

Commission on Opticianry Accreditation Semi-Annual Meeting, October 2010

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. Progress Reports**
- VIII. Annual Reports**
- IX. Old Business**
- X. New Business**
- XI. Adjournment and evaluation**

Attendees:

Commissioners:

Renato Cappuccitti, NAO
Donna Hatch, OAA
Doreen Herron, Public Member
Jerry Himes, OAA
Madeleine Kruhsberg, Treasurer, NAO
Amy Lewis, Chair, OAA
James Reese, Jr., NFO
Danne Ventura, NAO
Jayne Weinberger, Vice Chair, OAA

Guests:

Debra White, Guest, Director of Accreditation

Not Present:

Diane Drake, NAO
Daniel Dull, PhD, Public Member
Brent McCardle, NFOS

- I. Call to Order** –Lewis, Chair
Lewis called the meeting to order at 8:18 am, welcomed the new Commissioners, and all introduced themselves
- II. Conflict of Interest and Agreement of Confidentiality**
White read the two statements out loud; everyone signed both agreements and passed them to White.

III. Total Quality Leadership (TQL)

- A. Ground Rules for Meeting
Lewis read the ground rules. Weinberger moved to accept the rules, seconded by Reese. Motion passed
- B. Timekeeper was appointed.

IV. Chairperson's Report

- A. *Update on Activities*
White is new Director. COA was represented at ABO meeting in Cincinnati, with a booth.

V. Director of Accreditation Report

- A. *2010-11 On-site visits scheduled*
White reviewed the list of programs with on-sites due in the next 12 months.
- B. *Administrative Updates*
Votes taken since last meeting: April 24, 2010 minutes – accepted with a minor change. Commissioners voted to reject Seattle’s annual report.
- C. *Meetings attended*
ABO/NCLE convention in Cincinnati: A raffle of many donated items took place at the COA booth, raising \$1,265.00. Collection of raffle items for the fall 2011 convention was discussed.

VI. Treasurer's Report

- A. *Financial Report* – Year to Date Income/Expenses were reviewed.
- B. *Form 990 – 2008-09 Tax Return*
There was a discussion of meeting expenses.
Motion to accept the treasurer’s report was made, seconded, and approved.

VII. Progress Reports and carry-overs from spring meeting

Items carried over from the April meeting were reviewed. Some items were discussed, all were approved.

VIII. Annual Reports

A. Annual Reports- Dispensing

- 1. Camden County College, Blackwood, NJ
Lewis asked if anyone was connected with Camden. No one self-identified.

At a later time in the meeting the Camden annual report was discussed, and a motion made and passed to accept it.

- 2. Durham Technical Community College, Durham, NC

Durham's onsite is scheduled for this fall, so there is no annual report.

3. Essex County College, Newark, NJ

Lewis asked if anyone was connected with Essex. Ventura left the room.

The annual report was discussed, and a motion made and passed to accept it.

Ventura returned to the room.

4. Hillsborough Community College, Tampa, FL

Lewis asked if anyone was affiliated with Hillsborough. Reese left the room.

The annual report was discussed, and a motion made and passed to accept it.

Reese returned to the room.

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

Lewis asked if anyone in the room is affiliated with J Sargeant Reynolds. No one self-identified.

The annual report was discussed, and a motion made and passed to accept it.

6. Middlesex Community College, Middletown, CT

Lewis asked if anyone was affiliated with Middlesex. No one self-identified.

The annual report was discussed, and a motion made and passed to accept it.

7. Miami-Dade College, Miami, FL

Lewis asked if anyone was affiliated with Miami-Dade. No one self-identified.

The annual report was discussed, and a motion made and passed to request .

8. Roane State Community College, Harriman, TN

Lewis asked if anyone is affiliated, no one self-identified.

The annual report was discussed, and a motion made and passed to accept it with a request for further documentation.

9. Southwestern Indian Polytechnic Institute, Albuquerque, NM

A letter from the SIPI CEO was discussed and moved to new business.

The annual report was discussed, and a motion made and passed to accept it.

10. TCI College of Technology, New York City, NY

Lewis asked if anyone was affiliated with TCI. Weinberger and Herron left the room.

The annual report was discussed, and a motion made and passed to accept it.

Weinberger and Herron returned to the room,

B. Annual Reports – Laboratory

1. Naval Ophthalmic Support & Training Activity (NOSTRA), Yorktown, VA
Lewis asked if anyone was affiliated with NOSTRA, no one self-identified.

The annual report was discussed, and a motion made and passed to accept it with a request for further documentation.

IX. Old Business

- A. *Approval of April 2010 Minutes* – electronic vote during June/July

- B. *Break-out for Committee Meetings* – time permitting

Move committee meetings to completion of New Business, time permitting.

- C. *Committee Reports*

1. *By-Laws*

A By-Laws issue was discussed.

2. *Essentials Review*

A request for an *Essentials* change was discussed. A motion to make a change to the document was made and passed. It will go to the interested parties for comment before the next Commission meeting.

3. *Policies and Procedures Review*

There was nothing to report.

4. *Publicity*

There was nothing to report.

5. *Strategic Planning*

The Committee report was discussed in detail, and several items were agreed on for further action.

6. *Association of Specialized & Professional Accreditors*

Action on joining this organization was postponed to the next meeting.

X. New Business

- A. *COA Fax*

A motion to drop the FAX service was made, discussed, and passed.

- B. *New Data Collection Form*
A motion to use a new form for the annual statistics was made, discussed, and passed.
- C. *Date for Next Meeting*
The Commissioners agreed on a meeting date for April 2011.
- D. *Consequences for incomplete annual reports.*
A motion to clarify the items required in the annual report and to have them submitted electronically only was made, discussed, and passed.
- E. *Late Self Study*
A motion to assess a late fee of \$500, Administrative Probation, and possibility of cancellation of the on-site visit at the Institution's expense for a late self study was made, discussed, and passed.
- F. *SIPI discussion that was postponed from the Annual report section:*
A decision regarding the letter sent to the COA by the institution CEO was made, discussed, and passed.

XI. Adjournment and evaluation

Commissioners were asked to complete meeting questionnaire and submit to White. The meeting adjourned at 5:25 pm.