

Commission on Opticianry Accreditation
Semi-Annual Meeting, March 30, 2014
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
Daniel Dull, Public Member
John Godert, NFOS
Nina Mar, OAA
Doug Nunes, OAA
Yvonne Pelkey, OAA
Jerry Reback, OAA
Kimberly Strickler, NFOS
Bill Weaver, NAO
Gaye Wilson, NAO

Guest: Debra White, COA Director of Accreditation

NOT PRESENT:

Jonathan Parrelli, NAO

I. Call to Order

Nunes called the meeting to order.

II. Conflict of Interest and Agreement of Confidentiality

All present signed.

III. Total Quality Leadership (TQL)

- A. Ground Rules for Meeting: Nunes read the ground rules.
- B. Appointment of Timekeeper: Nunes appointed Pelkey.

IV. Chairperson's Report

Nunes deferred to White.

V. Director of Accreditation Report

White reviewed the upcoming schedule for on-site visits, the status of currently accredited programs that are in transition, and the status of programs that are interested in becoming accredited. A letter from the President of the California Association of Dispensing Opticians was read and discussed.

VI. Treasurer's Report

The financial report and 2013-14 budget were discussed. A motion to approve the treasurer's report and the budget was approved.

VII. Accreditation and Reaffirmation of Accreditation

1. Ogeechee

Nunes asked if anyone present was affiliated with Ogeechee. No one responded. A motion was made, discussed, and passed to reaccredit the program for six years.

VIII. Progress Reports

1. Durham Technical Community College

Nunes asked if anyone present was affiliated with Durham Technical Community College. No one responded. A motion was made, discussed, and passed to accept the report.

2. Hillsborough Community College

Nunes asked if anyone present was affiliated with Hillsborough Community College. No one responded. A motion was made, discussed, and passed to accept the report.

3. J. Sargeant Reynolds Community College

Nunes asked if anyone present was affiliated with J. Sargeant Reynolds Community College, Pelkey left the room. A motion was made, discussed, and passed to accept the report. A motion was made, discussed, and passed to conduct an interim on-site visit. Pelkey returned to the meeting.

4. Middlesex Community College

Nunes asked if anyone present was affiliated with Middlesex Community College. No one responded. A motion was made, discussed, and passed to accept the report.

5. Roane State Community College

Nunes asked if anyone present was affiliated with Roane State Community College. No one responded. A motion was made, discussed, and passed to accept the report.

6. TCI

Nunes asked if anyone present was affiliated with TCI. No one responded. A motion was made, discussed, and passed to accept the report.

IX. Annual Reports

A. Annual Reports- Dispensing

1. Baker College

Nunes asked if anyone present was affiliated with Baker College. No one responded. A motion was made, discussed, and passed to accept the report.

2. Benjamin Franklin Institute of Technology

Nunes asked if anyone present was affiliated with BFIT. No one responded. A motion was made, discussed, and passed to accept the report

3. Broward College

Nunes asked if anyone present was affiliated with Broward College. No one responded. A motion was made, discussed, and passed to accept the report.

4. College of Southern Nevada
Nunes asked if anyone present was affiliated with College of Southern Nevada. No one responded. A motion was made, discussed, and passed to accept the report.
5. Erie Community College
Nunes asked if anyone present was affiliated with Erie Community College, Godert left the room. A motion was made, discussed, and passed to accept the report. Godert returned to the meeting.
6. Indiana University
Nunes asked if anyone present was affiliated with Indiana University. No one responded. A motion was made, discussed, and passed to accept the report.
7. New York College of Technology
Nunes asked if anyone present was affiliated with NYCCT. Strickler left the room. A motion was made, discussed, and passed to accept the report. Strickler returned to the meeting.
8. Ogeechee Technical College – Statistics only, Fall 2013 on-site
Nunes asked if anyone present was affiliated with Ogeechee. No one responded. A motion was made, discussed, and passed to accept the report.
9. Raritan Valley Community College
Nunes asked if anyone present was affiliated with Raritan. No one responded. A motion was made, discussed, and passed to accept the report.
10. Seattle Central Community College
Nunes asked if anyone present was affiliated with Seattle. No one responded. A motion was made, discussed, and passed to accept the report.

X. Old Business

- A. Approval of September 2013 Minutes (approved via email vote October 2013)
- B. Committee Reports
 1. By-Laws – No report
 2. Document Review
 - a. ***Essentials for Ophthalmic Laboratory Technology***
The Essentials were sent to NOSTRA for comment. NOSTRA approved the new inserts. A motion was made, discussed, and passed to implement the changes.
 - b. ***Essentials of an Accredited Educational Program for Opticianry***
A motion was made, discussed, and passed to implement the changes.
 3. Policies and Procedures Review: No report

4. Publicity

The use of the COA brochures and website was discussed. Vision Expo, continuing education offerings and approvals was discussed. The COA's needs with respect to the meeting room was discussed.

5. Strategic Planning

The Commissioners agreed to continue to monitor the Essentials on a timely basis.

XI. New Business

A. Date for Next Meeting – ABO Meeting, Nashville, September 7, 2014

B. Meetings for Director to attend
White budgets to be able to attend meetings such as NFOS.

C. Raffle for ABO Meeting
We will have a 50/50 raffle in Nashville. Discussion took place as to whether we want a table at Vision Expo East, and how to staff it.

D. Accredited Program Fees
Accreditation and late fees were discussed. A motion was made, discussed and passed to increase accreditation fees by 3% each year for five years, beginning July 1, 2015. A motion was made, discussed, and passed to increase the late accreditation fee to \$500.

E. COA concern with the National Opticianry Practical Exam
Concerns about the new National Practical exam were discussed. A motion was made, discussed, and passed to discuss the pass rates with the NFOS.

F. NAO Appointment
An NAO appointment and the NAO's requirements were discussed.

G. Election of officers
The officers for the next year are Nunes for Chair, Drake for Vice Chair, Weaver for Treasurer.

XII. Adjournment and evaluation

A. Commissioners hand in to White any program-specific materials not bound in meeting book.

B. Commissioners complete meeting questionnaire and submit to White.

C. Expense reports due in 30 days according to new Policies and Procedures

The meeting was adjourned.