

Commission on Opticianry Accreditation
Semi-Annual Meeting, September 27, 2015
Opryland Hotel, Nashville
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
John Godert, NFOS
Doug Nunes, OAA
Yvonne Pelkey, OAA
Jerry Reback, OAA
Phernell Walker, NAO
Bill Weaver, NAO

Guest: Debra White, COA Director of Accreditation
Robert Russo, President, NFOS

NOT PRESENT:

Cathy Evans, NAO
Kimberly Strickler, NFOS
William Gerald Wilkerson, OAA

I. Call to Order

Nunes called the meeting to order at 8:03am.

II. Conflict of Interest and Agreement of Confidentiality

Commissioners handed in their signed Agreements.

III. Total Quality Leadership (TQL)

- A. Ground Rules for Meeting: motion to accept passed.
- B. Pelkey was appointed timekeeper.

IV. Chairperson's Report

Report was deferred to Director's Report.

V. Director of Accreditation Report

White reviewed the list of on-site visits complete, scheduled for fall and spring. The minutes of the March 22, 2015 meeting were previously approved via email.

The Commissioners discussed the logistics of scheduling initial on-site visits for two new programs, with suggestions on potentially rewording the policy. White informed the Commissioners that Indiana University would complete the process of closing the Opticianry Program at the end of 2015. There was discussion about the number of people on on-site visit teams.

Ellen Norris has agreed to act as consultant on the interim-report for CHEA due in 2016.

Robert Russo, President of NFOS, came to the meeting as guest to discuss the NFOS project to increase the number of Opticianry Programs around the country. Russo plans to request a sabbatical from his college, to be able to travel and assist new programs. NFOS plans on providing workshops for new faculty and programs

VI. Treasurer's Report

The financial report was accepted. The IRS form 990EZ has been prepared. The Accountant has almost completed the 2-year review of the books; the data is fine, the report is waiting on technicalities. Since the NAO now pays travel expenses directly for its appointees instead of making a donation in that amount to the Commission, a motion was made and passed to put that amount in the budget as an in-kind donation.

VII. Accreditation and Reaffirmation of Accreditation

A. Miami Dade College

Nunes asked if anyone was associated with Miami Dade College. 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*.

B. Southwestern Indian Polytechnic Institute

Nunes asked if anyone was associated Southwestern Indian Polytechnic Institute. No one self-identified.

After considerable discussion a motion was made, seconded, and passed to reaffirm accreditation for both the 2-year Technology Program and the 1-year Laboratory Technician Program for a 6-year period, based on the programs meeting the requirements of the *Essentials*.

VIII. Progress Reports and carry-overs from spring meeting

1. Ben Franklin Institute of Technology

Nunes asked if anyone was associated with Ben Franklin Institute of Technology. No one self-identified.

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

2. Indiana University

Nunes asked if anyone was associated with Indiana University. No one self-identified.

The opticianry program is closing. The remaining students have taken all of their opticianry courses and have only general education requirement to complete. A motion was made, seconded, discussed, and passed to accept the report.

3. New York City College of Technology

Nunes asked if anyone is associated with New York City College of Technology. No one self-identified.

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

4. Ogeechee Technical College

Nunes asked if anyone is associated with Ogeechee Technical College. No one self-identified.

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

5. Seattle Central Community College

Nunes asked if anyone is associated with Seattle Central Community College. No one self-identified.

A motion was made, seconded, discussed, and passed to accept the report, with a letter clarifying one remaining issue.

IX. Annual Reports

A. Annual Reports- Dispensing

1. Camden County College, Blackwood, NJ

Nunes asked if anyone is associated with Ogeechee Technical College. No one self-identified. A motion was made, seconded, discussed, and passed to accept the report with additional information requested.

2. Durham Technical Community College, Durham, NC

Nunes 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 report with additional information requested.

3. Essex County College, Newark, NJ

Nunes asked if anyone was associated with Essex County College, no one self-identified. A motion was made, seconded, discussed, and passed to accept the report.

4. Hillsborough Community College, Tampa, FL

Nunes asked if anyone was associated with Hillsborough Community College, no one self-identified. A motion was made, seconded, discussed, and passed to accept the report with additional information requested.

5. J. Sargeant Reynolds Community College, Richmond, VA

Nunes asked if anyone was associated with J. Sargeant Reynolds Community College, Pelkey left the room. Due to an on-site this fall, an Annual Report was not required. The statistics were reviewed and found acceptable.

6. Miami-Dade College, Miami, FL

Nunes asked if anyone was associated with Miami Dade College, no one self-identified. Due to an on-site next spring, an Annual Report was not required. The statistics were reviewed and found acceptable.

7. Middlesex Community College, Middletown, CT

Nunes asked if anyone was associated with Middlesex Community College, no one self-identified. The report was incomplete and not accepted. White will notify the program director in writing of the deficiencies.

8. Roane State Community College, Harriman, TN

Nunes asked if anyone was associated with Roane State Community College, no one self-identified. This was a statistics only report, and was accepted.

9. Southwestern Indian Polytechnic Institute, Albuquerque, NM

Nunes asked if anyone was associated with Southwestern Indian Polytechnic Institute. No one self-identified. This was a statistics only report, and was accepted.

10. TCI College of Technology, New York City, NY

Nunes asked if anyone was associated with TCI College of Technology, no one self-identified. A motion was made, seconded, discussed, and passed to accept the report with additional information requested.

B. Annual Reports – Laboratory

1. Naval Ophthalmic Support & Training Activity (NOSTRA), Yorktown, VA
Nunes asked if anyone was associated with Naval Ophthalmic Support & Training Activity (NOSTRA). No one self-identified. A motion was made, seconded, discussed, and passed to accept the report with additional information requested.

X. Old Business

B. Committee Reports

1. By-Laws – No report.
2. *Essentials* Review – No report
3. Policies and Procedures Review – No report
4. Publicity – No report
5. Strategic Planning

The proposed Strategic Plan was presented. A motion was made, discussed and passed to adapt the plan. Notification of interested parties was discussed.

6. Document Review – No report.

XI. New Business

- A. Date for Next Meeting: advantages and disadvantages of continuing to meet at Vision Expo East were discussed.
- B. The COA Director may need to attend an NFOS meeting.
- C. Suggested Public Member appointment was discussed.
- D. Changes to Accreditation Guide

Administrative changes to wording in the guide were discussed and approved. A motion was made, discussed and passed to change the composition of on-site teams from “On-site evaluation teams are usually composed of three members” to “On-site teams will consist of three members. One will be a Commissioner, one a full-time instructor/professor at a COA accredited program, and one a qualified ophthalmic professional”.

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.