



Minutes of the
Meeting of the Comets Affordable Learning Committee
October 20, 2025
4:00 – 5:30 p.m.
Regular Meeting
Room EDGE (H-108) & Zoom Location:
<https://palomar-edu.zoom.us/j/773647788>

APPROVED

PRESENT: William Carrasco, Alexandra Doyle Bauer, Mohammed Elmatary, Barbara Hammons, Erin Hiro, Ken McMullen, Elisha Rainwater (Zoom), Timothy Stannitz (Zoom), Diane Studinka, Alyssa Vafaei, Anastasia Zavodny

ABSENT: Sarah Baker,

GUESTS: Tanessa Sanchez

CALL TO ORDER: A quorum was established and the meeting was called to order by Co-Chair William Carrasco at 16:08.

Announcements: AWS is down, resulting in broad outages across the internet, including Canvas.

Agenda Changes: None

Approval of Minutes: **MSC: Hammons, Elmatary. Motion to approve the CALM Committee minutes of September 29, 2025.**
Abstention: Doyle Bauer.
The motion passed.

Information

- A. Website Updates Carrasco asked the committee for additional areas to update on the website. Recommended updates include: total savings amount, clarify the role of CALM on the main page, clarification of open educational resources (OER) and zero textbook costs (ZTC), uniform language between "zero cost" and "free," link FAQs to the main page, specific FAQs for students, updating committee membership list, updated committee meeting schedule, list of general courses which are ZTC, updated information about the upcoming ZTC pathways.
- B. Committee Goals for 2025-2026 Carrasco presented the committee's tentative goals for further discussion. Committee members expressed frustration over a lack of timely publication for previous newsletters. It was noted that newsletters may provide helpful recruitment for faculty teaching general education (GE) courses. The committee discussed the faculty orientation events and including information about CALM within these orientation events, rather than creating a stand-alone CALM orientation for new faculty.

C. CALM Office hours Zavodny informed the committee of the CALM office hour schedule: Mondays 11:30am - 1:30pm and Tuesdays 9:30am - 11:00am in CALM's new office: MD-150 and online via Zoom.

D. Student Equity Report and ZTC goals Zavodny informed the committee of the Student Equity Plan presented at the governing board on October 14 2025, specifically referencing the persistence strategy goal of zero-textbook cost. It was noted that the CALM Committee and the CALM Committee co-chairs were not consulted in the creation of this report. The committee expressed curiosity as to how the goal was established and whether there will be resources and support from the student equity plan to achieve these goals.

Studinka informed the committee that the Equity, Education and Student Success Council oversees the Student Equity Plan.

The committee additionally discussed the upcoming burden-free access.

Action

A. Institutionalizing CALM Textbook Adoption Process The committee will revisit this action-item in conjunction with the updated committee goals to be revisited at the next CALM Committee meeting.

MSC: Hiro, McMullen. Motion to table to the next CALM Committee meeting. The motion carried.

B. ZTC Pathway Milestone Presentations

Child and Family Services

CHDV 104 – Ken Breeding, Tanessa Sanchez, Barbara Hammons

The committee discussed the overall hours completed for this course (CHDV 104) and ensuring the course can be completed within the allotted funding.

Sanchez informed the committee the works will be created in LibreTexts, as LibreTexts is the designated platform for Child Development statewide. However the Child Development faculty at Palomar are also considering creating the developed material within Pressbooks as well. Committee members indicated some images may have copyright issues; Sanchez indicated the faculty are aware of this and will ensure all included images will maintain the appropriate Creative Commons licenses.

MSC: Vafaei, Hiro. Motion to approve Ken Breeding for the work completed for CHDV 104 and approve the Time and Effort Report for 43 hours for Fall 2025, for Tanessa Sanchez for CHDV 104 and approve Time and Effort Report for 9 hours for Spring 2025 and 0.5 hours for Summer 2025 (June) and 4.5 hours for Summer (July) 2025 and 8 hours for Fall 2025, and Barbara Hammons for CHDV 104 and approve Time and Effort Reports for 4.75 hours for Summer 2025 and 2.5 hours for Fall 2025.

Abstention: Hammons.

The motion carried.

School Age Assistant

CHDV 180 – Tanessa Sanchez, Barbara Hammons

The committee discussed the fact that accessibility has not been fully completed and expressed concerns in providing payment for work in progress. Additional committee discussion surrounding the completion percentage for milestone updates.

MSC: Vafaei, McMullen. Motion to approve Tanessa Sanchez for CHDV 180 and approve Time and Effort Report for 10.5 hours for Summer 2025 (June) and 29 hours for Summer (July) 2025 and 7 hours for Fall 2025, and Barbara Hammons for CHDV 180 and approve Time and Effort Reports for 3.75 hours for Summer (June) 2025 and 2.5 hours for Summer (July) 2025.

Abstention: Hammons.

The motion carried.

School Age Assistant

CHDV 190 – Tanessa Sanchez, Kerry Diaz

The committee reviewed the milestone update for CHDV 190.

MSC: Doyle Bauer, Studinka. Motion to approve Tanessa Sanchez for CHDV 190 and approve Time and Effort Report for 1.5 hours for Spring 2025 and 2 hours for Summer 2025, and Kerry Diaz for CHDV 190 and approve Time and Effort Reports for 4 hours for Spring 2025 and 28.5 hours for Summer 2025.
The motion carried.

Global Studies

HIST 107 – Travis Ritt

The committee reviewed the video submission for HIST 107 sourcebook. The committee questioned the accessibility through the GoogleDocs and it was noted the final submission will be in PressBooks. Additional committee discussion surrounded the usage of artificial intelligence in the composition of the translations, though it was noted that Ritt utilized faculty knowledge and expertise in translation. Additional committee discussion surrounding licensing of articles within the sourcebook.

**MSC: Hammons, Studinka. Motion to approve Travis Ritt for HIST 107 and approve Time and Effort Report for 20 hours for Summer 2025 (June) and 18.5 hours for Summer (July) 2025 and 46.5 hours for Fall 2025.
The motion carried.**

ADJOURNMENT:

The meeting concluded at 17:40.

Respectfully submitted by Anastasia Zavodny