



## CALM Committee, Monday April 20, 2026

### CALM Meetings Date, Time, Location

- Date: Monday April 20, 2026
- Meeting Recurrence: 1<sup>st</sup> and 3<sup>rd</sup> Monday 4-5:30pm
  - Spring 2026: 2/3, 3/2, 3/16, 4/6, 4/20, 5/4, 5/18
- Location: H-112 and [Zoom](#)

### 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 Stamnitz
- 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, Kelly Falcone, Barbara Hammons, Erin Hiro, Eli Rainwaters (Zoom), Diane Studinka, Alyssa Vafaei, Anastasia Zavodny

Guests in attendance: Kathleen Sheahan, Elaine Wilson

A quorum was established and the meeting was called to order by the CALM Co-Chair, Anastasia Zavodny, at 16:07.

#### 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 move all Action items, except for Action A.i.7. Elaine Wilson ART 164, after Information and Discussion items. Additional agenda change to address the request of Spanish to develop OER as a General Education (GE) course under Information Item A.

IV. Approval of Minutes

A. Minutes from [April 6, 2026](#)

**MSC: Hammons, Doyle Bauer. Motion to approve the CALM Committee minutes of April 6, 2026, as amended.**

**Abstention: Falcone.**

**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: [26-04-20 Time and Effort CALM Approvals](#). These will be approved as one action unless members ask the vote to be split.

1. Ken Breeding, CHDV 104 (updated)
2. Tanessa Sanchez and Barbara Hammons, CHDV 104
3. Marina Parenti, HIST 101 (updated)
4. Marina Parenti, HIST 102 (updated)
5. Susan Miller, SOC 180
6. Gina Wilson, CHDV100
7. Elaine Wilson, ART 164
8. Gina Wilson, CHDV102
9. Kerry Diaz and Barbara Hammons, CHDV 190

**MSCU: Hiro, Hammons. Motion to approve the Time and Effort report for Elaine Wilson ART 164 in the amount of 10.75 hours.**

**The motion was approved.**

Elaine Wilson provided the committee with an overview of the three main units developed in her LibreText book for ART 164, noting that the project was 90% finished. The committee inquired about updates with her licensing dilemma through Smarthistory. Wilson indicated she was unsure how to proceed, given Smarthistory indicated they could not confirm CC licensing listed on their website. Wilson indicated she has been in communication with ASCCC OERI, who indicated usage of Smarthistory articles is 'probably safe.' It was clarified for the committee that Wilson's textbook is using both images and articles from Smarthistory, under the presumption of CC licensing, as listed on the Smarthistory website. Wilson expressed concern over an increase in workload if the articles are unable to be used due to questions over their licensing. Falcone indicated this scenario is why CALM needs the support of an OER librarian, as OER librarians would be experts in these types of licensing questions. Further discussion centered around whether information from the British Museum was public domain, general concerns over ensuring any material claiming a CC license is indeed truly CC licensed. Hiro inquired as to whether the Arts pathway has enough remaining funding to support the required additional work for ART 164 in light of these licensing concerns. Zavodny informed the committee that the previously unknown courses within the pathway have been confirmed to already be ZTC, indicating that there is unclaimed funding available in the Art pathway.



The remaining Action items were Tabled.

VI. Information items

- A. Review CALM report: ZTC Grant Progress Report and Projections by Pathway Allocation  
*Standing informational item for overall projections and allocations per grant pathway.*

Guest Kathleen Sheahan addressed the committee with concerns and frustrations regarding delays in receiving responses to her email inquiries to the solicitation for General Education (GE) course conversions. Falcone expressed uncertainty as to the remaining amount of grant funding available to support GE conversions. Studinka indicated there were plenty of remaining funds, including within the Implementation pathway. Zavodny questioned whether the excess Implementation funds were due to Towfiq's departure from grant administration; Studinka indicated these available funds exceeded the amount allocated for Towfiq's position. The committee discussed overall uncertainty in projected expenses for grant pathways and the criteria for determining the GE course(s) to fund.

