



CALM Committee, Monday April 6th, 2026

CALM Meetings Date, Time, Location

- Date: Monday April 6th, 2026
- Meeting Recurrence: 1st and 3rd Monday 4-5:30pm
 - Spring 2026: 2/3, 3/2, 3/16, 4/6, 4/20, 5/4, 5/18
- Location: H-112

CALM Committee Membership

- Co-Chair (senate reassigned): Senator-Anastasia Zavodny (Appointed by Senate)
- Co-Chair (grant-funded): Kelly Falcone (Appointed by CALM)
- Instructional Dean: Diane Studinka
- Faculty, SBS (24–26): Ken McMullen
- Library Representative: Alexandra Doyle Bauer
- Distance Education Committee Chair (or designee): Barbara Hammons
- Faculty, at-large (24–26): William Carrasco (on sabbatical for Spr26)
- DRC Representative: Sarah Baker
- Faculty, at-large (25–27): Timothy Starnitz
- Student ASG: (vacant)
- Faculty, AMBA (25–27): Erin Hiro
- Faculty, Counseling (25–27): Kelly Falcone
- Faculty, CTE (25–27): Alyssa Vafaei
- Faculty, L&L (24–26): Elisha (Eli) Rainwaters
- Faculty, MSE (24–26): (vacant)

CALM Agenda and Minutes

I. Call to order

Members in attendance: Sarah Baker (Zoom), Alexandra Doyle Bauer, Barbara Hammons, Erin Hiro, Ken McMullen (Zoom), Eli Rainwaters (Zoom), Diane Studinka, Alyssa Vafaei, Anastasia Zavodny

Guests in attendance: Fari Towfiq (Zoom)

A quorum was established and the meeting was called to order by the CALM Co-Chair, Anastasia Zavodny, at 16:16.

II. Public Comments

- A. *Persons wishing to address the committee on topics subject to the committee's jurisdiction shall have the opportunity to do so at the start of all regular and special meetings. Persons wishing to address agenda items may also do so during the committee's consideration of the item of business. In order to efficiently manage the business of the committee, the committee chair may limit the timing of each individual to three minutes.*

There were no public comments.

III. Agenda Changes

Agenda change to re-order Information Items A and B prior to Action.



IV. Approval of Minutes

- A. Minutes from March 2, 2026

MSC: Hammons, Vafaei. Motion to approve the CALM Committee minutes of March 2, 2026.

The motion was approved.

V. Action items

- A. Review and Approve: ZTC Grant Progress Report Time and Effort Submissions (previously called milestone work)
- i. Review Document: 4-6-26 Time and Effort CALM Approvals. These will be approved as one action unless members ask the vote to be spilt.
1. Ken Breeding, CHDV 104
 2. Heather Elliott Pham, CHDV 102
 3. Marina Parenti, HIST 101
 4. Marina Parenti, HIST 102
 5. Christina Timmons, SOC 180
 6. Catherine Christensen Gwin, HIST 130
 7. Elaine Wilson, ART 164
 8. Elaine Wilson, ART 102
 9. Briana Stanley, ART 102
 10. Tanessa Sanchez, CHDV 180

MSC: Hiro, Vafaei. Motion to approve the Time and Effort reports for Tanessa Sanchez CHDV 180 in the amount of 20 hours and for Christina Timmons SOC 180 in the amount of 12 hours.

The motion carried.

MSC: Hammons, Studinka. Motion to approve the Time and Effort report for Catherine Christensen Gwin HIST 130 in the amount of 35 hours.

The motion carried.

It was noted by the committee to ensure the final work submission is presented in an accessible format, preferably PressBooks. Hiro noted the committee was initially unable to access the submission. This issue was resolved during the meeting and the committee was able to view the work completed.

MS: Hiro, Hammons. Motion to approve the Time and Effort report for Ken Breeding CHDV 104 in the amount of 69.5 hours.

The motion was Tabled.

