



Minutes of the  
Meeting of the Comets Affordable Learning Committee  
December 16, 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, Mohammed Elmatary (17:11), Erin Hiro, Ken McMullen, Diane Studinka, Elaine Wilson, Anastasia Zavodny

ABSENT: Alexandra Doyle Bauer

GUESTS: None

CALL TO ORDER: A quorum was established and the meeting was called to order by Co-Chair William Carrasco at 4:20 p.m.

Announcements: None

Agenda Changes: None

Approval of Minutes: MSC: Wilson, Allen. Motion to approve the minutes of the CALM Committee meeting on December 11, 2024.  
The motion carried.

Information

A. Spring Semester Meeting Times Carrasco led the continued discussion for the committee about potentially moving meeting times. Some committee members expressed difficulty in Wednesday meeting times. An additional suggestion for Tuesday afternoons was proposed. Zavodny will send out an email poll for additional potential times for the Spring semester.

B. Additional Funds Requests Studinka provided an update as to the status of the Additional Funds Requests. \$807,000 was submitted to the CCCCO as a draft of our additional funds request. Studinka met with Pauline Moroz (Grants Manager) today to clarify additional information on the AFRs prior to approval from the Vice President of Instruction. The draft has been submitted to the campus Accounting department for approval as well.

Action

A. Review Milestone Reports MSC: McMullen, Hiro. The Motion to approve the December milestone for the Gender & Women's Studies pathway and corresponding faculty Time & Effort reports.  
No action was taken.

The committee had a robust discussion on the process of review for these milestone submissions. Suggestion from Hiro to have faculty visit in Spring and give a brief presentation on the milestone

updates for grantees. Wilson suggested ensuring all committee members are added to any Canvas courses throughout the creation process for access and review.

SOC 135: the committee noted that it is difficult to evaluate work completed without seeing the work completed and only reviewing a digest of an example. Additional questions from the committee regarding ensuring resources are fully built into the course and not a repository of links.

HIST 130: access still needed to the linked Google Doc ("Women in the World"). The Canvas course is visible, but we need direction for understanding which portion is included in this milestone. The committee was able to obtain access during the meeting.

SOC 115: the committee still needs access to Canvas to review the submission. Access was granted during the meeting.

SOC 180: Canvas link works but has no content. Access was granted during the meeting.

The committee will hold a special Zoom meeting on Wednesday to finalize review of the Gender & Women's Studies pathway.

ADJOURNMENT:

The meeting concluded at 17:30.

Respectfully submitted by Anastasia Zavodny