

Commission on Opticianry Accreditation
Semi-Annual Meeting, April 2, 2017
Javits Center, NY, NY
Summary of Major Actions and Discussion
(These are not the official minutes of the COA semi-annual meeting.)

PRESENT:

Commissioners:

Dave Burt, Public Member
Dan Dull, Public Member
Cathy Evans, NAO
John Godert, NFOS
Tom Hicks, OAA
Kimberly Strickler, NFOS
Russ Tolar, NAO
Bill Weaver, NAO
Yvonne Pelkey, OAA

Guest: Debra White, COA Director of Accreditation
Doug Nunes, Commissioner Appointee July 1, 2017

NOT PRESENT:

Jerry Reback, OAA
Phernell Walker, NAO
Gerald Wilkerson, OAA

I. Call to Order

Godert called the meeting to order at 8:06. 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

Godert attended the National Optical Collaboration meeting in GA this spring. Godert also represented the COA at the State Leadership meeting.

V. Director of Accreditation Report

White reviewed the list of on-site visits completed, and those scheduled for the next for this spring and fall. The minutes of the September 2016 meeting were previously approved via email.

White informed the Commissioners of the closure of Baker College. There are two potential new programs: Central New Mexico Community College and Daytona State College.

New Commissioner appointed by OAA: Doug Nunes, and NFOS: Mary Seguiti

VI. Treasurer's Report

The 2017-2018 proposed budget was reviewed, including a review of financial, staff, and operational resources. A motion was made, seconded, discussed and passed to approve the budget.

VII. Strategic Planning

Dull stated that an updated Strategic Plan will be sent to the Commissioner for review and comment. This plan will be evaluated each year.

VIII. Accreditation and Reaffirmation of Accreditation

1. Durham Technical Community College

Godert asked if anyone was associated with Durham technical College, Tolar left the room. The reaffirmation of accreditation on-site report was presented and discussed in detail. A new program director has been appointed. A motion was made, discussed and passed to award the program full accreditation for a six-year period, based on the program substantially meeting the requirements of the Essentials, subject to regular progress on one area of non-compliance.

Tolar returned to the room.

2. Raritan Valley Community College

Godert asked if anyone was associated with Raritan Valley Community College. No one self-identified. The reaffirmation of accreditation on-site report was presented and discussed in detail. A motion was made, discussed and passed to award the program full accreditation for a six-year period, based on the program meeting the requirements of the Essentials.

IX. Progress Reports

1. J. Sargeant Reynolds Community College

Godert 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 progress report.

Pelkey returned to the room.

2. Roane State Community College

Godert asked if anyone was associated with Roane State Community College, no one self-identified. Their reply did not include a plan to address the low number of students taking the state license exam. A motion was made to not accept their reply, seconded, discussed and passed.

3. TCI

Godert asked if anyone was associated with TCI, 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. Baker College – Godert
There was no report; Baker College of Allen Park is closing their opticianry program this summer.
2. Benjamin Franklin Institute of Technology
Godert asked if anyone was associated with Benjamin Franklin Institute of Technology, no one self-identified. A motion was made, seconded, discussed and passed to accept the annual report with one additional information request.
3. Broward College
Godert asked if anyone was associated with Broward College, no one self-identified. A motion was made, seconded, discussed and passed to accept the annual report
4. College of Southern Nevada
Godert 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 annual report
5. Erie Community College
Godert asked if anyone was associated with Erie Community College, Godert left the room. A motion was made, seconded, discussed and passed to accept the annual report.
6. Goodwin College
Godert asked if anyone was associated with Goodwin College, no one self-identified. A motion was made, seconded, discussed and passed to accept the annual report, and move their accreditation to a full six-years, retroactive to their on-site visit.
7. New York College of Technology
Godert asked if anyone was associated with New York College of Technology, Strickler left the room. A motion was made, seconded, discussed and passed to accept the annual report.
8. Ogeechee Technical College
Godert asked if anyone was associated with Ogeechee Technical College, no one self-identified. A motion was made, seconded, discussed and passed to accept the annual report.
9. Raritan Valley Community College

Godert 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 statistics report.

10. Seattle Central Community College
There was no report; Seattle central Community College is closing their opticianry program this summer.

XI. Old Business

A. Committee Reports

1. By-Laws

A motion was made, seconded, discussed and passed to accept the By-Laws change regarding the potential removal of Commissioners missing 3 semi-annual meetings.

2. Document Review

A motion was made, seconded, discussed and passed to accept minor changes to the Essentials. These will be sent out to our programs for review and comment.

The Document Review Committee reviewed a chart of accreditation decisions for the past six years. It was determined that The COA has been consistent with the length of terms are voted on.

Discussion took place regarding a wide variation of reported student retention statistics in annual reports. The Director will contact the programs to assist in determining an acceptable cutoff percent for student retention.

3. Policies and Procedures Review

No report.

4. Publicity

No report.

XII. New Business

- A. Next meeting will be at the Opticon meeting. Orlando, FL, October 8, 2017

- B. Meetings for Director to attend: potential Opticianry Coalition, State Leadership and NFOS meetings.

- C. Accredited Program Fees – this year the fee is \$1519.50.

- D. Election of new officers

The following were individually nominated, seconded and voted on:

John Godert, Chair

Dave Burt, Vice Chair

Tom Hicks, Treasurer

- E. Godert presented retiring Commissioner Strickler with a plaque. Retiring Commissioner Reback was unable to be at the meeting. NFOS is replacing Strickler with Mary Seguiti, and OAA is replacing Reback with Doug Nunes.

XIII. Adjournment and evaluation

White requested that Commissioners complete expense reports in 30 days. Meeting was adjourned