

**Commission on Opticianry Accreditation**  
Semi-Annual Meeting, April 2010

**Summary of Major Actions and Discussion**  
*(These are not official minutes of the COA semi-annual meeting.)*

**Agenda**

- I. Call to Order**
- II. Conflict of Interest and Agreement of Confidentiality**
- III. Total Quality Leadership (TQL)**
- IV. Chairperson's Report**
- V. Director of Accreditation Report**
- VI. Treasurer's Report**
- VII. Reaffirmation of Accreditation**
- VIII. Progress Reports**
- IX. Annual Reports**
- X. Old Business**
- XI. New Business**
- XII. Adjournment and evaluation**

**Attendees:**

**Commissioners:**

Tom Blair, Jr., Vice Chair, OAA  
Renato Cappuccitti, NAO  
Daniel Dull, Public Member  
Madeleine Kruhsberg, NAO  
Amy Lewis, Treasurer, OAA  
Brent McCardle, NFOS  
Jim Reese, Jr., NFOS  
Margaret Skulnik, Public Member  
Danne Ventura, NAO  
Jayne Weinberger, Chair, OAA  
Edmund Wnuczek, Jr., NAO

**Guests:**

Ellen Stoner, Guest, COA Director of Accreditation

**Not Present:**

Jerry Himes, OAA

**I. Call to Order**

Weinberger called the meeting to order at 8:02 am, and welcomed the Commissioners.

**II. Conflict of Interest and Agreement of Confidentiality**

Stoner read the two agreements, all present signed.

**III. Total Quality Leadership (TQL)**

- A. Ground Rules for Meeting: motion was made and passed to accept the ground rules as presented in the meeting books.
- B. Timekeeper was appointed.

#### **IV. Chairperson's Report**

##### **A. Update on Activities**

Weinberger stated that we have continued on-site activities and completed CHEA recognition. Blair represented COA at OAA in Memphis. Stoner resigned as Director.

#### **V. Director of Accreditation Report**

##### **A. Stoner reviewed the list of programs with on-sites due in the next 12 months.**

The Commissioners discussed the letter sent by the Northern Alberta Institute of Technology (NAIT), requesting clarification of the eligibility requirements for an accredited opticianry program. After detailed discussion, the Commissioners requested that Stoner write to NAIT indicating what they need to do to meet the eligibility requirements.

##### **B. Annual Statistics**

The annual statistics for this year were discussed.

##### **C. Administrative Updates**

1. Votes taken since last meeting: October 24, 2009 meeting minutes were voted on electronically and accepted.

##### **D. CHEA update.**

The COA is now recognized by CHEA, and had to pay a one-time \$4,000 fee. Essilor reimbursed COA for the fee, and there were many thank-you letters sent to Essilor, for which Stoner thanks the Commissioners and NFOS members.

##### **E. Meetings attended**

1. CHEA hearing in November 2009 – Weinberger and Stoner.
2. CHEA conference in January 2010 – Stoner.
3. OAA Leadership Conference, January 2010 – Blair

##### **F. Issues from the last meeting**

Stoner reviewed the list from the last meeting's minutes, and indicated the items that have been done.

#### **VI. Treasurer's Report**

##### **A. Lewis reviewed the year-to-date income/expenses and budget comparison reports.**

##### **B. Lewis reviewed the 2010-2011 Budget recommendation. A proposed fee annual increase of \$100/year, to \$1,350 for one program for the fiscal year 2011-2012, was discussed. A motion to increase the annual fee by \$100 for one program was made, discussed, and passed.**

###### *a. Review of financial, staff, operational resources*

The proposed annual fee for the Director of Accreditation, which is paid in 12 equal monthly installments, was discussed.

A proposal for adding \$750 to the budget for a new computer was discussed.

A motion was made, discussed, and passed to postpone final acceptance of the proposed budget until after Section XI item C.

**VII. Accreditation and Reaffirmation of Accreditation**

1. Baker College of Jackson

Weinberger asked if anyone was connected with Baker of Jackson. No one self-identified.

The Baker initial accreditation on-site report was presented and discussed in detail. A motion was made, discussed, and passed to require substantiation of the completion of several items required by the *Essentials*, after which the program would receive a full six-year accreditation effective November 16, 2009.

2. College of Southern Nevada

Weinberger asked if anyone was connected with CS Nevada. No one self-identified.

The CSN reaffirmation of accreditation on-site report was presented and discussed in detail. A motion was made, discussed, and passed to award the program a full six-year accreditation, based on the program meeting the requirements of the *Essentials*.

3. NOSTRA

Weinberger asked if anyone was connected with NOSTRA. No one self-identified.

The NOSTRA reaffirmation of accreditation on-site report was presented and discussed in detail. A motion was made, discussed, and passed to award the program a full six-year accreditation, based on the program meeting the requirements of the *Essentials*.

