



Minutes of the  
Meeting of the Comets Affordable Learning Committee  
September 13, 2021  
1:00 – 2:00pm  
Regular Meeting  
Zoom Location: <https://palomar-edu.zoom.us/j/773647788>

APPROVED

- PRESENT: William Carrasco, Michael Dudley, Adriana Guillén, Duy Nguyen, Nicole Siminski, Tamara Weintraub, Elaine Wilson, Anastasia Zavodny
- ABSENT: n/a
- GUESTS: n/a
- CALL TO ORDER: The meeting was called to order by the Chair, Anastasia Zavodny, at 1:01pm in the Zoom video conference location.
- Approval of Minutes: MSC: Guillén, Carrasco. CALM Committee approval of the minutes of August 23, 2021. The motion carried.
- Public Comments: There were no public comments.
- Announcements: None
- Agenda Changes: None
- Welcome New Member: Zavodny welcomed Tamara Weintraub who will serve as Library Representative in the CALM committee.
- Action
- Calendar: The committee reviewed and discussed the tentative calendar for the 2021-2022 academic year. The attached CALM Committee Calendar was approved.
- Motion: MSC: First: Zavodny, Second: Guillén. Approve the calendar. All in favor. No nays or abstentions
- Member Roles and Projects: To help achieve our goals, the committee reviewed and modified the list of responsibilities to be shared by the committee. Members volunteered to take the lead in the following roles:
- Stipend coordinator (Carrasco)
  - Bookstore / ZTC label coordinator (Guillén)
  - CALM Implementation coordinators (Carrasco & Zavodny)
  - PD coordinator (Carrasco)
  - CALM rep. at Senate/VP meetings (Zavodny)

- Survey coordinator (Dudley)
- CALM website coordinator (Zavodny)
- CALM rep(s) to attend Division Meetings (Everyone)
- Grant application reviewers and “points of contact” for grantees (Everyone)
- Progress reports coordinator (Siminski)
- OER Researchers (Wilson & Weintraub)

More details and contact information is available in the shared TEAMS document: “CALM Committee Roles & Contact Information”

Motion: MSC: First: Zavodny, Second: Dudley. Approve of committee member roles. All in favor. No nays or abstentions

Goals for the Academic Year 2021 – 2022: Carrasco shared a document that listed potential goals for the academic year 2021-2022. The committee discussed and approved the following goals:

- Increase CALMed sections by 5%
- Complete one Implementation Grant cycle
- Survey students and faculty on the impact of CALM
- Distribute a semesterly newsletter (increase awareness)
- Offer 10 PD events (targeted)
- Creation of self-contained CALM certification course (Canvas)
- Make sure all ZTC/LTC courses are labelled properly

These goals are listed in the shared TEAMS document: “CALM Committee GOALS 2021-2022”

Motion: MSC: First: Bill, Second: Anastasia. Approve of CALM committee goals for 2021-2022. All in favor. No nays or abstentions

### Information

Grant Update Zavodny reminded the committee partners to contact the 2021 Implementation Grant grantees for progress updates.

ASCCC OER Liaison Zavodny reminded the committee of the open position for Educational Resources Liaison position with the Academic Senate for California Community Colleges. If anyone is interested in the position, contact Zavodny. In the meantime, she will continue to serve in this position.

CALM Student surveys Dudley volunteered to help initiate the surveys this Fall. Committee consensus was to keep the item as an information agenda item at our next meeting, with action to follow in a later meeting. Zavodny indicated previous information regarding student and faculty surveys can be found among the Google Drive information and may prove helpful in the creation of the new surveys.

General Discussion Dudley suggested that we put the information items before the action items at our next meeting

ADJOURNMENT: The meeting was adjourned at 2:00pm.

Respectably submitted,  
William J. Carrasco