



Minutes of the
Meeting of the Comets Affordable Learning Committee
December 1, 2025
4:00 – 5:30 p.m.
Regular Meeting
Room EDGE (H-108) & Zoom Location:
<https://palomar-edu.zoom.us/j/773647788>

APPROVED

PRESENT: Sarah Baker, William Carrasco, Alexandra Doyle Bauer, Mohammed Elmatary (Zoom), Kelly Falcone, Ken McMullen, Elisha Rainwater (Zoom), Timothy Stammnitz, Diane Studinka, Anastasia Zavodny

ABSENT: Barbara Hammons, Erin Hiro, Alyssa Vafaei,

GUESTS: Fari Towfiq (Zoom), Chelsea Wright

CALL TO ORDER: A quorum was established and the meeting was called to order by Co-Chair William Carrasco at 16:07.

Announcements: None

Agenda Changes: None

Approval of Minutes: **MSC: Stammnitz, Doyle Bauer. Motion to approve the CALM Committee minutes of November 17, 2025.**
The motion passed.
Not present: Elmatary, Studinka.

Information

A. Update from Institutional Effectiveness, Planning, Fiscal Stewardship Council

McMullen provided the committee an update about the burden-free access discussion from the previous meeting of the Institutional Effectiveness, Planning, and Fiscal Stewardship Council. Lots of discussion surrounding this topic occurred in that meeting, including: concerns on timing of assignment of part-time faculty to courses, uncertainty about campus procedures for collecting data on costs associated with courses, lack of knowledge of CALM.

Falcone provided additional information about the timing of the burden-free implementation; the policy needs to be instated by January 2026. Further discussion surrounded the need for a clear and concise Board Policy and care to be taken in crafting an Academic Policy. It was noted that this will be a huge lift for the campus to meet this legislation requirement.

The committee discussed the issues associated with timing of faculty assignments, ensuring collection of information regarding course costs, institutionalizing the process.

Action

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

Carrasco pulled up the proposed goals for the committee for 2025 - 2026 academic year. Committee discussion focused around splitting the focus of the goals to sustain, increase, and encourage zero-textbook-cost and open educational resources adoption.

Suggestions from the committee: intentionally focus goals around two areas (1) grant and (2) ongoing institutionalization of the CALM Committee, request plenary administrator presenters inform the campus community of CALM and our role on campus.

Falcone recommended the following institutional goal: ASCCC OERI newsletter from last month indicated colleges which created data dashboards to monitor ZTC.

Extensive discussion followed regarding the committee goals, with new goals and timelines proposed.

**MSC: McMullen, Falcone. Motion to approve the 2025 - 2026 academic year CALM committee goals, as amended.
The motion carried.**

B. ZTC Pathway Milestone Presentations

Studio Arts – AA-T

The committee answered questions from Wright regarding the process of content creation within Pressbooks. The committee expressed appreciation for ensuring accessibility in the content creation phase. Additional questions surrounded proper licensing for images, ensuring accessibility for images and linking versus embedding content.

ART 102 – Chelsea Wright

**MSC: Falcone, Doyle Bauer. Motion to approve Chelsea Wright for the work completed for ART 102 and approve the Time and Effort Report for 4 hours for Fall 2025.
The motion carried.**

ART 165 – Chelsea Wright

**MSC: McMullen, Studinka. Motion to approve Chelsea Wright for the work completed for ART 165 and approve the Time and Effort Report for 5.25 hours for Fall 2025.
The motion carried.**

ART 166 – Chelsea Wright

**MSC: Doyla Bauer, Stamnitz. Motion to approve Chelsea Wright for the work completed for ART 166 and approve the Time and Effort Report for 6.25 hours for Fall 2025.
The motion carried.**

The committee further discussed the status of all grants and remaining funding. Zavodny showed the committee the internal tracking documents for measuring progress within each of the existing pathways and general education courses.

ADJOURNMENT:

The meeting concluded at 17:18.

Respectfully submitted by Anastasia Zavodny