



Minutes of the
Meeting of the Comets Affordable Learning Committee
November 4, 2024
4:15 – 5:15 p.m.
Regular Meeting
Room H-112 & Zoom Location:
<https://palomar-edu.zoom.us/j/773647788>

APPROVED

- PRESENT: Melissa Allen, Sarah Baker, William Carrasco, Alexandra Doyle Bauer, Erin Hiro, Ken McMullen, Diane Studinka (arrived: 4:57pm), Elaine Wilson, Anastasia Zavodny
- ABSENT: Andrea Davis,
- GUESTS: None
- CALL TO ORDER: A quorum was established and the meeting was called to order by Co-Chair William Carrasco at 4:16 p.m.
- Approval of Minutes: MSC: Wilson, Allen. Motion to approve the minutes of the CALM Committee meeting on October 21, 2024.
The motion carried.
- Announcements: None
- Agenda Changes: None

Information

- A. Update on use of grant funds and additional fund requests
Carrasco provided the committee an update on the college's requests for additional funds and the allowable uses for grant funding. The statewide Zoom call today (ZTC Progress and Expenditure Report 2024 Overview) indicated a level of flexibility for the funding.
- B. Approval Process for Collaboration Cohort reports and Milestone reports
Carrasco reminded the committee of the CALM Milestone reports and the current approval process for pathways participating in the collaboration cohorts. Concerns over the timing of committee review were discussed. Focus was given to ensuring the collaboration cohort reports are finalized soon to ensure financial reporting deadlines are met. It was decided that the additional funds requests will be brought to the committee for review and approval at the next regular meeting on November 18, 2024.

Action

- A. Newsletter
Committee members discussed concerns over the timing of the newsletter given the textbook adoption deadline. Hiro walked the committee through the newsletter design. Questions were discussed regarding the volume count and numbering system. Additional suggestions from the committee on including upcoming Distance Education events related to CALM. Baker

volunteered to help ensure accessibility for the newsletter. Hiro will update the newsletter and bring it to the committee for the next regular meeting.

B. Review acceleration grant submissions The committee reviewed the submission from the Child Development collaboration cohort. CHDV 102, 104, 145, 185, 205 OER review forms are not yet completed. In the cases where no ZTC exist for specific courses, the committee noted that the OER review forms still need to notate this lack of resources. These are all required courses under the degree and certificate pathways. The ZTC Acceleration Grant Collaboration Cohort Outcomes reports were viewed for the two pathways (Child Development and Teacher Education). It was noted that specifics are missing from the report for the development of additional materials. Further discussion referenced the Journalism pathway's submitted report for comparison.

C. [Goals](#) Monthly tutorials were seen as ambitious - perhaps move to a plenary/semesterly basis. It was recommended to record any sessions for future viewership. The committee decided to begin with one tutorial per semester.

ADJOURNMENT: The meeting concluded at 17:23.

Respectfully submitted by Anastasia Zavodny