



Minutes of the
Meeting of the Comets Affordable Learning Committee
November 3, 2025
4:00 – 5:30 p.m.
Regular Meeting
Room EDGE (H-108) & Zoom Location:
<https://palomar-edu.zoom.us/j/773647788>

UNAPPROVED

- PRESENT: Sarah Baker, William Carrasco, Mohammed Elmatary, Kelly Falcone, Barbara Hammons, Erin Hiro (Zoom), Ken McMullen (Zoom), Elisha Rainwater (Zoom), Timothy Stammnitz, Diane Studinka, Anastasia Zavodny
- ABSENT: Alexandra Doyle Bauer, Alyssa Vafaei
- GUESTS: Stephen Curry, Briana Stanley, Fari Towfiq
- CALL TO ORDER: A quorum was established and the meeting was called to order by Co-Chair William Carrasco at 16:06.
- Announcements: Carrasco welcomed Kelly Falcone to the committee!
Falcone announced Chris Norcross will hold two Pressbooks workshops: this Thursday from 12:00-1:00pm on Getting Started and November 20th from 12:00-1:00pm on Making Pressbooks Accessible.
- Agenda Changes: None
- Approval of Minutes: **MSC: Hiro, McMullen. Motion to approve the CALM Committee minutes of October 20, 2025, as amended.**
Abstention: Falcone.
The motion passed.

Information

- A. [Website](#) Updates. Carrasco provided an update of the changes made to the CALM website based on feedback from the committee. Changes include the addition of the office hours and modifying the Student page to follow an FAQ format.
- Falcone informed the committee similar discussions are occurring within the Distance Education Committee regarding announcing online degree pathways available to students and questioned whether there are institutional District-wide efforts to notate the various pathways available for students. Concerns were expressed about ensuring any listing of programs remain dynamic and up-to-date. It was recommended that the CALM Committee make a recommendation to the District to track these online and/or CALM programs to ensure all information is current for students.

Hiro recommended a showcase/testimonials section to the Faculty page to highlight the work accomplished. Committee members expressed support for the idea.

Falcone indicated making it easier to find the ZTC/OER works created would also be helpful by creating one searchable table with a focus on the subject.

B. [Flow chart](#) for project completion

Carrasco provided the committee with the flow chart which provides an overview to the basic steps in completing ZTC materials throughout the course of the ongoing CCCCCO grant.

Hiro provided feedback including that the faculty should provide support to the committee each semester and included concerns over ensuring all accessibility is being met prior to materials coming to the committee. Further, concerns were expressed over ensuring a finalized deliverable and utilizing PressBooks.

Falcone expressed that bullet number four is backwards in terms of the format and accessibility standards – that the platform choice should come first, to ensure full accessibility throughout the project.

Zavodny provided historical information regarding the processes in place within the course of the CCCCCO grant and expressed the desire to ensure reasonable project flow for those grants in-progress versus those grantees yet to begin.

Studinka indicated folks have questioned whether content created is peer-reviewed.

The committee discussed the number of available content-creation platforms and indicated a desire to ensure a narrow scope of recommended platforms due to expertise.

Action

A. Institutionalizing CALM Textbook Adoption Process

Carrasco provided a brief update that progress is being made on a Microsoft Form for textbook adoption.

B. Committee [Goals](#) for 2025-2026

Tabled.

C. ZTC Pathway Milestone Presentations

Studio Arts

ART 102 – Briana Stanley, Stephen Curry

Committee members questioned the grantee faculty regarding the remaining milestones and timeline for completion. Stanley informed the committee the faculty grantees are doing internal peer reviews on the content being created for ART 102. Stanley indicated the faculty have been working with Vafaei for accessibility requirements, especially with respect for the images. The grantee faculty were initially looking at developing the textbook for LibreTexts, but may move to Pressbooks based on discussions in today's meeting. Further discussion surrounded

the usage of alt-text, as it is separate from image metadata and exists dependent upon the platform as images are context-specific.

Additional committee discussion focused on providing proper milestone feedback early for grantees and ensuring grantee faculty are meeting with accessibility experts before commencing development of OER materials. It was also recommended to create a flow chart for starting ZTC projects and not just a flow chart for finishing ZTC projects. It was noted that Canvas course developments provide additional challenges for Braille users and users desiring print copies.

Extensive discussion.

MSC: Hammons, Elmatary. Motion to approve Briana Stanley for the work completed for ART 102 and approve the Time and Effort Report for 29.5 hours and 17.5 hours both for Summer 2025 (pre-July 1) and for 30.5 hours and 3.5 hours for Summer (post-July 1) 2025 and 6 hours for Fall 2025, and for Stephen Curry for ART 102 and approve Time and Effort Report for 1.75 hours for Spring 2025 and 19.5 hours for Summer 2025 and 1.5 hours for Fall 2025.

Abstention: Hammons, Falcone.

Nay: Hiro, McMullen, Studinka.

The motion carried.

ADJOURNMENT:

The meeting concluded at 17:12.

Respectfully submitted by Anastasia Zavodny