



Minutes of the
Meeting of the Comets Affordable Learning Committee
December 15, 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 (Zoom), William Carrasco, Alexandra Doyle Bauer, Mohammed Elmatary (Zoom), Kelly Falcone, Barbara Hammons, Erin Hiro, Ken McMullen (Zoom), Elisha Rainwater (Zoom), Timothy Stannitz (Zoom), Diane Studinka, Alyssa Vafaei

ABSENT: Anastasia Zavodny

GUESTS: Fari Towfiq (Zoom)

CALL TO ORDER: A quorum was established and the meeting was called to order by Co-Chair William Carrasco at 16:10.

Announcements: None

Agenda Changes: None

Approval of Minutes: **MSC: Hammons, Doyle Bauer. Motion to approve the CALM Committee minutes of December 1, 2025.**
Abstention: Barbara Hammons
The motion passed.

Information

A. Selection of new
CALM Co-Chair /
ZTC Grant
Coordinator.

The Committee reviewed and discussed the roles of ZTC Coordinator and ZTC Grant Coordinator in order to select a potential candidate to replace William Carrasco in his dual role of ZTC Grant Coordinator and CALM Committee Co-Chair.

This item was moved to action. The CALM Committee selected Kelly Falcone to replace William Carrasco as the new ZTC Grant Coordinator during the Spring 2026 semester.

MSC: Doyle Bauer, Vafaei. Motion to move information item A to action.
The motion passed.

MSC: Doyle Bauer, Hammons. Motion to approve the nomination of Kelly Falcone to assume the role of ZTC Grant Coordinator and CALM Committee Co-Chair in Spring 2026, starting January 26, 2026.

B. Current status for
funding of pathways

The presentation of the current allocation of funding for each grant pathway was tabled due to the absence of Anastasia Zavodny.

C. Formalize departmental adoption of novel/textbook purchases.

The committee discussed the creation of a formal agreement with departments to ensure a commitment to utilize any purchased materials in ensuring section(s) will be ZTC starting Fall 2026. Carrasco presented an initial draft of this agreement form.

There was some concern about academic freedom. The committee decided to revisit this topic next semester. The committee recommended asking departments to put the OER textbooks in their Course Outlines of Record to encourage their use. Falcone suggested looking into purchasing ebooks for online classes. Doyle-Bauer will look into it.

D. Changes to plan for CHDV 102

Carrasco presented the Child and Family Services Pathway faculty's decision to adopt and adapt an existing OER textbook for CHDV 102, instead of creating one from scratch as initially planned. Work that was already created and compensated will be included, and the CDV 102 faculty authors will present an updated milestone plan to the committee. The committee supports this change, and recommends telling all ZTC faculty to check for newly published materials in their respective fields.

Action

A. ZTC Pathway Milestone Presentations

JOUR 140 – Melinda Finn

MSC: Vafaei, Doyle Bauer. Motion to approve Melinda Finn for the work completed for JOUR 140 and approve the Time and Effort Report for 4.75 hours for Fall 2025.

**Abstained: Erin Hiro
The motion carried.**

Erin Hiro presented the changes she made in her Canvas shell for JOUR 105 regarding accessibility. She also shared two challenges she encountered. First, Studio videos did not carry over when sharing her course on Canvas Commons. Second, some linked resources were not accessible. Her solution to this problem was to remove all the links and suggest other potential professors to insert a link with their own resources. She thanked the committee for their feedback. The Committee requested that she revise her time and effort reports to include more detailed information on the work she completed.

The committee further discussed a variety of ongoing concerns about making sure OER materials are accessible, including the creation of a repository of accessible materials at Palomar.

JOUR 105 – Erin Hiro

MSC: Hammons, Vafaei. Motion to approve Erin Hiro for the work completed for JOUR 105 and approve the Time and Effort Reports for a total of 90 hours for Fall 2025.

**Abstained: Erin Hiro
The motion carried.**

ADJOURNMENT:

The meeting concluded at 17:31.

Respectfully submitted by William Carrasco & Anastasia Zavodny