

Commission on Opticianry Accreditation
Semi-Annual Meeting, April 2012
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**

PRESENT:

Commissioners:

Renato Cappuccitti, NAO
Daniel Dull, Public Member
Jerry Himes, OAA
Madeleine Kruhsberg, NAO
Amy Lewis, Chair, OAA
Doug Nunes, OAA
Jonathan Parrelli, NAO
James Reese, Vice Chair, NFOS

Guest:

Debra White, COA Director of Accreditation

Not Present:

Diane Drake, NAO
Brent McCardle, NFOS
Jeffrey Rohlf, OAA
Open Position, Public Member

I. Call to Order

Lewis called the meeting to order at 8:00am.

II. Conflict of Interest and Agreement of Confidentiality

White asked everyone to read and sign the two forms found in the meeting books, and all were passed to White.

III. Total Quality Leadership (TQL)

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

IV. Chairperson's Report

A. Update on Activities

Lewis commented on the on-sites and initial accreditation visits that occurred this spring. White mentioned the meetings attended, and the press releases for the last six months. There were discussions about press releases, industry visibility, fundraising, and appointees.

V. Director of Accreditation Report

White reviewed the list of programs that recently had on-sites, those that are scheduled for the spring, and those that are scheduled for next fall. Annual statistics were discussed. CHEA interim report is complete and will be submitted this week. Votes taken since the last meeting and meetings attended recently were mentioned.

VI. Treasurer's Report

The current financial report was discussed. After some discussion the 2012-2013 proposed budget was discussed and approved. After one modification the budget was approved. Financial Report – Year to Date Income/Expenses, budget comparison

VII. Accreditation and Reaffirmation of Accreditation

1. Camden County College

Lewis asked if anyone was associated with Camden County College. No one self-identified.

The on-site results were presented. Several issues were discussed. A motion was made, discussed, and approved to place the program on Provisional Accreditation for two years. This decision was based upon one non-compliance and several potential compliances that the Commissioners considered critical to the students learning experience. A letter will be sent to the administration requesting a progress report.

2. Middlesex Community College

Lewis asked if anyone was associated with Middlesex Community 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*.

3. TCI Institute, NY

Lewis asked if anyone was associated with TCI Institute. 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*.

4. Seattle Central Community College
Lewis asked if anyone was associated with Seattle Central Community 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*.

VIII. Progress Reports

1. Georgia Piedmont College - Clarkston, GA. (closure issue)
Lewis asked if anyone was associated with Georgia Piedmont College. No one self-identified.

A motion was made, discussed, and passed to remain with the withdrawal of accreditation date of July 27, 2012.

IX. Annual Reports

A. Annual Reports- Dispensing

1. Baker College
Lewis asked if anyone was associated with Baker College. No one self-identified.

The annual report was discussed, and a motion made and passed to accept the report.

2. College of Southern Nevada
Lewis asked if anyone was associated with the College of Southern Nevada. No one self-identified.

The annual report was discussed, and a motion made and passed to accept the report.

3. Georgia Piedmont College
Report was discussed under Progress Reports.

4. Erie Community College
Lewis asked if anyone was associated with Erie Community College. No one self-identified.

The annual report was discussed, and a motion made and passed to accept the report.

5. Indiana University
Lewis asked if anyone was associated with Indiana University College. No one self-identified.

The annual report was discussed, and a motion made and passed to accept the report.

6. New York College of Technology
Lewis asked if anyone was associated with New York College of Technology. No one self-identified.

The annual report was discussed, and a motion made and passed to accept the report.
7. Ogeechee Technical College
Lewis asked if anyone was associated with Ogeechee Technical College. No one self-identified.

The annual report was discussed, and a motion made and passed to accept the report.
8. Raritan Valley Community College – Nunes
Lewis asked if anyone was associated with Raritan Valley Community College. No one self-identified.

The annual report was discussed, and a motion made and passed to accept the report.
9. Seattle Central Community College – (statistics only, Fall 2011 on-site) – Reese
Lewis asked if anyone was associated with Seattle Central Community College. No one self-identified.

The annual report was discussed, and a motion made and passed to accept the report.
10. Tyler Junior College – Reese
Lewis asked if anyone was associated with Tyler Junior College. No one self-identified.

The annual report was discussed, and a motion made and passed to accept the report.

X. Old Business

- A. Approval of October 2011 Minutes – done via e-mail vote
- B. Committee Reports
 1. By-Laws – no report.
 2. Document Review
There were several proposed changes to the *Essentials* and the "Evaluator's Checklist". Motions were made to accept the changes, they were discussed and passed. The changes discussed will proceed through the normal change process.
 3. Policies and Procedures Review

Changes to the "Policies and Procedures" and to the "Confidentiality Agreement" were discussed and passed.

5. Publicity – No report
6. Strategic Planning
The recent grant from Transitions was discussed. Fundraising from state societies was discussed.

XI. New Business

- A. Date for Next Meeting: The fall meeting date was discussed.
- B. Meetings for Director to attend
There isn't a spring NFOS meeting. White will attend the national ABO meeting in November, and work at the booth.
- C. Raffle or 50-50 for ABO Meeting was discussed.
- D. Recognition of service of retiring Commissioners
Reese presented plaques to Lewis and Kruhsberg for their 6-year term.
- E. Election of new Public Member – Lewis
White discussed Dr. Baruchin's CV. Dull motioned to accept Dr. Baruchin as the new Public Member to the Commission, 2nd Cappuccitti. All in favor.
White will send a welcome letter, with invite to meeting this fall.
- F. Election of new officers – Lewis
Nominations for Chair, Vice-Chair, and Treasurer were accepted. The following were elected for office through the spring 2013 meeting:
Chair – Reese
Vice Chair – Nunes
Treasurer – Cappuccitti
- G. Lewis asked all Commissioners to look at their info on the website to see if it is correct. Email White with any changes.

XII. Adjournment and evaluation

After some final comments, the meeting adjourned at about 4 pm.