



Minutes of the
Meeting of the Comets Affordable Learning Committee
March 17, 2025
4:15 – 5:30 p.m.
Regular Meeting
Room H-112 & Zoom Location:
<https://palomar-edu.zoom.us/j/773647788>

APPROVED

PRESENT: Melissa Allen, Sarah Baker (16:54), William Carrasco, Mohammed Elmatary (Zoom), Barbara Hammons, Erin Hiro, Ken McMullen, Eli Rainwaters, Timothy Stammitz (17:04), Diane Studinka (16:45), Elaine Wilson, Anastasia Zavodny

ABSENT: Alexandra Doyle Bauer,

GUESTS:

CALL TO ORDER: A quorum was established and the meeting was called to order by Co-Chair William Carrasco at 16:22.

Announcements: Happy Saint Patrick's Day! 🍀

Agenda Changes: Addition on AP 3750 (Use of Copyrighted Materials)

Approval of Minutes: MSC: Wilson, Hammons. Motion to approve the minutes of the CALM Committee meeting on March 3, 2025.
The motion carried.

Information

- A. General Updates Zavodny shared an internship opportunity for students: [Application for Michelson 20MM Student Fellowship](#).
- B. NCHEA Grant Carrasco and Zavodny shared information about the upcoming NCHEA grant deadline (April). General consensus among the committee was to wait until the November application period and reevaluate.
One idea that was presented by Hiro was to have a "How to Write a Zero Cost Textbook" theme and bring authors from the colleges for a panel discussion.
- C. Rubrics for Licensing and Accessibility Carrasco showed the committee drafts of rubrics for licensing and accessibility. Wilson volunteered to double-check the rubrics against the OERI rubrics. The committee discussed the need for clear and easy to understand rubrics.
- The committee made some modifications to the presented rubrics following robust discussion. Discussion revolved around requirements for Headers, Alt-Text for images, discipline-specific accessibility issues, formulas, tables, graphs, multimedia requirements. Wilson reminded the committee that existing OER textbooks can be a great reference for examples on proper accessibility.

Zavodny indicated the co-chairs will share the rubrics with the committee to evaluate and provide feedback. Studinka provided some feedback regarding the upcoming legislative requirement for accessibility in all digital content by Spring 2026.

D. Remaining CALM meeting schedule for Spring Carrasco provided the committee with the remaining meeting dates for the committee this Spring.

E. ZTC Collaboration Cohorts Carrasco presented a plan for the committee co-chairs to meet with each pathway and work with them to solidify a plan for using the allocated funds. The proposed plan also entails pathway faculty presenting their milestone update(s) to the CALM Committee during a committee meeting for review and approval.

Action

A. Review Milestone Submission MSC: McMullen, Hammons. Motion to approve the HIST 107 textbook and Time and Effort Report for Travis Ritt in the amount of 98 hours. The motion carried.

ADJOURNMENT: The meeting concluded at 17:23.

Respectfully submitted by Anastasia Zavodny