

**Commission on Opticianry Accreditation**  
**Semi-Annual Meeting, September 29, 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:**

Andrea Baruchin, Public Member  
Renato Cappuccitti, NAO  
Diane Drake, NAO  
Daniel Dull, Public Member  
Jerry Himes, OAA  
Nina Mar, OAA  
Doug Nunes, OAA  
Jonathan Parrelli, NAO  
Jeffrey Rohlf, OAA

**Guest:**

Debra White, COA Director of Accreditation

**Not Present:**

Brent McCardle, NFOS  
James Reese, NFOS  
Gaye Wilson, NAO

- I. Call to Order**  
Nunes called the meeting to order at 8:07am. Commissioners introduced themselves.
- II. Conflict of Interest and Agreement of Confidentiality**  
Forms were signed and given 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**  
Report was deferred to Director White.

**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. Votes taken since the last meeting were mentioned. White reviewed the upcoming CHEA requirements for the next 7 years (the balance of the current term of recognition). The COA's representation and booth at the ABO/NCLE meeting in Washington DC in November was discussed.

**VI. Treasurer's Report**

The current financial report, budget, fundraising, and last year's IRS tax return were discussed.

**VII. Accreditation and Reaffirmation of Accreditation**

1. Broward College

Nunes asked if anyone was associated with Broward College. No one self-identified.

The affirmation 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*.

2. Ben Franklin Institute of Technology

Nunes asked if anyone was associated with Ben Franklin Institute of Technology. Parrelli left the room.

The initial accreditation on-site report was presented and discussed in detail. A motion was made, discussed, and passed to award the program 2-year Provisional accreditation. This decision was based on several Potential Compliances that the Commissioners considered critical to the students learning experience. Requirements for converting this to the full 6-year accreditation were discussed and passed.

Parrelli reentered the room.

3. Essex County College

Nunes asked if anyone was associated with Essex County 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*.

**VII. Progress Reports and carry-overs from spring meeting**

1. Camden County College

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

After discussion of the progress report, a motion was made, discussed and passed to remove the Provisional Accreditation and extend the accreditation to a six-year period retroactive to April 12, 2011, based on the program meeting the requirements of the Essentials.

2. Southwestern Indian Polytechnic Institute  
Nunes asked if anyone was associated with SIPI College. No one self-identified.

A letter from the Institution was read. A motion was made, discussed, and passed to withdraw accreditation based on information that the Institution had lost their regional accreditation.

### **VIII. Annual Reports**

#### **A. Annual Reports- Dispensing**

1. Camden County College, Blackwood, NJ – Progress Report discussed above.
2. Durham Technical Community College, Durham, NC  
Nunes asked if anyone was associated with Durham Technical Community College. No one self-identified.

Motion to request further clarification was made, discussed, and passed.

3. Essex County College, Newark, NJ – no report, onsite spring 2012
4. Hillsborough Community College, Tampa, FL  
Nunes asked if anyone was associated with Hillsborough Community College. No one self-identified.

Motion to accept the report was made, discussed, and passed.

5. J. Sargeant Reynolds Community College, Richmond, VA – no report, onsite this fall. Statistics were discussed.
6. Middlesex Community College, Middletown, CT  
Nunes asked if anyone was associated with Middlesex Community College. No one self-identified.

Motion to accept the report was made, discussed, and passed.

7. Miami-Dade College, Miami, FL  
Nunes asked if anyone was associated with Miami-Dade College. No one self-identified.

Motion to accept the report was made, discussed, and passed.

8. Roane State Community College, Harriman, TN

Nunes asked if anyone was associated with Roane State Community College. Baruchin left the room.

Motion to accept the report was made, discussed, and passed.

Baruchin reentered the room.

9. Southwestern Indian Polytechnic Institute, Albuquerque, NM – Progress Report discussed earlier.
10. TCI College of Technology, New York City, NY  
Nunes asked if anyone was associated with TCI College of Technology. No one self-identified.

Motion to accept the report was made, discussed, and passed.

**B. Annual Reports – Laboratory**

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

Motion to accept the report with a request for additional information was made, discussed, and passed.

2. Southwestern Indian Polytechnic Institute, Albuquerque, NM – Progress Report discussed earlier.

**IX. Old Business**

**A. Approval of April 2012 Minutes – electronic vote during June**

**B. Committee Reports**

**1. By-Laws**

The By-Laws Committee recommended some changes, which were discussed.

**2. *Essentials* Review**

Changes proposed in April 2012 and sent out to stakeholders were discussed. Motion to accept the changes was made, discussed and passed.

Proposed changes to the Lab Essentials will be presented at the spring 2013 meeting.

**3. Policies and Procedures Review**

No report.

**4. Publicity**

A press release will be sent out.

**5. Strategic Planning**

The committee had no report. The Commissioners discussed promotion to non-accredited programs, and visibility of the COA to other eyecare professionals.

6. Document Review  
No report.

**X. New Business**

- A. Date for Next Meeting  
Date and location of the spring Commission meeting was discussed.
- B. Status of Commission Board  
Motion to remove a Commissioner was made, discussed, and passed.  
Drake was elected Vice Chair.
- C. Accredited Program Fees
  1. Increase Annual Fee  
The annual fee was discussed. Motion to implement a 3% increase every year for 5 years was made, discussed, and passed.
  2. Pro-rate annual fee for newly accredited programs  
There was discussion about the annual fee for new programs.
- D. Annual Report Document Review  
Discussion took place regarding the Annual Report Document. The Document Review Committee will propose rewording at a future meeting.

**XI. Adjournment and evaluation**

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