

Commission on Opticianry Accreditation
Semi-Annual Meeting, October 24, 2009

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
Jerry Himes, OAA
Madeleine Kruhsberg, NAO
Amy Lewis, Treasurer, OAA
Brent McCardle, NFOS
Jim Reese, Jr., NFOS
Jayne Weinberger, Chair, OAA
Edmund Wnuczek, Jr., NAO

Guests

Douglas Fenwick, Guest, CHEA observer
Ellen Stoner, Guest, COA Director of Accreditation

Not present:

Margaret Skulnik, Public Member
Danne Ventura, NAO

- I. Call to Order** –Weinberger, Chair
Weinberger called the meeting to order at 8:00 am. Weinberger welcomed the Commissioners and the guest.
- II. Conflict of Interest and Agreement of Confidentiality** – Stoner, Director
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. Appointment of Timekeeper: McCardle agreed to be timekeeper.

Agenda changes: Skulnik was unable to come today. The items assigned to her were reassigned.

IV. Chairperson's Report – Weinberger

Update on Activities:

- a. The self study was submitted to CHEA. Dr. Fenwick is here today as CHEA observer, and to make a report to CHEA, the equivalent of the on-site report that COA on-site teams submit back to the programs during the accreditation process. Weinberger and Stoner will attend the CHEA Committee on Recognition hearing in DC in November.
- b. COA had a booth at the ABO/NCLE convention in September, which Stoner will report on later.

V. Director of Accreditation Report – Stoner

- A. 2009-10 On-site visits scheduled
The list of programs to be visited this year was reviewed.
- B. Administrative Updates
The minutes from the April 2009 meeting were accepted by e-mail vote during the summer.
- C. CHEA update
The Commission's self-study was submitted to CHEA staff in August. The hearing by the CHEA Committee on Recognition is in November, and Stoner and Weinberger will attend to answer questions. The CHEA Board meets in late January and will make the final determination for this cycle on the COA recognition.
- D. Meetings attended
ABO/NCLE donated a booth at the convention in Cincinnati in September. A banner, pens, brochures, and other items were donated. There was no cost to the COA for this convention, and \$860 in contributions was raised. Stoner addressed the NFOS and the OAA Delegate assembly during this convention.

Wnuczek attended Vision Expo West and also handed out brochures. We hope to receive donations as a result.

- E. Publication of Program outcomes.
Program responses to the new *Essentials* requirement for publication of student outcomes were discussed. A motion was made, discussed, and passed that all COA accredited program subject to this discussion provide a standard base of information regarding their programs.

VI. Treasurer's Report – Lewis

- A. Financial Report – Year to Date Income/Expenses were passed out to the Commissioners and guest and reviewed by Lewis.
- B. The 990 and attached schedules for the fiscal year ending May 31, 2009 were in the meeting book. There were no questions.
- C. Motion was made and passed to accept the Treasurer’s report.

VII. Reaffirmation of Accreditation

- 1. Miami-Dade College, Miami, FL
Weinberger asked if anyone was connected with Miami-Dade. No one self-identified.

The on-site findings and program responses were discussed in detail. The motion was made and passed to reaffirm accreditation of the program.

- 2. Southwestern Indian Polytechnic Institute (SIPI), Albuquerque, NM
Weinberger asked if anyone was connected with SIPI. No one self-identified.

The on-site findings and program responses were discussed in detail. The motion was made, discussed, and passed to reaffirm accreditation of the degree program. The motion was made, discussed, and passed to reaffirm accreditation of the laboratory certificate program.

VIII. Progress Reports

- 1. Camden County College, Blackwood, NJ
Weinberger asked if anyone was connected with Camden. Blair left the room.

After considerable discussion a motion was made and passed to request a progress report in 60 days.

The annual report from the program was then discussed. A motion was made and passed to request further information.

Blair returned to the room.

- 2. Seattle Central Community College, Seattle, WA
Weinberger asked if anyone was connected with Seattle. No one self-identified.

This program was found to be currently in compliance.

- 3. Tyler Junior College, Tyler, TX
Weinberger asked if anyone was connected with Tyler J.C. No one self-identified.

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

IX. Annual Reports

A. Annual Reports- Dispensing

1. Camden County College, Blackwood, NJ -- This report was done with the progress report.
2. Durham Technical Community College, Durham, NC
Weinberger asked if anyone was connected with Durham Tech. McCardle and Stoner left the room.

After discussion, the motion was made and passed to accept the annual report.

McCardle and Stoner returned to the room.

