

Commission on Opticianry Accreditation
Semi-Annual Meeting, March 13, 2016
Hilton Garden Inn, Atlanta, GA
Summary of Major Actions and Discussion
(These are not official minutes of the COA semi-annual meeting.)

PRESENT:

Commissioners:

Andrea Baruchin, Public member
Dave Burt, Public member
Diane Drake, NAO
Cathy Evans, NAO
John Godert, NFOS
Doug Nunes, OAA (present for part of the meeting via speakerphone)
Yvonne Pelkey, OAA
Jerry Reback, OAA
Gerald Wilkerson, OAA

Guest:

Debra White, COA Director of Accreditation

NOT PRESENT:

Kimberly Strickler, NFOS
Phernell Walker, NOA
Bill Weaver, NAO

I. Call to Order

Reback called the meeting to order at 8:00. Commissioners introduced themselves.

II. Conflict of Interest and Agreement of Confidentiality

Commissioners handed in their signed Agreements.

III. Total Quality Leadership (TQL)

Motion to accept Ground Rules for the Meeting passed. Pelkey was appointed Timekeeper.

IV. Chairperson's Report

A. Update deferred to Director's report.

V. Director of Accreditation Report

White reviewed the list of on-site visits completed, and those scheduled for the next year. The minutes of the September 2015 meeting were previously approved via email. Public member David Burt was previously approved via email.

Consultant Norris completed the CHEA interim report draft, which has been sent CHEA staff. CHEA will probably review the report during their summer meeting. The fees due in 2018 and 2020 were reviewed and will be budgeted.

VI. Treasurer's Report

The CPA completed the review of the last two years financial reports. The 2016-2017 proposed budget was reviewed, including a review of financial, staff, and operational resources. A motion was made, seconded, discussed, and passed to approve the budget.

VII. Accreditation and Reaffirmation of Accreditation

1. Baker College of Allen Park

Reback asked if anyone was associated with Baker College. No one self-identified. The reaccreditation on-site report was presented and discussed in detail. A motion was made, discussed, and passed to award the program 2-year accreditation. This decision was based on several Potential Compliances and Non Compliances that the Commissioners considered critical to the students learning experience. Requirements for extending the accreditation period without revisit were discussed and passed.

Doug Nunes joined the meeting via speakerphone for the remainder of the meeting.

2. College of Southern Nevada

Reback asked if anyone was associated with College of Southern Nevada. No one self-identified. The reaffirmation of accreditation on-site report was presented and discussed in detail. A motion was made, discussed, and passed to award the program full accreditation for a six-year period, based on the program meeting the requirements of the Essentials.

3. J. Sargeant Reynolds Community College

Reback asked if anyone was associated with J. Sargeant Reynolds Community College. Pelkey left the room. The reaffirmation of accreditation on-site report was presented and discussed in detail. A motion was made, discussed, and passed to award the program full accreditation for a six-year period, based on the program meeting the requirements of the Essentials.

Pelkey returned to the room.

VIII. Progress Reports

A. Dispensing

1. Camden County College, NJ

Reback asked if anyone was associated with Camden County College. No one self-identified. A motion was made, seconded, discussed, and passed to accept the progress report.

2. Durham Technical Community College, NC

Reback asked if anyone was associated with Durham Technical Community College. No one self-identified. A motion was made, seconded, discussed, and passed to accept the progress report. The late status of the self-study and on-site visit was discussed. A motion was made, seconded, discussed, and passed to place the program on Administrative Probation.

3. Hillsborough Community, FL

Reback asked if anyone was associated with Hillsborough Community College. No one self-identified. A motion was made, seconded, discussed, and passed to accept the progress report.

4. Middlesex Community College, CT

Reback asked if anyone was associated with Middlesex Community College. No one self-identified. A motion was made, seconded, discussed, and passed to accept the progress report.

5. Southwestern Indian Polytechnic Institute, NM

Reback asked if anyone was associated with SIPI. No one self-identified. A motion was made, seconded, discussed, and passed to accept the progress report.

6. TCI, New York, NY

Reback asked if anyone was associated with TCI. No one self-identified. A motion was made, seconded, discussed, and passed to accept the progress report.

B. Laboratory

1. Naval Ophthalmic Support & Training Activity (NOSTRA)

A motion was made, seconded, discussed, and passed to accept the report with one additional information request.

IX. Annual Reports

A. Annual Reports- Dispensing

1. Baker College of Allen Park, MI (Statistics only)

Reback asked if anyone was associated with Baker College. No one self-identified. A motion was made, seconded, discussed, and passed to accept the statistics report.

2. Benjamin Franklin Institute of Technology, MA

Reback asked if anyone was associated with Ben Franklin. No one self-identified. A motion was made, seconded, discussed, and passed to accept the annual report with one additional information request.

3. Broward College, FL

Reback asked if anyone was associated with Broward College. No one self-identified. A motion was made, seconded, discussed, and passed to accept the annual report.

4. College of Southern Nevada (Statistics only)

A motion was made, seconded, discussed, and passed to accept the statistics report.

5. Erie Community College, NY

Reback asked if anyone was associated with Erie Community College. Godert left the room. A motion was made, seconded, discussed, and passed to accept the annual report.

Godert returned to the room.

6. New York College of Technology, NY

Reback asked if anyone was associated with New York College of Technology. No one self-identified. A motion was made, seconded, discussed, and passed to accept the annual report.

7. Ogeechee Technical College, GA

Reback asked if anyone was associated with Ogeechee Technical College. No one self-identified. A motion was made, seconded, discussed, and passed to accept the annual report.

8. Raritan Valley Community College, NJ

Reback asked if anyone was associated with Raritan Community College. No one self-identified. A motion was made, seconded, discussed, and passed to accept the annual report.

9. Seattle Central Community College, WA

Reback asked if anyone was associated with Seattle Community College. No one self-identified. A motion was made, seconded, discussed, and passed to accept the annual report.

A motion was made, seconded, discussed, and passed that a letter be sent to all programs asking for a plan to improve any statistic relating to ABO, NCLE and state board that is not 100%.

X. Old Business

Committee Reports

1. By-Laws – No report
2. Document Review – The on-site Evaluators Checklist needs review, as do several other documents.
3. Policies and Procedures Review – No report
4. Publicity – No report
5. Strategic Planning

Baruchin brought attention to the fact that our Strategic Plan indicates:

Strengthen and modify accreditation guidelines/standards appropriately to reflect the current field and practice of opticianry.

- Perform a bi-annual review and update of COA guidelines/standards.
- Poll opticianry schools and the opticianry field for necessary learning objectives of opticianry students to improve the COA guidelines/standards.

XI. New Business

- A. Next meeting will be at the ABO Meeting, Orlando, FL, October 2, 2016
- B. Meetings for Director to attend: Potential Opticianry Coalition and NFOS meetings.
- C. Accredited Program Fees – This year the fee is \$1,475.25.
- D. Appointment of new Public Member: Motion was made, seconded, discussed and passed to appoint Dan Dull as Public Member.
- E. Election of officers
The following were individually nominated, seconded and voted on:
Jerry Reback, Chair
John Godert, Vice-Chair
Bill Weaver, Treasurer
- F. Reback presented the retiring Commissioners Drake and Baruchin with their plaques. Russ Tolar is replacing Drake, and OAA hasn't informed us of Nunes replacement.
- G. Discussion took place on which documents should be reviewed this coming year. Who will be polled for suggested changes was discussed.

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.