The committee had several questions, including: need to reconcile the submitted Google time form with the submitted request for hours for work completed, clarification around work completed with this submission versus work completed in the previous Time and Effort submission, clarification on descriptions of work submitted (e.g. which chapter is meant by "Diversity chapter" etc).

Additionally, due to an error by committee co-chair Zavodny, the links to Breeding's submitted chapters were not visible to the committee members.



MSC: Hiro, Studinka. Motion to approve the Time and Effort report for Heather Elliott Pham CHDV 102 in the amount of 4.5 hours.

The motion carried.

MS: Vafaei, Hammons. Motion to approve the Time and Effort reports for Marina Parenti for HIST 101 in the amount of 65 hours and HIST 102 in the amount of 62 hours.

The motion was Tabled.

The committee requested additional clarifying information, specifically: addressing the “unforeseen complexities,” missing rubrics, addressing the committee’s concern as to the number of hours submitted for each project (exceeding projections).

MS: Hiro, Doyle Bauer. Motion to approve the Time and Effort report for Elaine Wilson ART 164 in the amount of 10.75 hours.

The motion was Tabled.

The committee was unable to access and view the submitted work completed to-date due to login restrictions. Additionally, the committee discussed Wilson’s concerns over receiving information that the source of images, Smarthistory, cannot ensure accuracy as to the correct Creative Commons (CC) license applying to all hosted images. The committee requested an update from Wilson as to whether the Academic Senate for California Community Colleges (ASCCC) Open Educational Resources Initiative (OERI) has provided any additional guidance on the matter.

MSC: Doyle Bauer, Studinka. Motion to approve the Time and Effort report for Elaine Wilson ART 102 in the amount of 2.75 hours.

Abstention: Rainwaters (absent).

The motion carried.

Studinka requested the Time and Effort form be corrected to allow the entirety of text submitted on the line item to be readable.

MSC: Studinka, Doyle Bauer. Motion to approve the Time and Effort report for Briana Stanley ART 102 in the amount of 5 hours.

Abstention: Rainwaters (absent).

The motion carried.

The committee requested that future submissions from this project link directly to the submitted work for review, rather than the overall Google folder of materials. The committee also requested the final project include references, to ensure academic integrity and objectivity.



A. Review CALM report: ZTC Grant Progress Report and Projections by Pathway Allocation

Zavodny provided an update to the committee on the progress report per pathway. Zavodny informed the committee the course projected completion date was information compiled by Falcone based on submitted information from pathway grantees. Additional clarification was provided regarding the indirect costs and other administrative costs for the acceleration grant overall. It was noted that due to the District's payroll method of processing, it is not immediately possible to separate Actuals on a per-course basis for grantees. The committee discussed the current missing information on courses and the curricular changes to some pathways since 2023. The committee reviewed the course expected completion timeline table, noting the immense incoming workload for the committee.

B. Review CALM report: ZTC Grant Fiscal Report Out to CALM Committee: April 6th, 2026

Zavodny provided a brief update on the overview document of current Actuals for each pathway. These figures reflect an equal split allocation of indirect costs across the pathways. The committee expressed concerns over ensuring all work in the pathways are completed by December 2026. Towfiq announced her new appointment as Interim Dean, Mathematics Science and Engineering (MSE). Due to her new role, Towfiq will now only assist CALM with book orders, marketing, and data dashboards and will no longer be compensated from the grant for this work. Studinka will resume a full administrative role for the committee and the grant. Studinka informed the committee of her Divisional Administrative Assistant (DAA)'s ongoing efforts to ensure accuracy in financial reports due to the high turnover of DAAs throughout the course of this grant. Studinka also noted that today was the deadline for April payment for NOHEs, so today's approvals will be compensated in May.

VII. Discussion Items

A. Propose new meeting day/time for CALM Meetings

Tabled.

B. Strategies to ensure ZTC grant work is completed by December 2026

Tabled.

VIII. Topics for Next Meeting

A. Presentation on CALM Roles and Responsibilities- Studinka

B. Agenda requests from members?

IX. Adjournment

The meeting was adjourned at 17:47.

Respectfully submitted by Anastasia Zavodny.