

Commission on Opticianry Accreditation
Semi-Annual Meeting, October 8, 2017
Disney Resort, Orlando
Summary of Major Actions and Discussion
(These are not the official minutes of the COA semi-annual meeting.)

PRESENT:

Commissioners:

Dan Dull, Public Member
Cathy Evans, NAO
John Godert, NFOS
Tom Hicks, OAA
Mary Seguiti, NFOS
Russ Tolar, NAO
Phernell Walker, NAO
Bill Weaver, NAO

Guest: Debra White, COA Director of Accreditation

NOT PRESENT:

Dave Burt, Public Member
Doug Nunes, OAA
Yvonne Pelkey, OAA
Gerald Wilkerson, OAA

I. Call to Order

Meeting called to order at 8:01 by Godert. 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. Seguiti was appointed timekeeper.

IV. Chairperson's Report

Godert informed the Commissioners of activities at the recent NFOS meeting. A motion to certify the NAOO was defeated unanimously.

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 April 2017 meeting were approved by email.

A motion was made and passed to extend TCI/ASA's accreditation to June 2018, to include a 1 person evaluator to assure that the faculty and equipment meet the *Essentials*, due to the move of the TCI program to ASA temporarily.

A motion was made and passed to extend New York City College of Technology to Spring 2019, due to change in program director and move to a new facility.

There are new Program Directors at Essex and JSR.

VI. Treasurer's Report

Hicks presented the financial report. There was a discussion of the future funding given that there are fewer programs than in the past and contributions from industry organizations have decreased. The form 990EZ was presented.

VII. Strategic Planning

Dull presented the current Strategic Plan. Several issues and updates were discussed. A motion was made and passed to approve the updated Strategic Plan, which will be made available on the website. The Strategic Plan will be evaluated annually at the fall meeting.

VIII. Accreditation and Reaffirmation of Accreditation

A. Camden

Godert asked if anyone was associated with Camden County College. 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 full accreditation for a six-year period, based on the program meeting the requirements of the *Essentials*.

B. Hillsborough Community College

Godert asked if anyone was associated with Hillsborough Community College. Seguiti 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*.

Seguiti returned to the room.

C. Middlesex Community College

Godert asked if anyone was associated with Middlesex Community College. 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 full accreditation for a six-year period, based on the program meeting the requirements of the *Essentials*.

There was discussion of the retirement of the Program Director and appointment of an Interim Program Director. A motion was made and passed to waive the late fee due to extenuating circumstances.

IX. Progress Reports and carry-overs from spring meeting

1. Ben Franklin Institute of Technology

Godert asked if anyone was associated with Ben Franklin Institute of Technology. No one self-identified.

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

2. 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 progress report.

3. New York City College of Technology

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 progress report.

4. Roane State Community College

Godert asked if anyone was associated with Roane State Community College. 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. Durham Technical Community College, Durham, NC

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 annual report with one additional information request.

Tolar reentered the room.

2. Essex County College, Newark, NJ (Statistics only)

Godert asked if anyone was associated with Essex County College. No one self-identified.

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

3. J. Sargeant Reynolds Community College, Richmond, VA

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

A motion was made, seconded, discussed and passed to accept the annual report with one additional information request.

4. Miami-Dade College, Miami, FL

Godert asked if anyone was associated with Miami-Dade College. No one self-identified.

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

5. Middlesex Community College, Middletown, CT (Statistics only)

Godert asked if anyone was associated with Middlesex Community College. No one self-identified.

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

6. Roane State Community College, Harriman, TN

Godert asked if anyone was associated with Roane State Community College. No one self-identified.

A motion was made, seconded, discussed and passed to accept the annual report with one additional information request.

7. Southwestern Indian Polytechnic Institute, Albuquerque, NM

Godert asked if anyone was associated with Southwestern Indian Polytechnic Institute. No one self-identified.

A motion was made, seconded, discussed and passed to accept the annual report with one additional information request.

B. Annual Reports – Laboratory

1. Naval Ophthalmic Support & Training Activity (NOSTRA), Yorktown, VA

Godert asked if anyone was associated with NOSTRA. No one self-identified.

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

2. Southwestern Indian Polytechnic Institute, Albuquerque, NM

Godert asked if anyone was associated with Southwestern Indian Polytechnic Institute. No one self-identified.

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

XI. Old Business

A. Committee Reports

1. By-Laws

A motion was made, seconded, discussed and passed to remove a Commissioner who has missed 3 Commission meetings without requesting an absence.

2. *Essentials* Review – Godert

A motion was made, seconded, discussed and passed to accept the changes that have completed the review process.

3. Policies and Procedures Review – Hicks

A motion was made, seconded, discussed and passed to change the word cutoff to “expectation”.

4. Document Review

No report at this time.

XII. New Business

A. Date for Next Meeting

March 18, Vision Expo East. There was discussion about the conflict with other responsibilities at national meetings, and if virtual meetings would be appropriate.

B. Meetings for Director to attend

White may attend a Leadership meeting or Collaboration meeting.

C. Accredited Program Fees

A motion was made, seconded, discussed and passed to increase annual fees by 1% for the next 3 years.

D. Weinberger will write the CHEA Report for rerecognition.

XIII. Adjournment and evaluation

Expense Report due in 30 days.

Meeting was adjourned at 11:10.