

Section 1: Purpose

Goals

This sabbatical is being requested so that I may complete the comprehensive examination and dissertation component of my doctoral degree in (name of institution and program).

During the fall 2004 semester I began with one class, *The Community College*, taught by Dr. Alfredo de los Santos and I was hooked. After completing my master's degree thirteen years prior, I made the decision to embark on a doctoral degree. Since that time I have taken six to nine credit hours each semester and this semester am enrolled in twelve credit hours, all while working full-time as (current position held).

Objectives

The proposed sabbatical will allow me to meet the following objectives:

- Develop methodology for data collection
- Complete data collection
- Analyze data collected through interviews, observation, and surveys
- Finalize dissertation

In addition to meeting the above objectives, completing my dissertation will allow me to serve Maricopa Community College District as an employee with much more flexibility due to the extent of my growing knowledge and experience. My interactions with professionals from diverse backgrounds, talents, experiences, and perspectives have contributed to my growth professionally and personally. Each step in this process has brought obtainment of knowledge in the areas of technology, programming, legal issues, diversity, academic excellence, trends, budgeting, and protocol when conducting research. Each aspect of new knowledge gained is a contribution to the Maricopa Community College District and the students we serve.

My dissertation topic: (*topic of dissertation*), is a qualitative study that has been approved by my dissertation committee. My data collection is focused on (institution studied). (Dissertation topic) is continuously debated by legislators, administrators, and accrediting agencies who question whether or not these classes/programs are meeting the needs of under-prepared students in their overall academic endeavors. Research shows that most students who successfully complete the prescribed remedial course sequence become productively employed; 16% as professionals, 54% in midlevel, white-collar or technical positions, 20% as high-skill blue-collar workers. Only 9 percent remain in unskilled or low-skill jobs. It is imperative, then, that (institution studied) takes an in-depth look at their developmental courses to ensure that students receive a strong academic foundation so they can build a prosperous future.

With seventeen years of experience in higher education I believe that research projects such as this are vital to the success of our students, colleges, communities, and educational system throughout the state of Arizona.

My objectives and goals are in alignment with those of Maricopa County Community College District. The mission of MCCCCD states...The Maricopa Community Colleges provide access to higher education for diverse students and communities and we focus on learning through Developmental Education. The eight values that MCCCCD are committed to: community;

excellence; honesty and integrity; inclusiveness; innovation; learning; responsibility; and, stewardship which support my objectives and goals. By completing an advanced degree while working for and researching programs at one of the Maricopa campuses not only shows my commitment to the values and goals of Maricopa but my dedication to student success and the institution of higher education.

Section 2: Execution of Sabbatical

Timeline

August 2004	Enrolled in (name of) doctoral program
July 2006	Completed annotated bibliography Subject area: Developmental Education in Community Colleges
March 2007	Solidified dissertation/comprehensive exam committee 1. Chair 2. Committee member 3. Committee member
May 2007	Submitted Program of Study to ASU Graduate College Completed internship – (where completed; accomplishments)
June 2007	Complete coursework for (name of program)
June – Aug 2007	Continue reading for dissertation/comprehensive exam component
June – Aug 2007	Begin writing literature review Develop questions/methodology
Aug– Dec 2007	Submit Chapters 1-3 Defend dissertation proposal with committee members
December 2007	Meet with committee
January 2008	Begin MAT sabbatical Collect data through interviews and observations
February 2008	Analyze data Continue writing dissertation
March 2008	Submit Chapters 4-6
April 2008	Deliver oral defense
May 2008	Graduate!

Section 3: Expected Results**Expected professional growth**

- Exposure to knowledge/information from peers with diverse backgrounds, current research, research methodologies that will enhance my ability to develop and implement cutting edge/new programming, policies, and procedures
- Increased level of knowledge is a benefit to Maricopa, (XXX) Community College, and the students served by the institution
- Enhance student success and persistence
- Develop expertise in carrying out research projects based on proposed questions that help move our colleges to the next level
- Enhance ability to work at the same level of understanding with colleagues who conduct research in a variety of settings
- Develop professionally in order to vie for administrative positions within MCCCCD
- Bring new and valuable options for teaching and working with students from diverse groups
- Enhance connections with community members/leaders, school districts, public agencies, and others
- Assist in development of an effective developmental education program within Maricopa Community College District

Expected benefits

By participating in research during a MAT sabbatical leave will significantly assist with my ability to complete this degree which in turn will contribute to serving students more effectively, provide valuable insight to developmental education in community colleges, pave the way for partnerships with high school districts, and enhance the success of students who enroll in developmental courses.

Deliverables

As you can see from my unofficial transcript my current GPA is (X.XX). This semester I expect to receive a 4.0 for the 12 credit hours in which I am enrolled. My estimated date of completion of a doctoral degree in (name of degree) is May 2008.

Section 4: Estimated Cost

During my sabbatical leave I recommend filling my position by temporarily reassigning (name of individual), the current (job title) in the (name of) office. I would also recommend hiring a temporary administrative assistance to assist (name of individual filling position) during my absence. Currently my position is a Grade (X)-Step (X).

Section 5: Supporting Documents

- Copy of acceptance letter from ASU
- Copy of Program of Study
- Copy of letter of support from dissertation committee chair, (name)
- Copy of letter of support from dissertation committee member, (name)
- Copy of letter of support from dissertation committee member, (name)
- Copy of letter of support from current supervisor, (name)