**VIII. Progress Reports**

1. Camden County College, Blackwood, NJ.

Weinberger asked if anyone was connected with Camden CC. Blair left the room.

The CCC progress report was presented and discussed in detail. A motion was made, discussed, and passed to accept the progress report.

Blair returned to the room.

2. Clarifications requested at October meeting

All but one item requested as a result of the October progress and annual reports has been received. That item will be discussed during the program's annual report.

**IX. Annual Reports**

**A. Annual Reports- Dispensing**

1. Erie Community College  
Weinberger asked if anyone was connected with Erie CC. No one self-identified.  
  
The annual report was discussed, and a motion made and passed to accept it.
2. Indiana University  
Weinberger asked if anyone was connected with IU. No one self-identified.  
  
The annual report was discussed, and a motion made and passed to accept it.
3. New York College of Technology  
Weinberger asked if anyone was connected with NYCT. Ventura and Weinberger left the room. Blair took the Chair.  
  
The annual report was discussed, and a motion made and passed to accept it.  
  
Weinberger and Ventura returned. Weinberger resumed the Chair.
4. Ogeechee Technical Institute  
Weinberger asked if anyone was connected with Ogeechee Technical Institute. No one self-identified.  
  
The annual report was discussed, and a motion made and passed to accept it.
5. Raritan Valley Community College  
Weinberger asked if anyone was connected with Raritan Valley CC. No one self-identified.  
  
The annual report was discussed, and a motion made and passed to request further documentation.
6. Seattle Central Community College  
Weinberger asked if anyone was connected with Seattle CCC. No one self-identified.  
  
The program did not submit an annual report. There was discussion about this issue.
7. Tyler Junior College

Weinberger asked if anyone was connected with Tyler JC. No one self-identified.

The annual report was discussed, and a motion made and passed to request further documentation.

A motion was made and passed to move Agenda item XI G, selection of a new Director of Accreditation, to this point.

#### XI. H Director of Accreditation.

The resumes of the applicants for the position were discussed. Voting occurred using a written ballot, and Debra White was hired for the position.

#### **X. Old Business**

A. *Approval of October 2009 Minutes – done via e-mail vote*

B. *Committee Reports*

1. *By-Laws*

A By-Laws issue was discussed.

2. *Fundraising*

Several possibilities for fundraising for the fiscal year 2011-2012 were discussed.

3. *Essentials Review*

There was discussion on the items that need to be included in the next round of *Essentials* revisions, and these items were referred to the next *Essentials* Review Committee.

4. *Policies and Procedures Review*

There was discussion on several items, and the next Policies and Procedures committee were asked to address them.

5. *Publicity*

The brochure received good feedback; it will need annual revisions as the Commissioners change every year, and since this year there is a newly accredited program.

6. *Strategic Planning*

The current state of the strategic plan was discussed.

#### **XI. New Business**

A. *Issues generated in this meeting for next meeting consideration*

A list of items identified during the day's discussions will be created and distributed to the Commissioners with the minutes of the meeting.

B. *Personal car travel policy – Stoner*

The personal car travel policy currently in effect is out of date. A motion was made, discussed, and passed to change the policy for long distance personal car mileage reimbursement (defined as a distance which might have resulted in airfare reimbursement) to ½ the IRS business mileage rate. This policy will take effect for the October 2010 meeting. The policy will also indicate that car rental will be reimbursed at cost plus gasoline purchases.

*C. Association of Specialized & Professional Accreditors*

The request to join this organization was discussed and tabled until the next Commission meeting.

• *Budget moved here.*

A motion to accept the proposed budget plus \$750 in equipment for a new laptop was made, discussed, and passed.

*D. Recognition of service of retiring Commissioners – Weinberger*

Weinberger presented plaques to the retiring Commissioners, and thanked them for their service..

*E. Election of new Public Member – Weinberger*

The nominations for Public Member were discussed. A paper vote was conducted, and Doreen Herron was elected.

*F. Election of new officers – Weinberger*

Nominations for Chair of the Commission were accepted. A paper vote was conducted, and Lewis was elected Chair.

Reese and Wnuczek left the meeting.

Nominations for Vice Chair of the Commission were accepted. A paper vote was conducted, and Weinberger was elected Chair.

Nominations for Treasurer were accepted. Kruhsberg was elected Chair.

*G. Date for Next Meeting – Weinberger*

After some discussion a date for the fall 2010 meeting was agreed on.

Changing the start and end time and day of the week for the semi-annual meetings was discussed, and the consensus was to leave it as-is.

*H. Director of Accreditation position*

This item was completed earlier in the meeting.

***XII. Adjournment and evaluation***

After some final comments, the meeting adjourned at 5:20 pm.