

**Commission on Opticianry Accreditation**  
Semi Annual Meeting  
February 19, 2025  
Vision Expo East (Orlando, Florida) and Zoom  
Summary of Major Actions and Discussion  
(These are not the official minutes of the COA Semi-Annual Meeting)

**Commissioners:**

Bourque, Lisa; OAA  
Buckner, Ledonna; OAA  
DeLoach, Deborah; NFOS  
Ferguson, Roy; NFOS  
Goh, Bryan; NFOS, presiding  
Green, Kristina; OAA  
Hicks, Thomas; OAA  
Lew, Judy; NAO  
Ludovici, Joseph; Public Member  
Mercado, Pablo; NAO  
Tolar, Russ; NAO

**Staff (non-voting):**

Norris, Ellen, Assistant Director of Accreditation, recorder  
Weinberger, Jayne, Director of Accreditation

**Acronyms:**

NAO – National Academy of Opticianry  
OAA – Opticians Association of America  
NFOS – National Federation of Opticianry Schools  
UOA – United Opticians Association

**I. Call to Order**

Goh called the meeting to order at 12:04 pm.

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

It was reported that all participants have signed the two agreements.

**III. Total Quality Leadership (TQL)**

Goh read the ground rules for the meeting. Mercado was appointed as timekeeper for the meeting.

**IV. Approval of Minutes of October 2024**

A motion was made, seconded, and passed to accept the minutes of the meeting on October 17, 2024.

**V. Chairperson's Report**

Several commissioners are using school or work emails for Commission communication. The Freedom of Information rules may conflict with the Confidentiality agreement. Commissioners were requested to send their personal email addresses so that a new list can be created.

**VI. Director of Accreditation Report**

There has been a change of program director at Hillsborough Community College.

An Interim Report is due to the Council for Higher Education Accreditation in the late fall of 2025.

**VII. Treasurer's Report -**

Bourque reviewed the January financial report. The expectation is that the COA will end the year with a net income of approximately \$1,000.

**VIII. Reaffirmation of Accreditation.**

**A. Franklin Cummings Tech, Boston, MA**

Goh asked if anyone was associated with the program. Bourque left the room. After review of the program report, a motion was made and seconded to reaffirm the accreditation of the program for 6 years. The motion passed.

**B. New York City College of Technology, Brooklyn, NY**

Goh asked if anyone is affiliated with the program. Weinberger left the room. After review of the program report, a motion was made and seconded to reaffirm the accreditation of the program for 6 years. The motion passed.

**IX. Progress Reports**

**1. Essex County College, Newark, NJ**

Goh asked if anyone is affiliated with the program. No one self-identified. Progress has been made on compliance. A motion was made and seconded to extend the accreditation of the program for one additional year to February 2027 and to require a progress report due in 6 months. The motion passed.

**2. Southwestern Community College, Sylva, NC**

Goh asked if anyone is affiliated with the program. No one self-identified. The program director is licensed in North Carolina as required. A motion was made and seconded to extend the accreditation of the program to February 2030. The motion passed.

**Annual Reports**

**1. Broward College, Coconut Creek, FL**

Goh asked if anyone is affiliated with the program. No one self-identified. A motion was made and seconded to accept the Annual Report. The motion passed unanimously.

**2. Camden County College, Blackwood, NJ**

Goh asked if anyone is affiliated with the program. No one self-identified. A motion to accept the report was made and seconded. The motion passed with all in favor.

**3. College of Southern Nevada, Las Vegas, NV**

Goh asked if anyone is affiliated with the program. No one self-identified. There has been a change in both the college president and program director. A motion was made to accept the Annual Report with a request for a progress report documenting that requirements for the program director are met. The motion was seconded and passed.

**4. Franklin Cummings Tech, Boston, MA – statistics only**

Goh asked if anyone is affiliated with the program. Bourque left the room. A motion was made and seconded to accept the Annual Report. The motion passed.

**5. Hillsborough Community College, Tampa, FL**

Goh asked if anyone is affiliated with the program. Lew left the room.

There has been a change in program director. A motion to accept the Annual Report was made and seconded. The motion passed.

**6. New York City College of Technology, Brooklyn, NY – statistics only**

Goh asked if anyone is affiliated with the program. No one self-identified.

The statistics presented meet COA requirements. No graduates in the cohort have attempted the CLRE. A motion to accept the Annual Statistics was made, seconded, and passed.

**7. Raritan Valley Community College, Somerville, NJ**

Goh asked if anyone is affiliated with the program. No one self-identified. A motion to accept the Annual Report was made and seconded. The motion passed. The program has been moved to the spring reporting list.

**8. SUNY Erie Community College, Williamsville, NY**

Goh asked if anyone is affiliated with the program. No one self-identified.

A new program director has been appointed. A motion was made and seconded to require submission of a progress report in 6 months to address enrollment, statistics and to include Advisory Committee meeting minutes. The motion passed.

**I. Old Business**

**A. Committee Reports**

**1. Bylaws**

There is a proposed addition to

Article III Section 2: If circumstances make the appointments detailed here not viable, appointments for a first term and reappointments for a second term shall be made by majority vote of the remaining Commissioners at any regular or special meeting called for that purpose.

Bylaws require a majority vote after a 30 day waiting period, so there will be an email vote in March. If this is accepted, then the Commissioners can vote to accept the new appointee and the reappointment from the OAA.

The motion was made and seconded to accept the proposed addition to Article III Section 2 which will be recommunicated by email on March 19, 2025, and voted on by email.

**2. Essentials Review**

The group reviewed each of the changes proposed at the last meeting and sent to the accredited programs for comment. One comment resulted in amending *Section V Students, D Guidance* from “academic guidance” to “course transfer guidance” to clarify that this refers to transfer in or out of the college instead of help with the class material, which is covered under *Instructors IV.B.2*.

A motion was made and seconded to accept the changes as amended. The motion passed.

**3. Evaluator’s Checklist**

The *Evaluator's Checklist* will be reviewed so that the current document better reflects the current version of the *Essentials*. The other documents that are impacted by the revisions of the *Essentials* need to be reviewed and updated.

4. Strategic Planning

There was a suggestion that COA contact programs that are not accredited.

**II. New Business**

A. Freedom of Information Act

Goh indicated that anything on college email is subject to FIA. As that violates our Confidentiality Agreement, commissioners are asked to please send Norris their personal email addresses for a new directory.

B. Public member

The public member's term is finishing in June. Commissioners should consider individuals names who might make a good public member. The public member must be an individual who is not part of eyecare industry.

C. Dedicated page for Commissioners on the website

The possibility of creating such a page was discussed, but no action was taken.

D. Date/Location of Next Meeting

The fall meeting will be conducted via Zoom. Normally this meeting is on the second or third week of October.

E. Director of Accreditation

The positions of Director and Assistant Director were discussed.

A closed session began.

Goh closed the meeting at 4:50 pm.