

**Commission on Opticianry Accreditation**  
**Semi-Annual Meeting, April 2011**  
**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:**

Renato Cappuccitti, NAO  
Diane Drake, NAO  
Daniel Dull, Public Member  
Doreen Herron, Public Member  
Jerry Himes, OAA  
Madeleine Kruhsberg, Treasurer, NAO  
Amy Lewis, Chair, OAA  
Brent McCardle, NFOS  
Doug Nunes, OAA  
Jim Reese, Jr., NFOS  
Danne Ventura, NAO

**Guest:**

Debra White, COA Director of Accreditation

**Not Present:**

Jayne Weinberger, Vice-Chair, OAA

**I. Call to Order**

Lewis called the meeting to order at 8:02 am. Lewis welcomed the new Commissioners, and all attendees introduced themselves.

**II. Conflict of Interest and Agreement of Confidentiality**

White asked everyone to read and sign the two forms found in the meeting books, and all were passed 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**

Lewis indicated that there are two programs that are interested in initial accreditation. Other existing programs that are not accredited were briefly discussed.

Plans for a fundraiser for the fall ABO/NCLE meeting were discussed.

#### **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 for this year were discussed.

#### **VI. Treasurer's Report**

The current financial report was discussed. The method of handling expenses of those Commissioners who pay their own meeting expenses was discussed.

The 2011-2012 proposed budget was discussed. After one modification the budget was approved.

#### **VII. Accreditation and Reaffirmation of Accreditation**

##### **1. DeKalb Technical College**

Lewis asked if anyone was associated with DeKalb; Drake left the room.

The DeKalb on-site results were presented. Several issues were discussed. A motion was made, discussed, and approved to place the program on Provisional Accreditation for two years. This decision was based on four non-compliances and three potential compliances. A letter will be sent to the administration requesting a progress report.

Drake returned to the meeting.

##### **2. Durham Technical Community College**

Lewis asked if anyone was associated with program, McCardle left room.

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

McCardle returned to the meeting.

##### **3. Raritan Valley Community College**

Lewis asked if anyone was associated with Raritan. No one self-identified.

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

## **X. Old Business (moved from later in the agenda)**

A. Approval of October 2010 Minutes – done via e-mail vote

B. Committee Reports

1. By-Laws

A By-Laws issue was discussed. A motion was made, discussed, and passed to have the By-laws Committee propose a change and have the new wording ready for the fall 2011 meeting.

2. *Essentials* Review

At the fall 2010 meeting changes to the *Essentials* were proposed, and those proposed changes were sent to the stakeholders in the fall. The proposed changes and all responses received by the Director were discussed. A motion was made, discussed, and passed to accept the proposed changes to the *Essentials*. These changes are effective July 1, 2011.

There was further discussion about the need for study of distance learning issues.

Two new requests for changes to the *Essentials* were presented. A motion was made, discussed, and passed to accept the proposed changes. The changes will be sent to the stakeholders for comment, and will be approved, changed, or rejected at the fall meeting.

3. Policies and Procedures Review - No report.

4. Publicity

There were several press releases since the last meeting.

5. Strategic Planning

The committee met in NYC prior to this meeting. Several issues were discussed. A motion to accept the committee report was made and passed.

A suggestion was made on how to encourage existing programs that are not accredited to seek initial accreditation. A motion was made, discussed, and passed to apply the \$500 initial application fee for new programs to the first year's annual fee once the program receives accreditation.

## **VIII. Progress Reports**

Clarifications requested at the fall meeting from three programs were discussed. Two are complete; one needs further clarification and will be so notified.

## **IX. Annual Reports**

A. Annual Reports- Dispensing

1. Baker College

Lewis asked if anyone was associated with Baker. No one self-identified.

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

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

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

3. DeKalb Technical College – no report, onsite this year
4. Erie Community College – no report, onsite this year
5. Indiana University – no report, onsite this year

6. New York College of Technology  
Lewis asked if anyone is affiliated with NYCT. Ventura left the room.

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

Ventura returned to the meeting.

7. Ogeechee Technical Institute  
Lewis asked if anyone was affiliated with Ogeechee, no one self-identified.

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

8. Raritan Valley Community College – no report, onsite last fall
9. Seattle Central Community College – no report, onsite this year

10. Tyler Junior College  
Lewis asked if anyone was affiliated with Tyler, no one self-identified.

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

## **XI. New Business**

- A. Establish Document Review Committee.

The need to have all documents reviewed, and to insure that the documents all agree with each other, was discussed. Chairs of current *Essentials*, Policy & Procedures, and By-Laws Committees will review their respective documents. An ad-hoc “review of Documents Committee” was appointed.

- B. \$200 late fee for late Statistics will be added to the list in the Accreditation Guide.
- C. There was discussion about fundraising and donation requests.
- D. There was discussion about the format and method of submission of the self studies.

- E. Lewis recognized the retiring Commissioners, presented them with plaques, and thanked them for their service.
- F. The date for the fall meeting was agreed upon.
- G. Election of new officers – Lewis  
Nominations for Chair, Vice-Chair, and Treasurer were accepted. By paper ballot, the following were elected for office through the spring 2012 meeting:  
Chair: Lewis  
Vice Chair: Reese  
Treasurer: Cappuccitti
- H. White will be asking Commissioner's for donations for a raffle for the ABO/NCLE convention booth.

**XII. Adjournment and evaluation**

After some final comments, the meeting adjourned at 5:01 pm.