3. Essex County College, Newark, NJ
Weinberger asked if anyone was connected with Essex. No one self-identified.

After discussion, the motion was made and passed to accept the annual report with a request for clarification.

4. Hillsborough Community College, Tampa, FL
Weinberger asked if anyone was connected with Hillsborough. Reese left the room.

After discussion, the motion was made and passed to accept the annual report.

Reese returned to the room.

5. J. Sargeant Reynolds Community College, Richmond, VA
Weinberger asked if anyone was connected with J. Sargeant Reynolds. No one self-identified.

After discussion, the motion was made and passed to accept the annual report with a request for clarification.

6. Middlesex Community College, Middletown, CT
Weinberger asked if anyone was connected with Middlesex. No one self-identified.

After discussion, the motion was made and passed to request further clarification.

7. Miami-Dade College, Miami, FL – no report, the onsite was last spring

8. Roane State Community College, Harriman, TN - Dull
Weinberger asked if anyone was connected with Roane. No one self-identified.

After discussion, the motion was made and passed to accept the annual report with a request for clarification.

9. Southwestern Indian Polytechnic Institute, Albuquerque, NM – no report due, onsite last spring.

10. TCI College of Technology, New York City, NY
Weinberger asked if anyone was connected with TCI. Weinberger left the room. Blair assumed the Chair.

After discussion, the motion was made and passed to accept the annual report with a request for clarification.

Weinberger returned to the room and resumed as Chair.

B. Annual Reports – Laboratory

1. Naval Ophthalmic Support & Training Activity (NOSTRA), Yorktown, VA
Weinberger asked if anyone was connected with NOSTRA. No one self-identified.

After discussion, the motion was made and passed to accept the annual report with a request for clarification.

This completes the section on Annual reviews

Stoner requested that all program-specific materials that were not bound in the meeting books be returned to her.

X. Old Business

- A. **Approval of April 2009 Minutes** – as mentioned in the Director’s report, an electronic vote was conducted during June/July that accepted the minutes with some typographical corrections.

B. Committee Reports

1. By-Laws
A motion was made to accept a change in the nominating procedure. This change was in the meeting books, and was circulated in the time frame required by the By-Laws. After extensive discussion the motion failed.
2. Fundraising – there is no report.
3. *Essentials* Review
The process for changes to the *Essentials* was reviewed. On a part by part basis, motions were made, discussed, and passed to accept or modify the proposed changes in both the Degree and Laboratory *Essentials*.
4. Publicity
COA now has a brochure, and the website had a face lift that includes a PayPal button. There was some discussion of starting a FaceBook page and of starting a Twitter account.
5. Strategic Planning
The proposed goals and objectives were discussed. Two members volunteered to replace two ‘retired’ Commissioners on this committee.

6. Policies and Procedures Review

There were a number of changes to the *Policies and Procedures* document proposed in the meeting book. The changes were discussed by section, and motions made and passed to accept the changes with a few adjustments.

There were a number of changes to the *Accreditation Guide* document proposed in the meeting book. The changes were discussed by section, and motions made and passed to accept the changes with a few adjustments.

There were a number of changes to the Annual Report form proposed in the meeting book. After discussion a motion was made and passed to accept the changes with a few adjustments.

XI. New Business

A. Issues that need to be addressed from the accreditation / annual report discussions (or any other discussion): a list of issues that came up during the discussions at this meeting was created to assist in addressing these issues at or before the next meeting.

B. Consistency study

The request was to take a look at the number of years that the Commission awards on an accreditation decision and whether or not there is consistency. Stoner passed out a study (with the names of the programs deleted). Stoner also had a spin-off document showing what section and parts of the *Essentials* had the most compliance issues. There was considerable discussion about how to assist the programs to understand and comply with the issues that show up the most.

C. Blair requested to address the Commissioners

Blair passed out a document that some Opticianry organizations have been discussing, and requested that the Commissioners consider it. The Commissioners discussed the document.

D. Date for Next Meeting – Weinberger

Both the date and the venue for the spring 2010 meeting were discussed. Consensus was for April 24, 2010. Stoner will do a cost study for other potential locations.

A proposal was made to move the fall meeting to the ABO/NCLE convention in September. Discussion was on both the cost of the meeting and the change in timing for the program directors to have reports in on time. A motion was made, discussed, and passed to keep the fall meeting in October.

XII. Adjournment and evaluation

Stoner requested that meeting evaluation and reimbursement forms be turned in as soon as possible.

The meeting adjourned at 5 pm.