



Minutes of the
Meeting of the Comets Affordable Learning Committee
September 29, 2025
4:00 – 5:30 p.m.
Special Meeting
Room EDGE (H-108) & Zoom Location:
<https://palomar-edu.zoom.us/j/773647788>

APPROVED

- PRESENT: Sarah Baker, William Carrasco, Mohammed Elmatary, Barbara Hammons, Erin Hiro, Ken McMullen, Elisha Rainwater (Zoom), Timothy Stammnitz, Diane Studinka, Alyssa Vafaei, Anastasia Zavodny
- ABSENT: Alexandra Doyle Bauer,
- GUESTS: Fari Towfiq, Christina Timmons (Zoom), Devon Smith (Zoom),
- CALL TO ORDER: A quorum was established and the meeting was called to order by Co-Chair William Carrasco at 16:10.
- Announcements: Fari Towfiq announced CALM office hours for Fall: Mondays 11:30 - 1:30pm and Tuesdays 9:30 - 11:00am in MD-150 and simultaneously via Zoom.
- Ken McMullen announced an upcoming webinar on October 10th to focus on ROI and ZTC.
- Agenda Changes: None
- Approval of Minutes: **MSC: Hammons, McMullen. Motion to approve the minutes of September 15, 2025.**
The motion passed.

Information

A. Follett Discover textbook adoption process.

Zavodny provided the committee with an update of the process of adopting textbooks via the Follet Discover adoption process. Zavodny indicated she and Kelly Falcone walked through the process and found it to be counter-intuitive and unclear to the user.

Studinka mentioned concerns regarding the bookstore due dates for textbooks adoption, as the current dates may occur too close, or even after, student registration. Studinka also informed the committee of discussions with executive administration regarding making an official recommendation for formalizing and streamlining a textbook adoption process.

Additional concerns from the committee centered around ensuring Part-Time faculty receive course assignments prior to textbook due dates.

B. Institutionalizing CALM textbook adoption process.

In continuing the textbook adoption discussion, Zavodny reminded the committee that the current CALM Textbook Adoption form was built within Google Forms in order to meet a need several years ago. Given the continuing institutionalization of the CALM program, it is recommended that CALM work with the District to create an institutionalized process for adopting ZTC and OER textbooks. This topic will return as an action item at the next regular CALM meeting.

C. Cool4Ed upload process

Towfiq informed the committee of the recent CCCCCO webinar regarding Cool4Ed, the directory for all OER created through the CCCCCO grant. The Cool4Ed website allows only one email address per institution to upload the textbook information. The calm@palomar email address has been registered with Cool4Ed as the official email for submissions. Towfiq indicated a recommendation to notate the CALM Coordinator as the official submitter of materials created. Additionally, given that there is information necessary from faculty for uploading materials, it is recommended the CALM Committee Co-Chairs create a form to collect information necessary in order to streamline the uploading process.

In discussing platforms for content creation, Towfiq informed the committee of the challenges associated with content created as PDFs, due to the web-hosting requirement, as Cool4Ed is only a directory and not a location for uploading materials. Committee members indicated a desire to encourage faculty to utilize Palomar's Pressbooks. Concern was expressed over both the longevity of Palomar's Pressbooks and the difficulty in learning LibreTexts.

Action

A. ZTC Pathway Milestone Presentation

Child and Family Services

CHDV 100 – Gina Wilson

The committee noted access errors with opening some of the slides. This was rectified by Wilson during the meeting. Additional committee discussion regarding where the final project will be housed to allow it to appear in Cool4Ed.

MSC: Hiro, Hammons . Motion to approve Gina Wilson for the work completed for CHDV 100 and approve the Time and Effort Report for 16 hours for Spring 2025 for her work on CHDV 100 and recommend Wilson work with the appropriate Palomar College contacts to ensure the work is housed on an accessible website.

The motion carried.

CHDV 102 – Heather Pham and Gina Wilson

The committee reviewed the submitted materials.

MSC: McMullen, Hammons. Motion to approve Heather Pham for the work completed for CHDV 102 and approve the Time and Effort Report for 8.5 hours for Spring 2025 and 2.5 hours for Summer 2025 for her work on CHDV 102 and to approve Gina Wilson for the work completed for CHDV 102 and approve the Time and Effort Reports for 2 hours for Spring 2025, 10.5 hours for Summer 2025 (up to June 30th) and 6 hours for Summer 2025 (July 1 onwards) for her work on CHDV 102.

The motion carried.

Social Justice: Gender, Women and Sexuality Studies, AA-T

SOC 135 – Devon Smith

The committee liked the test banks created.

MSC: Hiro, Hammons. Motion to approve Devon Smith for the work completed for SOC 135 and approve the Time and Effort Report for 9.5 hours for Summer 2025 for her work on SOC 135.

The motion carried.

SOC 180 – Susan Miller and Christina Timmons

The committee provided some feedback to future Time & Effort Reports to ensure uniformity and recommended more specificity in some of the items presented in the Time & Effort Reports.

MSC: Studinka, McMullen. Motion to approve Susan Miller for the work completed for SOC 180 and approve the Time and Effort Report for 8.5 hours for Summer 2025 (up to June 30th) and 22 hours for Summer 2025 (July 1 onwards) for her work on SOC 180 and to approve Christina Timmons for the work completed for SOC 180 and approve the Time and Effort Reports for 8.5 hours for Summer 2025 (up to June 30th) and 16 hours for Summer 2025 (July 1 onwards) for her work on SOC 180.

The motion carried.

ADJOURNMENT:

The meeting concluded at 17:08.

Respectfully submitted by Anastasia Zavodny