

Commission on Opticianry Accreditation
Semi-Annual Meeting, March 18, 2018
Javits Center, NY, NY
Summary of Major Actions and Discussion
(These are not the official minutes of the COA semi-annual meeting.)

PRESENT:

Commissioners:

Lanard Atkins, OAA
Dave Burt, Public Member
Dan Dull, Public Member
Doug Nunes, OAA
John Godert, NFOS
Tom Hicks, OAA
Yvonne Pelkey, OAA
Cathy Schwarz, NAO
Mary Seguiti, NFOS
Russ Tolar, NAO
Bill Weaver, NAO

Guest: Debra White, COA Director of Accreditation

NOT PRESENT:

Phernell Walker

I. Call to Order

Meeting called to order at 8:00 am. 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 had no updates.

V. Director of Accreditation Report

White reviewed the list of on-site visits completed, and those scheduled for the next year. The minutes of the October 2017 meeting were approved.

The timeline for the move of the TCI program to ASA was discussed.

The position of Program Director at Middlesex Community College was discussed.

The program at Wiregrass may be interested in becoming accredited.

ABO made a grant of \$10,000 for the current year. There was discussion about the financial and planning needs as COA prepares to apply for re-recognition by CHEA.

An extension to fall 2018 was granted to BFIT for the on-site visit.

VI. Treasurer's Report

Hicks presented the financial report. There was discussion about including the cost of on-site visits in the report in the future. It was agreed that the profit and loss statement should be in the meeting books.

The 2018-2019 fiscal year budget was approved.

VII. Strategic Planning

Dull presented the Strategic Plan. A motion was made, discussed, and approved to accept the Mission and Vision statements.

The list of COA documents that have been reviewed and revised in the last few years was discussed, as was several current procedures. Costs of the CHEA application now and 10 years ago was discussed.

The objectives listed in the Strategic plan were evaluated. A motion was made, discussed, and passed to reword the first objective stated.

VIII. Accreditation and Reaffirmation of Accreditation

A. Erie Community College

Godert asked if anyone was associated with Erie community College. Godert left the room.

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

Godert returned to the meeting.

IX. Progress Reports

1. Durham Technical Community College

Godert asked if anyone was associated with Durham Technical community College. Tolar left the room.

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

Tolar returned to the meeting.

2. 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.

3. Southwestern Indian Polytechnic Institute (SIPI)
Godert asked if anyone was associated with SIPI. 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. Benjamin Franklin Institute of Technology, Boston, MA
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.

2. Broward College, Coconut Creek, FL - (statistics only)
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.

3. Camden County College, Blackwood, NJ – Hicks
Godert asked if anyone was associated with Camden County College. No one self-identified.

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

4. College of Southern Nevada, Las Vegas, NV
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 with additional information requests.

5. Erie Community College, Williamsville, NY - (statistics only)
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.

Godert reentered the room.

6. Goodwin College, East Hartford, CT
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 with one additional information request.

7. Hillsborough Community College, Tampa, FL

Godert asked if anyone was associated with Hillsborough Community College. Seguiti left the room.

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

Seguiti reentered the room.

8. New York City College of Technology, Brooklyn, NY
Godert asked if anyone was associated with New York City College of Technology. No one self-identified.

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

9. Ogeechee Technical College, Statesboro, GA
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.

10. Raritan Valley Community College, Branchburg, NJ
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 annual report with additional information requests.

XI. Old Business

- A. Committee Reports
 1. By-Laws – No report
 2. Document Review – Dull/Hicks/Evans/Nunes/Pelkey
Updating the on-site checklists was addressed.
 3. Strategic Planning – Dull
There was a discussion about retention of statistics.

XII. New Business

- A. Date for Next Meeting – there will be a poll taken about dates and locations.
- B. Meetings for Director to attend – to be addressed as needed.
- C. Election of new officers
Elected officers for the coming year are:
Chair: Nunes
Vice-Chair: Pelkey
Treasurer: Hicks

- D. Presentation of retiree plaques.
Retiring Chair Godert presented retiring Commissioner Weaver with a plaque and newly voted Chair Nunes presented Godert with a plaque.
- E. There was discussion about insuring that on-site teams to programs with a distance learning component have a member with knowledge of the issues involved. There was also discussion about the reporting of statistics for those programs and also of the reporting of State Board pass rates.

I. Adjournment and evaluation

Commissioners hand in to White any program-specific materials not bound in the meeting book.

Expense Report due in 30 days.

Meeting was adjourned at 12:56 pm.

Commission on Opticianry Accreditation Budget

Fiscal year ends May 31

	Budget	Actual	Budget	YTD	
	2016-17	2016-17	2017-18	2017-18	
Income					
Annual fee	\$31,217	\$31,218	\$31,217	\$13,416	^
reevaluation fee	\$1,000	\$1,250	\$1,000		^^
(late fees)		\$500			
Donations	\$16,633	\$2,300	\$16,633	\$9,000	^^^
Interest, other	\$185	\$175	\$185	\$38	
Total Income	\$49,035	\$35,443	\$49,035	\$22,470	
Travel Paid by NAO					
Expenses					
Annual Meeting	\$18,000	\$9,778	\$18,000	\$249	*
Other meetings	\$2,000	\$364	\$2,000		
CHEA	\$1,250	\$1,250	\$1,250		**
Bank charges		\$12			
Insurance	\$750	\$712	\$750		
Office Supplies	\$200	\$347	\$200	\$15	
File storage					
Payroll	\$24,500	\$26,107	\$24,500	\$6,607	
Consultant	\$525	\$500	\$525		
Postage	\$225	\$204	\$225		
Printing	\$80	\$48	\$80		
Accountant	\$300	\$400	\$300		+
Legal, license, permit	\$200	\$228	\$200	\$30	
Internet, comp repair	\$275	\$173	\$275	\$36	
Telephone	\$480	\$463	\$480	\$78	
Misc.		\$204			
Total Expenses	\$49,035	\$40,742	\$49,035	\$15,431	
Net	\$0	-\$5,299	\$0		

^17 degree programs at \$1519.50, 1 lab program at \$1519.50, 1 degree and lab program at \$2279

^^ 2 reaccreditations at \$250, 1 new accreditation at \$500

^^^ Calculated for budget and projection to give 0 net (missing OAA \$4K, NFOS \$2K, ABO \$10K) for 2016/17

* 8 commissioners and 1 Director x 2 meetings/year

** CHEA \$2,000 due 2018 and \$4,000 due 2019/20

+ Review every two years