

Commission on Opticianry Accreditation
Semi-Annual Meeting, September 22, 2013
Summary of Major Actions and Discussion
(These are not official minutes of the COA semi-annual meeting.)

Agenda

- I. Call to Order**
- II. Conflict of Interest and Agreement of Confidentiality**
- III. Total Quality Leadership (TQL)**
- IV. Chairperson's Report**
- V. Director of Accreditation Report**
- VI. Treasurer's Report**
- VII. Reaffirmation of Accreditation**
- VIII. Progress Reports**
- IX. Annual Reports**
- X. Old Business**
- XI. New Business**
- XII. Adjournment and evaluation**

PRESENT:

Commissioners:

Andrea Baruchin, Public Member
Diane Drake, NAO
Daniel Dull, Public Member
Nina Mar, OAA
Doug Nunes, OAA
Jonathan Parrelli, NAO
Yvonne Pelkey, OAA
Jerry Reback, OAA
Kimberly Strickler, NFOS
Bill Weaver, NAO
Gaye Wilson, NAO

Guest:

Debra White, COA Director of Accreditation

Not Present:

Brent McCardle, NFOS

I. Call to Order

Nunes called the meeting to order at 8:00 am. The Commissioners introduced themselves.

II. Conflict of Interest and Agreement of Confidentiality

Forms were signed and given to the Director of Accreditation.

III. Total Quality Leadership (TQL)

A motion was made and passed to accept the ground rules as presented in the meeting books. A timekeeper was appointed.

IV. Chairperson's Report

Update on Activities: Discussion took place regarding location and date for the spring 2014 meeting. The September 15 deadline for fall programs to submit their reports was also discussed.

V. Director of Accreditation Report

White reviewed the list of programs that recently had on-sites and those that are scheduled for the spring. White will send a letter to programs that fall below the cut-off percentages. Procedure for accepting meeting minutes was discussed. A motion was made, discussed, and passed to accept the April 6, 2103 minutes. Three potential new programs were discussed, as was an existing program that is currently not accredited. The distance learning request to the programs was discussed. White indicated that the old laptop had become unreliable and a new one has been purchased.

VI. Treasurer's Report

Tom Hicks and James Morris of ABO/NCLE presented the COA with a \$10,000 check. James addressed the Commissioners with how pleased he is that COA was at this ABO meeting. He stated that the check is an ABO donation, not an EFOO grant.

The financial report to date was discussed, as were the programs that still owe the annual fee. The IRS forms for this year are done and submitted. The formal 2-year CPA review was discussed. The treasurer's report was accepted.

VII. Accreditation and Reaffirmation of Accreditation

No program is up for accreditation or reaffirmation of accreditation for this meeting.

VIII. Progress Reports and carry-overs from spring meeting

1. Ben Franklin Institute of Technology

Nunes asked if anyone was associated with BFIT. Parrelli left the room.

After discussion of the progress report, a motion was made, discussed, and passed to award the program 6-year accreditation retroactive to the date of the on-site.

Parrelli reentered the room.

2. Erie Community College

Nunes asked if anyone was associated with Erie Community College. No one self-identified.

After discussion of the progress report, a motion was made, discussed, and passed to accept the progress report.

3. J. Sargeant Reynolds Community College

Nunes asked to move the progress report to the annual report discussion.

4. New York City College of Technology

Nunes asked if anyone was associated with NYCCT. Strickler left the room.

After discussion of the progress report, a motion was made, discussed, and passed to accept the report.

Strickler reentered the room.

5. Ogeechee Technical College

Nunes asked if anyone was associated with Ogeechee. No one self-identified.

After discussion of the progress report, a motion was made, discussed, and passed to accept the report.

6. Southwestern Indian Polytechnic Institute

Nunes asked if anyone was associated with SIPI. No one self-identified.

The situation was discussed and it was agreed to postpone a decision until the onsite in the fall.

7. Tyler Junior College

Nunes asked if anyone was associated with Tyler. No one self-identified.

