information and comment.

Department Chair/Coordinator *Diana Vance* Date *October 31, 2016*

Comments \_\_\_\_\_  
\_\_\_\_\_

Dean/Director \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

Vice President \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

Approved by Board of Trustees on: \_\_\_\_\_  
Date \_\_\_\_\_

6. Please address the feasibility of the activity by discussing:
- a proposed timeline that is appropriate to the activity, and

After writing a draft of one script, I estimate that it will take approximately two to three weeks (80 - 120 hours) to complete the scripts for all of the first tier projects. Depending upon talent and room schedules, I expect filming to take an additional six to eight weeks. We are able to edit as we go, so the remaining five to eight weeks in the semester will allow us to complete the voice-over work and the remainder of the editing. While editing is the most time-consuming, it is that part of the process which is not bound by room and talent schedules.

- b. the availability of appropriate resources

All of the resources, except willing talent, are presently available to complete this project. In the absence of willing talent, I will perform the on-screen sequences.

### Outcomes

7. Clearly describe the expected outcomes of your activity.

I will produce 8-10 high quality, instructional videos that illustrate the use of common laboratory equipment, and the performance of certain laboratory techniques. These videos will be made available for use by the campus, and our community via Vimeo and YouTube.

8. What evidence will you submit to demonstrate achievement of your outcomes?

I will submit the completed videos to demonstrate a successful outcome. They will be made available under a Creative Commons license.



3. *Describe the relevancy of your activity to your current/new assignment and the improvement of student learning.*

Throughout my career I have taught 60% of the chemistry courses offered at Grossmont. All but one of these courses has an associated lab that uses some or all of the equipment in my proposed video series. The ability for students to review this instruction in an asynchronous fashion should allow a greater number of learning opportunities.

#### **Description of Overall Activity**

4. *Please provide a brief description and purpose of the proposed sabbatical leave activity.*

This project will produce instructional videos for the following common laboratory equipment/techniques: pipet, buret, balance, titration, graduated cylinder, Bunsen burner, gravity filtration, vacuum filtration, triple beam balance, and centrifuge. The videos will be produced using professional, HD video equipment, lighting and audio. Additionally, local student talent will be recruited for the on-camera sequences. The scripts will be written by me.

If additional time is available, I will include techniques and equipment common to the organic chemistry laboratory such as, reflux, distillation, separatory funnel use, and the melting point apparatus.

5. *Please provide a clearly defined set of objectives and the course of action to achieve those objectives that are consistent with the purpose and nature of the proposed leave.*

This project consists of the following parts: writing the scripts, recruiting the talent, filming, and editing. Of these the most time-consuming portion will be editing. As a rule of thumb for every minute of finished video, there is an hour or more of editing required. As such, the bulk of the time will be allocated to editing.

Scriptwriting: Since this activity is the foundation of the entire project, the scriptwriting will begin as soon as possible. I have begun writing and storyboarding the first video to get a feel for the time requirement.

Recruiting Talent: Recruiting can begin as soon as scriptwriting. I will put out a call to our chemistry students for an on-screen demonstrator. Currently I am thinking that all of the dialog will be an off-screen narrator to make editing easier, and on-screen equipment manipulation simpler.

Filming: A proper filming session involves the set-up of two cameras, external audio recording equipment, and lighting. As soon as a script is ready, and talent is available, we will begin filming. Filming will be done in our laboratory, and the challenges will include scheduling time when the room is not in use, and working around the schedule of our on-screen talent. If our growth trends continue, then the availability of the labs will probably require filming on Sundays.

Editing: Editing involves not only the assembling of individual shots into a coherent story, but also the addition of titling and the soundtrack. As soon filming of each section is complete, editing will commence. This will be the most time-consuming, and will be completed on a workstation dedicated to this endeavor.



## **PROPOSAL:**

**As you prepare this proposal, it is also strongly recommended that you consult with the Department Chair/Coordinator and Dean prior to submittal to address any issues or to provide additional information or clarification regarding the proposal.**

Please answer each question carefully and completely (do not say "please see above") in order to provide the Sabbatical Leave Committee with as much information as possible for their review and scoring. Provide background information and/or references to supporting documentation where appropriate.

### **Need for Sabbatical**

1. *How does your proposed activity meet the need for professional and personal growth?*

I think of a sabbatical leave as analogous to a capital bond award. For most of our day-to-day operating requirements the college receives sufficient funding. When it comes time to construct a building, or other large expense, we seek large sources of funds directly from the taxpayer to fund specific projects. These funds are then returned over time with interest. For an educator, the resource in shortest supply is time. I have enough time to meet the day-to-day requirements of my job, and with certain efficiencies I can periodically tackle larger projects. For significant curricular projects, however, large blocks of time are required. The sabbatical semester allows for time-consuming projects that are not possible during the typical work period with the understanding that there is a long-term payoff to students upon the completion of the project.

2. *How does your proposed activity benefit (please address at least three of the following):*  
a. *the students?*

This project will directly impact students, and their laboratory instruction. Much of laboratory instruction involves the use of a variety of equipment. Often instructors will demonstrate this equipment in class, but like most educational endeavors, the key to learning is repetition. Having instructional videos on a variety of laboratory equipment readily available to students outside of class time, or during class with mobile devices, will allow for necessary repetition and just-in-time instruction.

b. *the institution?*

Employees who are allowed to pursue a creative outlet make for a vibrant workforce. Whether it is trying new teaching methods, performing original research, or producing educational materials, the more that faculty can engage their discipline and students, the more fruitful their efforts. An engaged faculty breeds engaged students.

c. *the community?*

Open Educational Resources (OER) are part of California's plan to reduce the cost of education for its citizens. With the distribution channels available for such resources, we are entering a time when OER materials are viable alternatives to publisher-produced publications. My hope is that these videos will be useful to my peers in the chemistry community. A such, these videos will be made public under a Creative Commons License, so they will be available to chemistry students everywhere.

d. *the discipline/contribution to scholarship*

**PROPOSAL TITLE** Chemistry Laboratory Skills Instructional Videos

**ABSTRACT:**

**Once you have finished answering the questions within the following application, please provide an abstract below summarizing the description of your sabbatical leave proposal** in a paragraph of between 100-150 words. This abstract will become part of the Board Docket. Please include the following information as part of the abstract:

- **Need for the Professional Growth** - describe the purpose of the sabbatical leave.
- **Sabbatical Leave Activities** - describe what you plan to do.
- **Anticipated Outcomes** - describe the primary outcome; instructor and classroom teaching outcomes; professional/faculty relationship outcome; student outcomes.
- **Means of Measurement** - describe what evidence you will submit to demonstrate achievement of your outcomes.
- **Expected benefit to the students, department, college, district, and/or community**

The tradition of the sabbatical project is recognition of the understanding that teaching a full load does not allow for the completion of grand projects that require large blocks of un-interrupted time. In my department, every significant curricular shift has been the result of a sabbatical project. Using student on-screen talent, I will make 8-10 high-quality instructional videos demonstrating the use of common laboratory equipment and procedures. Creating high-quality instructional videos is a time-consuming process that requires a subject matter expert to work closely with videographers to produce a product useful to educators. I will work with a professional videographer to complete this project. Open educational resources (OER) have become part of the plan for California to reduce the cost of educating its citizens. I heartily support this effort, and would make the product of this sabbatical project available via a Creative Commons License to those who find it useful.