

Commission on Opticianry Accreditation Updated Strategic Plan 2019

Mission: The mission of the Commission on Opticianry Accreditation is to foster excellence in opticianry education by setting standards, assessing educational effectiveness, identifying those academic programs that meet the standards, and to identify programs that need our help, in order to aid programs to produce competent graduates who will provide professional services to the public.

Vision: Excellence in Opticianry Education

Objectives:

- Work to increase the quality of schools/programs accredited by the COA.
 - Increase awareness of the COA through interactions with external groups important to the field of opticianry.
 - (Attachment 1) letter from NFOS President Russo listing new programs that have joined NFOS as well as potential new programs
 - Communication strategy
 - Interact with Program Directors of non-accredited schools of opticianry to describe the benefits of accreditation.
 - (Attachment 2) correspondence to NFOS appointed Commissioners
 - Interact with national/state associations to promote the benefits to the entire field of accreditation of schools of opticianry.
 - (Attachment 3) correspondence to NAO, OAA appointed Commissioners
- Strengthen and modify accreditation guidelines/standards appropriately to reflect the current field and practice of opticianry.
 - Perform a biennial review and update of COA guidelines/standards.
 - The *Essentials* were updated, sent to accredited programs for comment and approved at the Fall 2017 meeting. The *Essentials* were reviewed during a Spring 2019 NFOS meeting, with comments sent to Director White – for review by the Document Review Committee.
 - The By-Laws were updated and approved at the Spring 2017 meeting.
 - Our website has been updated.
 - Opticianry schools will have the opportunity to provide the necessary feedback to improve the COA guidelines/standards.
- Ensure financial stability for the COA.
 - Continue to review Annual Fee structure.
 - Annual accreditation fees were voted to be increased by 1% for the next 3 years.
 - Explore possibilities for additional revenues including grant opportunities.
 - Treasurer Hicks will discuss our financial need regarding our CHEA accreditation with the ABO/NCLE Director.
- CHEA reaccreditation 2019/2020

- Budget for 2018 and 2020 fees
- Acquire consultant to write the report
- Prepare for evaluator on-site in 2020
 - (Attachment 4) Spring 2019 budget, with CHEA line item

Attachment 1: letter from Robert Russo, President NFOS

Attachment 2: (sent via email 1/12/19)

Hi Lanard

Bob Russo asked me to give you something to report to the NFOS meeting while at the State Leadership meeting. There isn't really much going on, but here's what you could say I suppose:

“Hello to all NFOS Members, from Debbie White

For those of you new to NFOS, here is a brief bit of information about the Commission on Opticianry Accreditation (or – COA). COA has 12 Commissioners (4 appointed from NAO, 4 from OAA, 2 from NFOS and 2 public members). These Commissioners have agreed to serve for 3 years, and may continue for another 3 years. The Commissioners meet twice per year to accredit opticianry programs, and review the Essentials.

The Commissioners are excited that there are a couple of new opticianry programs in the pipeline who will eventually seek accreditation by the COA.

COA is accredited by CHEA (Council on Higher Education Accreditation) and will be preparing a self-study for reapplication in 2020, as we mark our 10th year of this accreditation.

COA is asking educators to take a look at our current Essentials, the guidelines for which we accredit opticianry programs. These can be found on our website: coaccreditation.com. We are looking to update these, according to newer opticianry modes of education, applications and the optical field overall. COA meets again on March 24, and a committee will be meeting on the March 23 to review the current Essentials and look at all proposals for changes received. Send any comments and/or suggestions to: director@accreditation.com

Sincerely

Debbie White”

Thanks Lanard!

Deb

Debra White, MEd, ABOM, FCLSA

Director of Accreditation

Commission on Opticianry Accreditation

director@coaccreditation.com

* This email shall not be forwarded without permission of the COA Director or Chair

Attachment 3: (email sent 1/23/19

Hi Tom

Not much going on for you to report – but here is a tidbit:

“For those of you new to Leadership and/or OAA, here is a brief bit of information about the Commission on Opticianry Accreditation (or – COA). COA has 12 Commissioners (4 appointed from NAO, 4 from OAA, 2 from NFOS and 2 public members). These Commissioners have agreed to serve for 3 years, and may continue for another 3 years. The Commissioners meet twice per year to accredit opticianry programs, and review the Essentials. The Essentials are the guidelines that all opticianry programs must meet, to ensure uniform education across the nation.

