



Minutes of the
Meeting of the Comets Affordable Learning Committee
November 18, 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 (arrive 16:49), **William Carrasco**, **Alexandra Doyle Bauer**, **Ken McMullen**, **Diane Studinka**, **Elaine Wilson**, **Anastasia Zavodny**
- ABSENT:** Andrea Davis, Mohammed Elmatary, Erin Hiro
- GUESTS:** None
- CALL TO ORDER:** A quorum was established and the meeting was called to order by Co-Chair William Carrasco at 4:15 p.m.
- Announcements:** Zavodny announced that the deadline for compliance with digital accessibility is April 24, 2026. She gave a brief synopsis of the requirement, including sharing an [article](#).
- Agenda Changes:** None
- Approval of Minutes:** MSC: Doyle Bauer, Studinka. Motion to approve the minutes of the CALM Committee meeting on November 4, 2024.
The motion carried.

Information

- A. Update on Milestone Reports** Carrasco informed the committee of the Wastewater pathway's progress toward grant completion. Studinka provided further information about the recent conversations with the Wastewater Pathway faculty. Carrasco reminded the committee as to the reason for the December 1 date (in order to allow committee meeting time prior to the semester break).
- B. Library / Digital copies of textbooks** Doyle Bauer answered committee questions regarding digital textbook procurement. Library cannot fund above and beyond currently funded databases. Discussion regarding library acquisitions for online courses indicated a specific list of titles would be helpful for providing cost estimates.
- Carrasco brought a question from grant faculty regarding access to JSTOR and whether it is a subscription for all California Community Colleges. Doyle Bauer indicated that not all colleges subscribe to the database. Google Scholar has many JSTOR articles and the committee discussed the impact on licensing and OER for these types of materials.
- Wilson indicated that technically a course can be made ZTC by linking to our internal campus access to databases, though this material would not be OER. Doyle Bauer will further research the number of California community colleges with access to JSTOR.

Wilson posed the question of accessibility for students through the DRC who desire a physical copy of a digital OER work.

Action

A. Newsletter

MSC: Wilson, Studinka. Motion to approve the newsletter for Fall 2024, with the following changes: calm@palomar.edu address listed as the contact email, add a note to the textbook adoption portion: "Note: if you have submitted this form and are not seeing the associated logo in the online class schedule, please contact calm@palomar.edu"
The motion carried.

Following feedback from the previous committee meeting, Hiro formatted the newsletter as an email. Committee members expressed concern over the length of text in this format versus the one-page format of the newsletter pdf and whether recipients will read the information when presented as an email. Further discussion questioned the number of people who read attached fliers. It was pointed out that the original information from the flier is contained at the start of the email, ensuring that those who may not read the entire email will still capture vital information.

B. Goals

MSC: McMullen, Doyle Bauer. Motion to adopt the CALM goals for the 2024 - 2025 academic year.

The motion carried.

The committee discussed the goals, with a few clarifications made on wording.

C. Update on additional fund requests

Carrasco provided an overview of the Collaboration Cohorts pathways and their current requests for additional funding. Zavodny informed the committee of the additional fund request procedure and maximum amounts (\$170k per pathway). Administration of Justice has identified OER to adopt for the courses within their pathway, with two courses in need of content creation for the pathway. Biology pathway: chemistry and physics courses are likely to need additional funding. The Child Development and Teacher Education pathways were reviewed together, due to the overlapping nature of their courses. Both pathways require additional funding to support the conversion of courses within their pathways. Economics pathway intends to create OER for four elective courses, with faculty participating in creation of ancillary materials for two additional courses in statewide collaboration. History pathway has several courses in need of content creation, with additional courses in need of additional work to bring OER into alignment with CORs. In addition, there are several courses in need of novel purchases. For the Journalism pathway, there is a need for additional material to be developed for OER to align with our COR. One course is in need of a classroom set of textbooks, due to articulation with SDSU. Studio Arts has a variety of needs, ranging from complete content creation to bringing OER into alignment with CORs. Equipment needs were included in the pathway request to facilitate creation of the required OER.

A further discussion followed regarding existing equipment resources at Palomar which may be available for the Studio Arts pathway.

D. Review acceleration grant submissions

Tabled due to time and having been included in the above agenda item discussion.

ADJOURNMENT:

The meeting concluded at 17:19.

Respectfully submitted by Anastasia Zavodny

