

**Commission on Opticianry Accreditation**  
Semi-Annual Meeting, May 26, 2020  
Zoom Meeting  
**Summary of Major Actions and Discussion**  
(These are not the official minutes of the COA semi-annual meeting.)

**PRESENT:**

**Commissioners:**

Janet Alspaugh, NAO  
Lanard Atkins, OAA  
Dan Dull, Public Member  
Kristina Green, OAA  
Tom Hicks, OAA  
Thomas Neff, NAO  
Doug Nunes, OAA  
Yvonne Pelkey, OAA  
Liliana Mejia Rodriguez, NFOS  
Cathy Schwarz, NAO  
Mary Seguiti, NFOS  
Russ Tolar, NAO

Staff: Debra White, COA Director of Accreditation

Guest: Judy Lew, NAO July 1, 2020 Appointee

National Academy of Opticianry (NAO)  
National Federation of Opticianry Schools (NFOS)  
Opticians Association of America (OAA)

**I. Call to Order**

Meeting called to order at 3:01 pm. Commissioners introduced themselves.

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

White is in receipt of Commissioners signed Agreements

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

Motion to accept ground rules for the meeting passed. Tolar was appointed Parliamentarian, Pelkey was appointed Timekeeper.

**IV. Chairperson's Report**

No report

**V. Director of Accreditation Report**

White stated that the spring on-site visit was postponed until fall 2020. The minutes of the fall 2019 meeting were approved.

There has been a letter of intent from Daytona State College.

White discussed the upcoming CHEA re-recognition. The application narrative was submitted this past March. The CHEA observer is Dr. Sheila Lewis. The timeline

has been pushed back due to COVID 19. White reminded the Commissioners of the minimum performance expectations for program completion, job placement/transfer, ABO pass rate and NCLE pass rate.

ABO gave COA a \$15,000 grant.

**VI. Treasurer's Report**

Hicks presented the financial report and the budget for 2020/2021. The budget was approved.

**VII. Strategic Planning**

Items from the 2019 meeting have been added to the Strategic Plan

**VIII. Accreditation and Reaffirmation of Accreditation**

None at this meeting

**IX. Progress Reports**

1. Durham Technical Community College  
The discrepancy for student retention had been satisfied.
2. 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 Advisory Board minutes from November 2019, showing that the Mission, Goals and Learning Objectives had been reviewed.
3. New York College of Technology, Brooklyn, NY  
It was agreed to discuss this report along with the Annual Report later in this meeting.
4. Southwestern Indian Polytechnic Institute  
The missing graduating class date had been satisfied.

**X. Annual Reports**

**A. Annual Reports- Dispensing**

1. Benjamin Franklin Institute of Technology, Boston, MA  
Nunes asked if anyone was associated with Benjamin Franklin Institute of Technology. No one self-identified. A motion was made, seconded, discussed and passed to not accept the annual report due to a low graduation rate, until receipt of verification of their fall 2017 cohort.
2. Broward College, Coconut Creek, FL  
Nunes 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.

3. Camden County College, Blackwood, NJ – Hicks  
Nunes asked if anyone was associated with Camden County College. No one self-identified. A motion was made, seconded, discussed and passed to accept the annual report.
4. College of Southern Nevada, Las Vegas, NV – Hicks  
Nunes asked if anyone was associated with College of Southern Nevada. No one self-identified. A motion was made, seconded, discussed and passed to accept the annual report, while placing the program into “reporting phase”, due to the graduation rate that falls below our minimum performance expectation.
5. Erie Community College, Williamsville, NY – Tolar  
Nunes asked if anyone was associated with Erie Community College. No one self-identified. A motion was made, seconded, discussed and passed to accept the annual report.
6. Goodwin College, East Hartford, CT – Dull  
Nunes asked if anyone was associated with Goodwin College. No one self-identified. A motion was made, seconded, discussed and passed to accept the annual report.
7. Hillsborough Community College, Tampa, FL  
Nunes asked if anyone was associated with Hillsborough Community College. Seguiti and Neff left the room. A motion was made, seconded, discussed and passed to accept the annual report. Seguiti and Neff returned to the room.
8. New York College of Technology, Brooklyn, NY  
Nunes asked if anyone was associated with New York College of Technology. No one self-identified. A motion was made, seconded, discussed and passed to not accept the progress report as there was not a plan of action to address the low state board pass rate. A motion was made, seconded, discussed and passed to not accept the annual report until receipt of a plan of action to address the low NCLE pass rate, and clarification on statistics on website not matching those in the annual report.

Commissioner Schwartz needed to leave the meeting at 5:00pm. Chair Nunes presented Schwartz with her farewell plaque.

9. Ogeechee Technical College, Statesboro, GA  
Nunes 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, while placing the program into “reporting phase”, due to the graduation rate that falls below our minimum performance expectation.

10. Raritan Valley Community College, Branchburg, NJ – Dull Nunes asked if anyone was associated with Raritan Valley Community College. No one self-identified. A motion was made, seconded, discussed and passed to accept the annual report.

## **XI. Old Business**

- A. Committee Reports
  1. Document Review

A motion was made, seconded, discussed and passed to change the *Essentials* requiring all fulltime faculty to have ABO/NCLE Advanced Certification by December 31, 2022.
  2. By-Laws

Proposed changes to the By-Laws were presented, and will go out for a one month comment period to the Commissioners.

## **XII. New Business**

- A. CHEA Compliance

Discussion took place regarding the length of time programs can be out of compliance before COA withdraws accreditation.
- B. Policy Statement for Web

A committee was established to create a statement regarding procedures and expectations for programs during the Pandemic.
- C. Date for Next Meeting

Discussion took place regarding a meeting at Vision Expo West, versus a Zoom meeting.
- D. Meetings for Director to attend

To be addressed as needed.
- C. Election of new officers

Elections were tabled until fall, due to proposed By-Law change.

## **XIII. Adjournment**

Meeting was adjourned at 6:20 pm.