Sheahan asked the committee for more information as to what is possible through these grant funds, specifically whether these funds are meant for adaptation, creation, etc. She indicated the department has been reviewing OER since 2020 and that students utilize the same textbook throughout the Spanish course sequence. The goal of the department would be to phase in an OER textbook by Spring 2027 for the start of the sequence. The committee described the current processes for OER review and ensuring non-duplication of work, licensing requirements, and date for project completion. Sheahan indicated the department has hesitated in committing to requesting grant funding, due to uncertainties about ensuring funding to create the textbook which would be used across multiple courses in the Spanish sequence. Sheahan questioned whether funding would exist past December to support the conversion of more than just SPAN 101; Studinka sought clarification, as the committee's understanding was one textbook supports multiple courses in the Spanish sequence. Sheahan clarified it is one textbook, of approximately eighteen chapters, and expressed concern over the feasibility of completing the entirety of this work by December 2026. Zavodny indicated she would send Sheahan a recap of the next steps and procedures for pursuing funding via the GE course segment of the grants.

- B. Review CALM report: ZTC Grant Fiscal Report Out to CALM Committee: April 6th, 2026  
*Standing informational item for overview of each grant pathway financial status.*

Zavodny indicated one new grant progress submission has been entered into the projected completion review calendar. At present, the first committee meeting of Fall is scheduled to have a large amount of course completions. It was noted these were only projected dates of course completions, and not milestone submissions, which may significantly increase the workload of the committee.

- C. Lowering Low Textbook Cost (LTC) threshold to \$30  
*Committee to consider lowering threshold for Low Textbook Cost (LTC) designation from \$40 to \$30 to equal the definition adopted by the Student Senate for California Community College Board of Directors and ASCCC's corresponding recommendation.*



Zavodny briefly updated the committee on the adoption of \$30 as the low textbook cost (LTC) threshold by the Student Senate for California Community College Board of Directors. Currently Palomar uses the \$40 threshold to define LTC. This topic will be brought for further discussion at a future meeting.

D. Update committee [governance structure sheet](#)

*Committee to consider updates to overall committee structure for the 2026-2027 academic year.*

Zavodny informed the committee the current governance structure was adopted before both the CALM Coordinator and Dean of Instruction positions existed. Zavodny recommended the committee examine the structure and it will be brought for further discussion at a future meeting.

VII. Discussion Items

A. Committee roles/responsibilities

*Opportunity to discuss member ideas for sharing responsibilities among members, addressing management workload concerns, ensuring sufficient Institutional support.*

Zavodny opened the discussion, noting several committee members had requested this agenda item. Doyle Bauer expressed concerns over committee members requiring more information regarding the current expenditures within the pathways. Studinka indicated the Actuals have been updated, while Falcone highlighted the uncertainty in projections for pathways. Zavodny requested clarification on the procedure for requesting additional support, noting that she and Carrasco had requested additional staff support for grant management in 2023 at the start of the grant and most recently Falcone has requested support through dedicated PressBooks support. Studinka indicated these types of resources come from grant funds, with Zavodny clarifying requests were made from the co-chairs prior to the allocation of the \$320,000 disbursement to pathways, yet no additional support was secured. Falcone expressed confusion as to the role of the CALM Committee co-chair elected from the body and expressed concerns over unknowns such as the remaining amount of funding and the need to help support the pathways. Falcone suggested additional committee members could take on the role of grant support by forming a project management team, as the workload is beyond that of the two committee co-chairs.

The committee noted the workload will exponentially grow in the remaining months of this grant. The committee requested information on how many courses have yet to submit progress updates. Concern was expressed by the committee over the need for timely response to emails and ensuring agendas are sent 72 hours prior to committee meetings. Zavodny acknowledged the issues and suggested creating the Time and Effort review document immediately following each committee meeting for the succeeding meeting and designating committee members to check the accessibility of the included links. Zavodny questioned the committee about the accessibility of documents housed within Teams and meeting Brown Act requirements. Falcone recommended sending the agendas no later than the preceding Wednesday. Doyle Bauer expressed concerns to the committee regarding the exponential workload increase for the CALM leadership throughout the course of this grant. After much deliberation, the committee decided to split grant management among committee volunteers, allowing the CALM Coordinator to focus on the ongoing roles and responsibilities of coordination of the CALM program.



B. Role of Committee outside of Grant Management

*Ensure regular and ongoing business of CALM is maintained, with clear roles and responsibilities for members.*

Tabled.

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

*Discussing recruitment of general education (GE) courses, handling Creative Commons (CC) licensing concerns, and more.*

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 17:34.

Respectfully submitted by Anastasia Zavodny.