

Commission on Opticianry Accreditation
Semi-Annual Meeting, March 24, 2019
Javits Center, NY, NY
Summary of Major Actions and Discussion
(These are not the official minutes of the COA semi-annual meeting.)

PRESENT:

Commissioners:

Janet Alspaugh, NAO
Lanard Atkins, OAA
Dan Dull, Public Member
Tom Hicks, OAA
Thomas Neff, NAO
Doug Nunes, OAA
Yvonne Pelkey, OAA
Liliana Mejia Rodriguez, NFOS
Cathy Schwarz, NAO
Mary Seguiti, NFOS
Russ Tolar, NAO

Guest: Debra White, COA Director of Accreditation

National Academy of Opticianry (NAO)
National Federation of Opticianry Schools (NFOS)
Opticians Association of America (OAA)

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

No report

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 March 2019 meeting were approved.

White reviewed the changes at a few programs. All will be discussed more during the meeting.

White discussed the upcoming CHEA re-recognition.

White reminded the Commissioner's of the need for a replacement public member.

VI. Treasurer's Report

Hicks presented the financial report and the budget for 2019/2020. The budget was approved.

VII. Strategic Planning

Items from the 2018 meeting have been added to the Strategic Plan

VIII. Accreditation and Reaffirmation of Accreditation

Benjamin Franklin Institute of Technology

Nunes asked if anyone was associated with Benjamin Franklin Institute of Technology. No one self-identified. The reaffirmation of accreditation on-site report was presented and discussed in detail. A motion was made and passed to award the program a one-year period, based on the program having two non-compliant areas.

An email motion took place on April 1, 2019 to amend the motion adapted at the March 24 meeting to indicate that accreditation is awarded until October 1, 2019. The motion passed with (7) yes votes and (0) no votes.

IX. Progress Reports

1. Durham Technical Community College

Nunes asked if anyone was associated with the Durham Technical Community College. Tolar and Alspaugh left the room. A motion was made, seconded, discussed and passed to accept the progress report, requesting the timeline for the newly appointed Program Director. Alspaugh and Tolar returned to the room

2. J. Sargeant Reynolds Community

Nunes 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

The Director indicated that the Program Director forwarded the items missing from the previous report, the requirement was satisfied, and no review or action is required.

X. Annual Reports

A. Annual Reports- Dispensing

1. Benjamin Franklin Institute of Technology, Boston, MA

Nunes 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

Nunes 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
Nunes 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 – Hicks
Nunes asked if anyone was associated with 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, Williamsville, NY – Tolar
Nunes asked if anyone was associated with Erie Community College. No one self-identified. A motion was made, seconded, discussed and passed to accept the annual report.
6. Goodwin College, East Hartford, CT – Dull
Nunes asked if anyone was associated with Goodwin College. No one self-identified. A motion was made, seconded, discussed and passed to not accept the annual report until receipt of additional information.
7. Hillsborough Community College, Tampa, FL
Nunes asked if anyone was associated with Hillsborough Community College. Seguiti and Neff left the room. A motion was made, seconded, discussed and passed to accept the annual report. Seguiti and Neff returned to the room.
8. New York College of Technology, Brooklyn, NY
Nunes asked if anyone was associated with New York College of Technology. No one self-identified. A motion was made, seconded, discussed and passed to not accept the annual report until receipt of additional information.
9. Ogeechee Technical College, Statesboro, GA
Nunes asked if anyone was associated with Ogeechee Technical College. No one self-identified. A motion was made, seconded, discussed and passed to not accept the annual report until receipt of additional information.
10. Raritan Valley Community College, Branchburg, NJ – Dull
Nunes asked if anyone was associated with Raritan Valley Community College. No one self-identified. A motion was made, seconded, discussed and passed to not accept the annual report until receipt of additional information.

XI. Old Business

A. Committee Reports

1. Document Review

A motion was made, seconded and passed to forward the proposed revisions of the *Essentials*. White will send the proposed revisions of the *Essentials* to

accredited programs, state licensing boards and optical organizations for a 3-month comment period.

XII. New Business

- A. Date for Next Meeting
September 21, 2019, at Vision Expo West. White will look into a meeting room.
- 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: Seguiti
Treasurer: Hicks

XIII. Adjournment

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 11:10 am.