



Minutes of the  
Meeting of the Comets Affordable Learning Committee  
February 9, 2026  
4:15 – 5:45 p.m.  
Special Meeting  
Room EDGE (H-108) & Zoom Location:  
<https://palomar-edu.zoom.us/j/773647788>

UNAPPROVED

- PRESENT: Sarah Baker, Alexandra Doyle Bauer, Mohammed Elmatary (Zoom), Kelly Falcone, Barbara Hammons, Ken McMullen (Zoom), Elisha Rainwater (Zoom), Diane Studinka, Alyssa Vafaei, Anastasia Zavodny
- ABSENT: Erin Hiro, Timothy Stammnitz
- GUESTS: Fari Towfiq (Zoom)
- CALL TO ORDER: A quorum was established and the meeting was called to order by Co-Chair Kelly Falcone at 16:16.
- Announcements: Falcone announced an email concern from a committee member unable to attend the special meetings due to other committee obligations. Falcone asked committee members present for overall thoughts on special meeting scheduling. It was noted that today's meeting is to make up for the District holiday. A committee member expressed a desire to move to a meeting schedule other than Monday and to end by 5:00pm. Falcone noted this will come as an agenda item for discussion at the next CALM Committee meeting.
- Agenda Changes: None
- Approval of Minutes: **MSC: Hammons, Vafaei. Motion to approve the CALM Committee minutes of February 2, 2026, as amended.**  
**Abstention: none**  
**The motion carried.**

### Information

- A. [CALM Newsletter](#) Falcone presented the first edition of the CALM email newsletter and requested feedback. It was noted this newsletter format is a new feature debuting to the campus Fall 2025. OpenEd week is in March, and was discussed as a highlight for an upcoming March newsletter edition. Falcone educated the committee on the ability to "Like" and comment on sections of the newsletter, allowing for engagement from readers.
- Studinka recommended a leading section of "we need you" to recruit faculty on the next newsletter.

B. [ZTC Grant Progress and Payment form](#)

Falcone showed the committee a new ZTC grant progress and payment form for feedback, developed by the CALM co-chairs in response to feedback from the committee regarding tracking of grantee progress.

The committee provided feedback on providing guidance to faculty as to suggested/average hours for certain creative tasks such as content creation, adaptation, revision, etc. Additional ideas were discussed including utilizing a version of this form for regular status updates, even without submission for payment.

In response to concerns raised by Studinka regarding conversion of general education courses within each grant pathway, Falcone provided a brief overview of a form in development to help streamline the process of locating OER for faculty. The goal is to utilize this form to help demystify the OER process for faculty and provide faculty with a useful starting point for adoption of OER.

Action

A. ZTC Pathway  
Milestone  
Presentations

***GBST 102 – Travis Ritt***

**MSC: Hammons, Vafaei. Motion to approve Travis Ritt for the work completed for GBST 102 and approve the Time and Effort Report for 82 hours for Spring 2026.**

**Abstention: Zavodny  
The motion carried.**

The committee reviewed the submitted overall plan for GBST 102 and the content submitted for the two completed chapters.

***HIST 160 – Travis Ritt***

**MSC: Doyle Bauer, Hammons. Motion to approve the work completed by Travis Ritt for HIST 160 in the amount of 99 hours for Fall 2025.**

**Abstention: Zavodny  
The motion carried.**

The committee reviewed the updated submission. Falcone noted that Ritt did update this project according to the feedback received from the committee. The submitted hours remain the same as the previous submission for this project.

B. Review Weston  
Titus' proposal for HE  
100 textbook

Zavodny provided the committee with an overview of the submitted OER Review form submitted by Titus. It was noted that the request from Titus is to fully create a textbook for HE 100, rather than adapt existing OER textbooks. Some concerns and comments from the committee included consideration of the publication dates of the HE 100 existing OER textbooks, overall department adoption of an OER creation, full content creation rather than adaptation of existing OER resources. Additional committee thoughts surrounded reaching out to the department

If the piece that is missing is the anatomy and physiology, it is recommended to remix the OER from these areas to update the existing Health OER. What would be original

content, what would be the adaptation, etc. The committee recommended the co-chairs reach out to the faculty to ensure knowledge of the various OER adaptations and formatting via PressBooks, as well as a more specific plan for the course overall.

ADJOURNMENT:

The meeting concluded at 17:26.

Respectfully submitted by Anastasia Zavodny