



Minutes of the  
Meeting of the Comets Affordable Learning Committee  
August 25, 2025  
4:15 – 5:45 p.m.  
Special Meeting  
Room EDGE (H-108) & Zoom Location:  
<https://palomar-edu.zoom.us/j/773647788>

APPROVED

PRESENT: Sarah Baker (arrive: 16:42), William Carrasco, Alexandra Doyle Bauer, Mohammed Elmatary (arrive 16:45), Barbara Hammons, Eli Rainwaters (Zoom; in-person 16:47), Timothy Stannitz, Diane Studinka, Anastasia Zavodny

ABSENT: Erin Hiro, Ken McMullen,

GUESTS: Fari Towfiq, Alyssa Vafaei

CALL TO ORDER: A quorum was established and the meeting was called to order by Co-Chair William Carrasco at 16:23.

Announcements: Carrasco welcomed the committee.

Agenda Changes: None

Approval of Minutes: **Tabled until first regular meeting.**

### Information

#### A. Updates from Summer

Studinka indicated the search for an office for CALM is narrowing down, with an announcement hopefully forthcoming by the end of the week. Zavodny announced the four History novels are at the library and she placed CALM stickers in them today. Carrasco informed the committee textbooks are being ordered for two Wastewater courses. Carrasco announced interest from CINE 100 faculty, a GE course, to convert to ZTC. The co-chairs presented an update on the allocation of the additional \$320,000 received and the amounts provided to each pathway. The co-chairs additionally informed the committee of extra interest from faculty and recruitment efforts underway. Towfiq reminded the committee of the meetings with the bookstore and the bookstore's expressed preference for faculty utilizing the CALM Textbook Adoption Form. Doyle Bauer asked about using a rollover list for textbooks.

#### B. Accessibility

Carrasco and Zavodny welcomed Alyssa Vafaei, Accessibility Instructional Designer. Vafaei reminded the committee about the upcoming accessibility requirements for Spring 2026 and the importance of accessible design early in the content creation process. Vafaei reminded the committee that all content, including pre-existing OER, must be accessible by Spring 2026.

C. Newsletters

Last year, the committee had timing issues with campus newsletters and would like to ensure we have a regular commitment for newsletters. Towfiq suggested two times per semester: early and toward the middle of the semester, with some topics to include the textbook adoption form, accessibility requirements and recruitment of additional faculty to participate in the ZTC grant. Carrasco suggested adding the newsletter timing to the committee calendar.

D. Time & Effort Reports

Carrasco informed the committee of ongoing efforts to ensure consistency in the completion of Time & Effort reports for all grantee faculty. Towfiq explained the timing of pay for faculty and the timing issues when many Time & Efforts are being processed simultaneously. The hope for smooth processing would be for faculty to submit by October 30th and the committee would approve submissions by November 17th, which may necessitate additional committee meetings. NOHEs will be generated by November 21st and sent to payroll by December 1st, for pay to be disbursed to faculty by December 20th.

Action

A. Calendar & Planning

Carrasco shared the calendar of proposed meeting dates for the committee for Fall. Zavodny indicated potential committee goals will be sent for the committee to review and bring suggestions for the next committee meeting. The committee suggested important events to add to the calendar (newsletter, timing for grantee submissions).

**MSC: Doyle Bauer / Stamnitz. Motion to move meeting times to 4:00pm - 5:00pm for the Fall semester.  
The motion carried.**

B. Funding for revisions to ZTC materials

Carrasco shared that a faculty member, who had previously converted a course to ZTC, indicated interest in updating their ZTC materials utilizing the grant. The committee expressed that if the course was a GE course, this should be an allowable expense. However, should the course not be one of the GE or Cal-GETC courses, it would likely be unable to be converted with the current grant funds.

ADJOURNMENT:

The meeting concluded at 17:26.

Respectfully submitted by Anastasia Zavodny