



Minutes of the  
Meeting of the Comets Affordable Learning Committee  
April 21, 2025  
4:15 – 5:30 p.m.  
Regular Meeting  
Room H-112 & Zoom Location:  
<https://palomar-edu.zoom.us/j/773647788>

APPROVED

- PRESENT: Sarah Baker (Zoom), William Carrasco, Alexandra Doyle Bauer, Mohammed Elmatary, Barbara Hammons (Zoom), Erin Hiro, Ken McMullen (Zoom; arrived 16:33), Eli Rainwaters (Zoom), Timothy Stammnitz, Diane Studinka (arrived 16:28), Elaine Wilson, Anastasia Zavodny
- ABSENT: Melissa Allen
- GUESTS:
- CALL TO ORDER: A quorum was established and the meeting was called to order by Co-Chair William Carrasco at 16:19.
- Announcements: A committee member asked about the purchase procedure for approved grant purchases. The committee recommended establishing a procedure with the District to help guide purchases through the life of these grants.
- Agenda Changes:
- Approval of Minutes: **MSC: Hammons, Wilson. Motion to approve the minutes of the CALM Committee meeting on April 14, 2025.**  
Abstention: Doyle Bauer.  
The motion carried.

Action

- A. JOUR 130 content review Hiro discussed the Journalism pathway with the committee, indicating that there are not many existing zero-cost resources for the field. Hiro showed the committee the Canvas course created for JOUR 130. As an aside, the committee was shown open Palomar College templates for courses of various lengths and modules containing resources for students. The Journalism 130 Canvas course contains all needed content information within the Canvas shell, as Hiro explained textbooks would become outdated quickly given the nature of the course content. Knowledge check, discussion boards, anonymous feedback opportunities, and assignments are all included throughout the eight-module course.
- The committee noted to ensure the Canvas course contains the proper CC BY license and an appropriate link to Canvas Commons is provided to the Co-Chairs to upload to Cool4Ed.
- MSC: Hammons, Elmatary. Motion to approve the JOUR 130 Canvas course and two Time & Effort Reports for Erin Hiro in the amount of 55 hours (Fall) and 65 hours (Spring).**  
The motion carried.

## Information

### A. Institutional Support

Wilson provided an update to the committee about statewide discussions on ensuring the zero textbook cost (ZTC) pathways are easy to find by students. The committee discussed the various ways the District and institution as a whole could support the CALM program and ZTC pathways. Some suggestions included a separate search feature for ZTC/LTC course offerings in the online class schedule (rather than as an option in the "Online And/Or GE" dropdown menu). The committee suggested modifying the dropdown boxes to include the ability to separate searches for "Zero textbook cost" versus "Low textbook cost" courses. A suggestion was to create a separate dropdown for "Textbook/Materials Fees" to include dropdown options: Zero Textbook Cost, Low Textbook Cost, Zero Materials Fees, etc.

Further suggestions included advertising the ZTC pathways in fliers and on the billboards. Conversation involved whether the District has funding available to support advertising, the types of advertising options available, texting campaign options, student orientations, and the processes involved in requesting advertising assistance.

The committee discussed a desire for instituting an ongoing rollover for courses to have the ZTC label included, as there are many courses which do not use - and never have used - a textbook.

Zavodny indicated the co-chairs are working with the Library regarding establishing the classroom set of books procedures.

### B. OERI Liaison

Wilson shared the OERI Liaison position role and duties with the committee, including expectations of attending online webinars, sending emails and newsletters and the associated \$500/semester stipend.

### ADJOURNMENT:

The meeting concluded at 17:36.

Respectfully submitted by Anastasia Zavodny