



Minutes of the
Meeting of the Comets Affordable Learning Committee
April 14, 2025
4:15 – 5:30 p.m.
Special Meeting
Room MD-305 & Zoom Location:
<https://palomar-edu.zoom.us/j/773647788>

APPROVED

- PRESENT: Melissa Allen, William Carrasco, Mohammed Elmatary, Barbara Hammons (Zoom), Ken McMullen (Zoom), Eli Rainwaters (Zoom), Timothy Stammnitz, Diane Studinka, Elaine Wilson, Anastasia Zavodny
- ABSENT: Sarah Baker, Alexandra Doyle Bauer, Erin Hiro,
- GUESTS:
- CALL TO ORDER: A quorum was established and the meeting was called to order by Co-Chair William Carrasco at 16:21.
- Announcements:
- Agenda Changes:
- Approval of Minutes: MSC: Wilson, Stammnitz. Motion to approve the minutes of the CALM Committee meeting on April 7, 2025.
The motion carried.

Action

A. Textbook and supply purchases

- MSC: Zavodny, Wilson. Motion to approve purchase of one classroom set of 47 novels each for the following courses, funded via the Global Studies pathway, in an amount not to exceed \$3,500:
- HIST 107: **Sundiata: An Epic of Old Mali** as told by D.T. Niane and **Tales from the One Thousand and One Nights** by Penguin Classics translated by N.J. Dawood
 - HIST 108: **Burmese Days** by George Orwell and **The Diligent: A Voyage Through the Worlds of the Slave Trade** by Robert Harms

The motion carried.

- MSC: Zavodny, Wilson. Motion to approve purchase of one classroom set of 47 novels each for the following courses, funded via the History pathway, in an amount not to exceed \$2,500:

- HIST 160: **Islam in the Indian Ocean World: A Brief History with Documents** by Omar H. Ali and **Woman at Point Zero** by Nawal El Saadawi

The motion carried.

The committee questioned whether any novels are in the public domain and if so, whether the college could purchase one novel and have Comet Copy provide a classroom set of novels.

MSC: Allen, Elmatary. Motion to approve the purchase of supplies (non-Amazon) from the Studio Arts pathway in the amount not to exceed \$1,500:

Description (with link to item)	Supplier	Qty	Unit price	Total price
Canvas Lamp with Weighted Base + Magnetic Mount + Remote Trigger	CANVAS	3	\$268.00	\$776.69
Art Alternatives Artist Classic Tote Board (23"x26")	Art Supply Warehouse	3	\$18.99	\$56.97
Strathmore 400 Series Recycled Drawing Paper Spiral Pad, 18x24"	Art Supply Warehouse	1	\$23.29	\$23.29
Strathmore 500 Series Charcoal Spiral Paper 24 Sheets 18x24" Assorted	Art Supply Warehouse	1	\$36.39	\$36.39
Seth Cole 55W Lightweight Tracing Sketch Paper Roll, 18"x50yd	Art Supply Warehouse	1	\$17.88	\$17.88
Strathmore 400 Series Recycled Drawing Paper Spiral Pad, 9x12"	Art Supply Warehouse	1	\$8.19	\$8.19
Prismacolor Premier Pencil Sharpener	Art Supply Warehouse	1	\$7.99	\$7.99
Pacific Arc Sandpaper Lead Pointer Pad 12 Sheets	Art Supply Warehouse	1	\$1.59	\$1.59
General's Charcoal Pencil 5 Set Kit	Art Supply Warehouse	1	\$5.59	\$5.59
Winsor & Newton Artists' Vine Charcoal 12 Pack Soft	Art Supply Warehouse	1	\$9.99	\$9.99
General's SketchMate Drawing Kit	Art Supply Warehouse	1	\$8.99	\$8.99
Faber-Castell Graphite Sketch Set	Art Supply Warehouse	1	\$7.99	\$7.99
Faber-Castell Kneaded Eraser with Box	Art Supply Warehouse	1	\$1.39	\$1.39
Richeson Artist Chamois 5x7"	Art Supply Warehouse	1	\$6.19	\$6.19
Pacific Arc Professional Horse Hair Drafting Dust Brush 9"	Art Supply Warehouse	1	\$7.09	\$7.09
General's Compressed Charcoal Stick 4 Pack 2B, 4B & 6B	Art Supply Warehouse	1	\$4.29	\$4.29
Art Alternatives Totillion 6 Pack Assorted Sizes	Art Supply Warehouse	1	\$2.20	\$2.20
Prismacolor Premier Col-Erase Erasable Color Pencil 12 Set	Art Supply Warehouse	1	\$14.99	\$14.99
Derwent Inktense Water-Soluble Ink Pencil Bark	Art Supply Warehouse	1	\$2.99	\$2.99

