

Commission on Opticianry Accreditation
Semi-Annual Meeting, September 29, 2018
Sands Convention Center, Las Vegas
Summary of Major Actions and Discussion
(These are not the official minutes of the COA semi-annual meeting.)

Commissioners:

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

Guest: Debra White, COA Director of Accreditation

Not Present: Cathy Schwarz, NAO

I. Call to Order

Meeting called to order at 8:00 am. Commissioners introduced themselves.

II. Conflict of Interest and Agreement of Confidentiality

Commissioners handed in their signed Agreements.

III. Total Quality Leadership (TQL)

Motion to accept ground rules for the meeting passed. Pelkey was appointed timekeeper.

IV. Chairperson's Report

Nunes discussed the need for updating a few documents.

V. Director of Accreditation Report

White reviewed the list of on-site visits completed, and those scheduled for the next year. The minutes of the March 2018 meeting were approved.

White reviewed the changes at a few programs. All will be discussed more during the meeting.

VI. Treasurer's Report

Hicks presented the financial report.

VII. Strategic Planning

A. Review of Strategic Plan

Issues about timing of the annual review of the Strategic Plan and of on-site reports were discussed.

VIII. Accreditation and Reaffirmation of Accreditation

A. Broward College

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

The reaffirmation of accreditation on-site report was presented and discussed in detail. A motion was made and passed to award the program full accreditation for a six-year period, based on the program meeting the requirements of the *Essentials*.

B. 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 and passed to award the program full accreditation for a six-year period, based on the program meeting the requirements of the *Essentials*.

C. ASA College

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

The one-person on-site report for the purpose of accrediting the teach-out of TCI was presented and discussed in detail. A motion was made and passed to award the program accreditation for the teach-out, based on the program meeting the requirements of the *Essentials*.

IX. Progress Reports and carry-overs from spring meeting

1. College of Southern Nevada

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

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

2. Raritan Valley Community College

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 progress report.

X. Annual Reports

A. Annual Reports- Dispensing

1. Durham Technical Community College, Durham, NC

Nunes asked if anyone was associated with Durham Technical Community College. Alspaugh and Tolar left the room.

A motion was made, seconded, discussed and passed to accept the annual report with a caveat.

Alspaugh and Tolar returned to the room

2. Essex County College, Newark, NJ (statistics only)

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

A motion was made, seconded, discussed and passed to accept the statistics.

3. J. Sargeant Reynolds Community College, Richmond, VA

Nunes asked if anyone was associated with J. Sargeant Reynolds Community College. Pelkey left the room.

A motion was made, seconded, discussed and passed to accept the annual report with a caveat.

Pelkey returned to the room.

4. Miami-Dade College, Miami, FL,

Nunes asked if anyone was associated with Miami Dade College. Rodriguez left the room.

A motion was made, seconded, discussed and passed to accept the annual report.

Rodriguez returned to the room.

5. Middlesex Community College, Middletown, CT

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

A motion was made, seconded, discussed and passed to accept the annual report.

6. Roane State Community College, Harriman, TN,

Nunes asked if anyone was associated with Roane State Community College. No one self-identified.

A motion was made, seconded, discussed and passed to accept the annual report.

7. Southwestern Indian Polytechnic Institute, Albuquerque, NM,

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

A motion was made, seconded, discussed and passed to accept the annual report with additional information requests.

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.

A motion was made, seconded, discussed and passed to accept the annual report.

2. Southwestern Indian Polytechnic Institute, Albuquerque, NM,

Nunes asked if anyone was associated with Southwestern Indian Polytechnic Institute. 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 – Hicks/Schwarz/Dull/Nunes/Pelkey

The on-site checklist will be reviewed by the next meeting.

2. Strategic Plan – Dull

The Mission Statement changed. Other potential adjustments were discussed. The modified Strategic Plan was approved.

3. Treasurer’s report – Hicks.

Hicks presented the financial report. There was discussion about including the cost of on-site visits in the report in the future. Other changes/additions to the financial report were discussed.

XII. New Business

A. Date for Next Meeting

March 23 or 24 at Expo East. White will look into a meeting room.

B. Meetings for Director to attend – to be addressed as needed.

XIII. Adjournment and evaluation

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

Expense Report due in 30 days.

Meeting was adjourned at 11:44.