

Commission on Opticianry Accreditation
Semi-Annual Meeting, March 22, 2015
Javits Center, NY, NY
Summary of Major Actions and Discussion
(These are not official minutes of the COA semi-annual meeting.)

PRESENT:

Commissioners:

Andrea Baruchin, Public Member
Diane Drake, NAO
Cathy Evans, NAO
John Godert, NFOS
Nina Mar, OAA
Doug Nunes, OAA
Yvonne Pelkey, OAA
Jerry Reback, OAA
Bill Weaver, NAO
Gaye Wilson, NAO

Guest: Debra White, COA Director of Accreditation

NOT PRESENT:

Dan Dull, Public Member
Kimberly Strickler, NFOS

I. Call to Order

Nunes called the meeting to order.

II. Conflict of Interest and Agreement of Confidentiality

The Commissioners signed the papers and handed them to White.

III. Total Quality Leadership (TQL)

- A. Ground Rules for Meeting: Motion to accept passed.
- B. Pelkey agreed to be Timekeeper

IV. Chairperson's Report: Deferred to Directors Report.

V. Director of Accreditation Report

- A. White reviewed the list of on-sites scheduled for 2015.
- B. Annual Statistics
Motion was made, seconded, discussed and passed to send letters to programs with statistics under the cutoff.
- C. Administrative Updates
Two programs that are in the initial application stage (Goodwin College and Wiregrass Technical) were discussed.

The next CHEA reporting requirement was discussed. Ellen Stoner will have been asked to assist in its preparation; this will be discussed further in the budget discussion.

VI. Treasurer's Report – Weaver

- A. Financial Report – Year to Date Income/Expenses, budget comparison were discussed. Motion was made, seconded, and passed to accept the report.
- B. 2015-2016 Budget
Review of financial, staff, operational resources was conducted. Motion was made, seconded, and passed to accept the budget.

VII. Accreditation and Reaffirmation of Accreditation

No on-sites have occurred since the previous meeting.

VIII. Progress Reports

- 1. Durham Technical Community College
Nunes asked if anyone was associated with Durham Technical Community College. No one self-identified.
Motion was made, seconded, discussed and passed to remove the provisional status, based on the program meeting the requirements of the *Essentials*.
- 2. Hillsborough Community: previous information request is satisfied.
- 3. Middlesex Community College
Nunes asked if anyone was associated with Middlesex Community College. No one self-identified.
Motion was made, seconded, discussed and passed to accept the report.
- 4. TCI (student retention and NYS pass rates)
Nunes asked if anyone was associated with TCI. No one self-identified.
Motion was made, seconded, discussed and passed to accept the report.

IX. Annual Reports

- A. Annual Reports- Dispensing
 - 1. Baker College
Nunes asked if anyone was associated with Baker College. No one self-identified.
Motion was made, seconded, discussed and passed to accept the report.
 - 2. Benjamin Franklin Institute of Technology
Nunes asked if anyone was associated with Benjamin Franklin Institute of Technology. No one self-identified.
Motion was made, seconded, discussed and passed to request further information.
 - 3. Broward College
Nunes asked if anyone was associated with Broward College. No one self-identified.

Motion was made, seconded, discussed and passed to accept the report.

4. College of Southern Nevada
Nunes asked if anyone was associated with College of Southern Nevada. No one self-identified.
Motion was made, seconded, discussed and passed to accept the report.
5. Erie Community College
Nunes asked if anyone was associated with Erie Community College. Godert left the room.
Motion was made, seconded, discussed and passed to accept the report.
6. Indiana University
Nunes asked if anyone was associated with Indiana University. No one self-identified.
The program is closing. Concerns with the proposed teach-out were discussed, and results of the discussion will be communicated to the program director.
7. New York College of Technology
Nunes asked if anyone was associated with New York College of Technology. No one self-identified.
Motion was made, seconded, discussed and passed to accept the report.
8. Ogeechee Technical College
Nunes asked if anyone was associated with Ogeechee Technical College. No one self-identified.
Motion was made, seconded, discussed and passed to accept the report with a request for further information.
9. Raritan Valley Community College
Nunes asked if anyone was associated with Raritan Valley Community College. No one self-identified.
Motion was made, seconded, discussed and passed to accept the report.
10. Seattle Central Community College
Nunes asked if anyone was associated with Seattle Central Community College. No one self-identified.
Motion was made, seconded, discussed and passed to request further information.

X. Old Business

- A. September 2014 Minutes were amended. Approval occurred previously via email.
- B. Committee Reports
 1. By-Laws: Members for this committee were appointed, as some terms are expiring.

2. Document Review: No report.

3. Policies and Procedures : No report.

4. Publicity : No report.

5. Strategic Planning

The results of the Strategic Planning committee meeting from the previous day were discussed. Several questions were raised that will be researched.

XI. New Business

A. Date for Next Meeting: ABO Meeting, September 27, 2015

B. Meetings: White will request to attend the next NFOS meeting. White or Nunes will request to attend OAA State Leadership meetings.

C. Raffle for ABO Meeting was decided against.

D. Accredited Program Fees

A 3% increase for 5 years was voted on during the spring 2014 meeting, with the fee increase beginning July 1, 2015. This makes the accreditation fee \$1432.25.

E. Election of new officers

Officers elected for the coming year: Nunes Chair, Reback Vice Chair , Weaver Treasurer.

F. Recognition of service of retiring Commissioner

Retiring Commissioners Mar, Wilson, and Dull were thanked for their service.

G. Need for Public Member

White asked the Commissioners to be thinking of recommendations for a Public Member.

H. By-Law change request

The degree requirement in the By-laws was discussed. A proposed amendment will be created and distributed.

XII. Adjournment and evaluation

White requested that the Commissioners complete the meeting questionnaire, and indicated that the expense reports are due in 30 days. Meeting was adjourned.