



Minutes of the  
Meeting of the Comets Affordable Learning Committee  
December 11, 2024  
4:15 – 5:15 p.m.  
Special Meeting  
Room H-112 & Zoom Location:  
<https://palomar-edu.zoom.us/j/773647788>

APPROVED

- PRESENT: William Carrasco, Mohammed Elmatary, Ken McMullen, Diane Studinka, Elaine Wilson, Anastasia Zavodny
- ABSENT: Melissa Allen, Sarah Baker, Alexandra Doyle Bauer, Erin Hiro,
- GUESTS: None
- CALL TO ORDER: A quorum was established and the meeting was called to order by Co-Chair William Carrasco at 4:45 p.m.
- Announcements: None
- Agenda Changes: None
- Approval of Minutes: MSC: McMullen, Elmatary. Motion to approve the minutes of the CALM Committee meeting on December 2, 2024.  
The motion carried.

Information

- A. NOHE Update - Studinka Studinka shared with the committee information she recently learned regarding Notice of Hourly Employment (NOHE). NOHEs have to be submitted to payroll by the end of the first week of the month. McMullen questioned the timing of these requirements for Part-Time Faculty committee participation pay for the months corresponding to the end of the semesters.
- B. Spring Semester Meeting Times Committee members discussed meeting times for the Spring Semester. A poll will be sent via email to all committee members regarding keeping the same meeting schedule (1st and 3rd Monday's 4:15-5:15pm) or moving to a new option (2nd and 4th Wednesdays 4:00-5:30pm). A new meeting time on Wednesdays would alleviate timing conflicts for Senators when Senate meetings run long.
- C. Additional Funds Requests Studinka confirmed with Chad Funk that we can submit our request for funding past the deadline of December 10th. The committee chairs expressed a strong desire for these requests to be submitted ASAP to ensure we receive the funding necessary for completion of the pathways.

Action

A. Review Milestone Reports

Carrasco left the room for the committee discussion. Zavodny and Wilson walked the committee through the submission for the December milestone for French. The committee noted the work submitted appeared to largely match the course development plan. A question from committee members regarding the total planned number of videos to be created was asked and Carrasco was brought back to the room to provide an answer.

MSC: Wilson, McMullen. The Motion to approve the December milestone for the French pathway and corresponding faculty Time & Effort reports.

The motion carried.

Abstention: Carrasco.

ADJOURNMENT:

The meeting concluded at 17:35.

Respectfully submitted by Anastasia Zavodny