Sakura Pigma Micron (005, 02, 08) Pen 3 Set Black	Art Supply Warehouse	1	\$8.99	\$8.99
Yasutomo Liquid Sumi Ink 2oz. Black	Art Supply Warehouse	1	\$4.99	\$4.99
Princeton Select Artiste Synthetic Brush Series 3700 Round #10	Art Supply Warehouse	1	\$5.23	\$5.23
Princeton Select Artiste Synthetic Brush Series 3750 Shader #4	Art Supply Warehouse	1	\$3.18	\$3.18
Tombow MONO Zero Eraser Silver Round	Art Supply Warehouse	1	\$4.99	\$4.99
Art Alternative Wooden Acrylic Edge T-Square 24"	Art Supply Warehouse	1	\$20.99	\$20.99
Art Alternative Flexible Stainless Steel Ruler 36"	Art Supply Warehouse	1	\$16.49	\$16.49
Olfa 180 Metal Precision Utility Knife 9mm	Art Supply Warehouse	1	\$3.94	\$3.94
3M Scotch #2090 Original Painters Masking Tape .94"x60yd Blue	Art Supply Warehouse	1	\$8.46	\$8.46

Abstain: Wilson.
The motion carried.

MSC: Stannitz, Allen. Motion to approve the purchase of two document cameras (IPEVO VZ-X Wireless 8MP Document Camera, 3 Modes of Connectivity — Wi-Fi, HDMI, and USB, Compatible with Web Conferencing Software in USB Mode, Works Wirelessly with iOS, tvOS, and Android) from the Studio Arts pathway in the amount not to exceed \$800.

Abstain: Wilson.
The motion carried.

The committee questioned the process involved for ongoing supplies purchased via the grant, such as the Canvas lamp with weighted base. It was noted that supplies purchased via the grant remain the property of CALM for future usage. Discussion centered around inventory tracking and whether this would be handled by the District or the CALM program. Concerns were expressed over ensuring proper tracking for future usage of equipment purchases.

MSC: Wilson, Stannitz. Motion to approve the purchase of a classroom set of 35 textbooks (Adams, Byron J. & Crawley, John L. Van De Graaff's Photographic Atlas for the Biology Laboratory, 8e) from the Biology pathway in the amount not to exceed \$2,500.

The motion carried.

A. Rubrics for Licensing, Accessibility and IDEA

Carrasco informed the committee the co-chairs have reached out to Chase Way from OFAR to provide feedback for the forms. A few suggestions and modifications were made to the Licensing and Accessibility forms. Committee discussion involved the audio recommendations on the accessibility form, especially in ensuring captioning is included. It was recommended that any faculty creating videos may wish to create one video and submit to CALM Committee for feedback before creating multiple videos. Committee requested the Distance Education Committee and the Instructional Designer also review and provide suggestions for our accessibility forms.

B. ZTC 2025 Allocation

Carrasco provided a brief update regarding the additional allocation and that we are awaiting additional information from faculty in the existing pathways regarding any backfill funding requests.

C. [AB607 Bill](#)

Studinka provided an update as to the missing ZTC/LTC labels for Summer course schedules, indicating the bookstore sent a batch of textbook adoption information to Instruction today.

ADJOURNMENT:

The meeting concluded at 17:39.

Respectfully submitted by Anastasia Zavodny