

Commission on Opticianry Accreditation
Semi-Annual Meeting, April 6 & 7, 2013
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
Diane Drake, NAO
Daniel Dull, Public Member
Nina Mar, OAA
Jerry Himes, OAA
Doug Nunes, OAA
Jonathan Parrelli, NAO
Jerry Reback, OAA
Kimberly Strickler, NFOS
Bill Weaver, NAO
Gaye Wilson, NAO

Guest:

Debra White, COA Director of Accreditation

Not Present:

Brent McCardle, NFOS

I. Call to Order

Nunes called the meeting to order at 2:35 pm, April 6. Welcome and introductions of new Commissioners.

II. Conflict of Interest and Agreement of Confidentiality

Forms were signed and given to the Director of Accreditation.

III. Total Quality Leadership (TQL)

A 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's report.

V. Director of Accreditation Report

White listed the programs with recent on-site visits and the visits scheduled for the next six months. Schools that are discussing starting an opticianry or optical lab program were listed. A motion was made, discussed, and passed to send a letter to the programs that fall below the established cutoff on the annual statistics. CHEA accepted the 3-year report submitted by the COA; another report will be due in 3 years. An EFOO meeting has not been held yet. White attended the ABO meeting in fall 2012; the raffle was discussed.

VI. Treasurer's Report

The financial report was accepted. The proposed 2012-2013 budget was discussed and accepted. The Commissioners discussed the financial, staff, operational and technology resources of the COA and found them acceptable.

VII. Accreditation and Reaffirmation of Accreditation

1. J. Sargeant Reynolds Community College

(Report was discussed later in the meeting; results are here for clarity.)

Nunes asked if anyone was associated with J. Sargeant Reynolds Community College. No one self-identified.

The self-study and on-site reports were discussed at length. Several distance learning aspects were among the items discussed. A motion was made, discussed, and passed to place the program on a 2-year Provisional Accreditation, with an on-site visit after one year. This decision was based upon 3 non-compliances, and several potential compliances that the Commissioners considered critical to the students learning experience.

2. New York City College of Technology, NY

Nunes asked if anyone was associated with New York City College of Technology. Strickler left the room.

The 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*.

Strickler returned to the room.

VIII. Progress Reports

1. Ben Franklin Institute of Technology

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

A motion was made, discussed, and passed to send a one-person on-site team to confirm that all issues have been resolved.

Parrelli returned to the room.

2. Durham Technical Community College

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

The report was discussed. A motion was made, discussed, and passed to place the program on a 2-year Provisional Accreditation. This decision was based upon the 2012 Annual Report being incomplete, as well as the follow-up Progress Report.

3. Roane State Community College
The item requested was received by the Director and is acceptable.
4. Naval Ophthalmic Support & Training Activity (NOSTRA)
Nunes asked if anyone was associated with NOSTRA. No one self-identified.

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

IX. Annual Reports

A. Annual Reports- Dispensing

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

After discussion of the report and of the move to Detroit, a motion was made and passed to accept the annual report.

2. Benjamin Franklin Institute of Technology
Discussed under Progress Reports.
3. Broward College
Nunes asked if anyone was associated with Broward College. No one self-identified.

After discussion of the annual report, a motion was made and passed to accept the annual report.

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

After discussion of the annual report, a motion was made and passed to accept the annual report.

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

After discussion of the annual report, a motion was made and passed to accept the annual report.

6. Indiana University

Nunes asked if anyone was associated with Indiana University. No one self-identified.

After discussion of the annual report, a motion was made and passed to accept the annual report.

7. New York College of Technology

Nunes asked if anyone was associated with New York City College of Technology. Strickler left the room.

Due to a fall 2012 on-site, only the statistics were reviewed.

Strickler reentered the room.

8. Ogeechee Technical College

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

After discussion of the annual report, a motion was made and passed to accept the annual report.

9. Raritan Valley Community College

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

After discussion of the annual report, a motion was made and passed to accept the annual report.

10. Seattle Central Community College

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

After discussion of the annual report, a motion was made and passed to accept the annual report.

11. Tyler Jr. College

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

After discussion of the annual report, a motion was made and passed to accept the annual report.

X. Old Business

A. Approval of September 2012 Minutes

A motion was made, discussed, and passed to approve the September 2012 minutes with corrections.

- B. Committee Reports
 - 1. By-Laws –No report.
 - 2. Document Review -- *Essentials* for Ophthalmic Laboratory Technology. The changes to the Laboratory *Essentials* will be reviewed at the Fall meeting.
 - 3. Policies and Procedures Review will be discussed under New Business.
 - 4. Publicity – Some press releases will be sent out after this meeting.
 - 5. Strategic Planning –No report.

XI. New Business

- A. Date for Next Meeting – ABO Meeting, September 22, 2013
- B. Meetings for Director to attend
The Director of Accreditation will attend NFOS meeting if one is scheduled during the summer.
- C. Raffle for ABO Meeting
The raffles for last fall and next fall were discussed.
- D. Recognition of service of retiring Commissioner
Nunes presented retiring Commissioner Himes with a plaque in appreciation for her 6 years as a Commissioner.
- E. Policy and Procedure Changes

After considerable discussion of fees, there were the following motions:

- 1. A motion was made, discussed, and passed to assess a \$500 fee when a program is placed on Provisional Accreditation.
- 2. A motion was made, discussed, and passed that the fee for a late or incomplete report will start at \$500 and increase by \$250 for every subsequent infraction.

After considerable discussion of the wording in the Accreditation Guide about reconsideration of an adverse accreditation decision, a motion was made, discussed, and passed to reword the section to indicate that the Commission will reconsider an adverse decision only if the facts upon which it was based have changed significantly; and that the Commission may or may not require an on-site visit.

- F. Election of new officers – Dull
Nunes was the only nomination for Chair. All in favor.
Drake was the only nomination for Vice Chair. All in favor.
Weaver was the only nomination for Treasurer. All in favor.
- F. Re-appointment of Public Member
A motion was made and passed to reappoint Baruchin to a second term as Public Member.

XII. Adjournment and evaluation

The Commissioners handed in to the Director any program-specific materials not bound in meeting book, completed meeting questionnaires, and were requested to submit expense reports within 30 days.

Motion made to adjourn at 11:50 am April 7.