The Commissioners are excited that there are a couple of new opticianry programs in the pipeline who will eventually seek accreditation by the COA.

COA is accredited by CHEA (Council on Higher Education Accreditation) and will be preparing a self-study for reapplication in 2020, as we mark our 10th year of this accreditation. Previously the Department of Education accredited the COA.

COA is asking all opticians and educators to take a look at our current Essentials, the guidelines for which we accredit opticianry programs. These can be found on our website: coaccreditation.com. We are looking to update these, according to newer opticianry modes of education, applications and the optical field overall. COA meets again on March 24, and a committee will be meeting on the March 23 to review the current Essentials and look at all proposals for changes received. Send any comments and/or suggestions to: director@accreditation.com

Sincerely

Debbie White”

Attachment 4: COA 2019/20 budget, to include CHEA costs

Commission on Opticianry Accreditation

Fiscal year ends May 31

	Budget	Actual	Budget	YTD	Expected	Budget	
	2017-18	2017-18	2018-19	2018-19	2018-19	2019-20	
Income							
Annual fee	\$31,217	\$28,111	\$29,932	\$29,922	\$29,922	\$28,675	^
reevaluation fee	\$1,000	\$750	\$750	\$250	\$750	\$250	^^
(late fees)		\$500			\$500		
Donations	\$16,633	\$19,300	\$15,313	\$4,300	\$4,300	\$21,285	^^^
Interest, other	\$185	\$147	\$2,000	\$195	\$258	\$260	
Total Income	\$49,035	\$48,808	\$46,195	\$34,667	\$35,480	\$50,470	
Expenses							
Annual Meeting	\$18,000	\$9,268	\$16,000	\$7,933	\$16,000	\$16,000	*
Other meetings	\$2,000	\$275	\$1,000			\$1,000	
CHEA	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$3,500	**
Bank charges		\$6					
Insurance	\$750	\$712	\$725		\$725	\$750	
Office Supplies	\$200	\$65	\$400	\$26	\$50	\$400	
Payroll	\$24,500	\$24,497	\$24,745	\$20,098	\$26,377	\$24,745	
Consultant -web	\$525	\$500	\$500		\$250	\$250	
Postage	\$225	\$194	\$225	\$85	\$150	\$150	
Printing/plaques	\$80		\$200		\$200	\$200	
Accountant	\$300	\$2,300	\$400	\$450	\$450	\$2,500	+
Legal, license, permit	\$200	\$267	\$275	\$304	\$304	\$310	
Internet, comp repair	\$275	\$173	\$175	\$107	\$143	\$175	
Telephone	\$480	\$469	\$475	\$364	\$484	\$490	
Misc.							
Total Expenses	\$49,035	\$40,633	\$46,195	\$30,617	\$46,383	\$50,470	
Net	\$0	\$8,335			-\$10,903		
On-site expense 18/19	\$1,729	On-site income 18/19		\$470			

^anticipated 16 degree programs at \$1550, 1 lab program at \$1550, 1 degree and lab program at \$2325

	2015/16	2016/17	2017/18	2018/19
ABO	12/15 \$15000		6/17 \$5000	2/18 \$10000
OAA	5/16 \$4000	7/17 \$4000		2/19 /44000

^^ 1 reaccreditation at \$250

^^^ Calculated for budget and projection to give 0 net

* 2019/20 - 6 commissioners and 1 Director x 2 meetings/year

** CHEA \$4,000 due 2020 (currently holding \$3750) + consultant \$2,500, \$1500 travel exp CHEA evaluator

+ Review every two years

Last fiscal year ending 5/31/18: retained income and earnings: \$55,500