After discussion of the progress report, a motion was made, discussed, and passed to accept the report.

IX. Annual Reports

A. Annual Reports- Dispensing

1. Camden County College, Blackwood, NJ

Nunes asked if anyone was associated with Camden CC. No one self-identified.

After discussion of the annual report, a motion was made, discussed, and passed to accept the report.

2. Baker College, Detroit MI

Nunes asked if anyone was associated with Baker College. No one self-identified.

The move to Detroit was discussed. A commissioner visited the program after the move. A motion was made, discussed, and passed to accept the move.

3. Durham Technical Community College, Durham, NC

Nunes asked if anyone was associated with DTCC. No one self-identified.

After discussion of the annual report, a motion was made, discussed, and passed to continue the Provisional Accreditation.

4. Essex County College, Newark, NJ
Nunes asked if anyone was associated with Essex. No one self-identified.

After discussion of the annual report, a motion was made, discussed, and passed to accept the report.

5. Hillsborough Community College, Tampa, FL
Nunes asked if anyone was associated with HCC. No one self-identified.

After discussion of the annual report which included requesting further clarification, a motion was made, discussed, and passed to accept the report.

6. J. Sargeant Reynolds Community College, Richmond, VA
Nunes asked if anyone was associated with JSRCC. Pelkey left the room.

Both the annual report and the progress report were discussed. A motion was made, discussed, and passed to remove the provisional status and grant a 3 year accreditation retroactive to the beginning of the current accreditation period.

Pelkey reentered the room.

7. Miami-Dade College, Miami, FL
Nunes asked if anyone was associated with Miami Dade. No one self-identified.

After discussion of the annual report which included a letter to the program on one issue, a motion was made, discussed, and passed to accept the report.

8. Middlesex Community College, Middletown, CT
Nunes asked if anyone was associated with Middlesex CC. No one self-identified.

After discussion of the annual report the discussion was postponed to later in the meeting. At a later time the Middlesex annual report was discussed and a motion was made, discussed, and passed to request that the missing portions of the report be submitted as soon as possible.

9. Roane State Community College, Harriman, TN
Nunes asked if anyone was associated with Roane State. Baruchin left the room.

After discussion of the annual report, a motion was made, discussed, and passed to accept the report.

Baruchin reentered the room.

10. TCI College of Technology, New York City, NY

Nunes asked if anyone was associated with TCI. No one self-identified.

After discussion of the annual report, a motion was made, discussed, and passed to accept the report.

B. Annual Reports – Laboratory

1. Naval Ophthalmic Support & Training Activity (NOSTRA), Yorktown, VA
Nunes asked if anyone was associated with NOSTRA. No one self-identified.

After discussion of the annual report, a motion was made, discussed, and passed to accept the report.

X. Old Business

A. Approval of April 2013 Minutes

A motion was made, discussed, and passed to accept the April 2013 minutes.

B. Committee Reports

1. By-Laws – No report.

2. *Essentials* Review

Discussion of the results of the Degree *Essentials* Review Committee was postponed to the end of the meeting. A motion was made, discussed, and passed to send proposed changes in the Laboratory Technology *Essentials* to NOSTRA for comment before sending them for public comment.

3. Policies and Procedures Review

A motion was made, discussed, and passed to amend the selection process of the Commissioner who will present a program's annual report when the Commissioner from the last on-site is no longer on the Commission.

4. Publicity – No report

5. Strategic Planning

Timeframe and location of future *Essentials* reviews was discussed.

6. Document Review – No report

XI. New Business

A. Date for Next Meeting

Discussion occurred about the dates and logistics of the meetings with respect to holding them in conjunction with other industry meetings, and the

subsequent deadlines for annual reports. A motion was made, discussed, and passed to move the annual report deadlines up by one month.

- B. Meetings for Director to attend
There was discussion on the Director attending industry meetings and promoting the COA to other organizations.
- C. Accredited Program Fees
A motion was made, discussed, and passed to hold the annual fee the same for next year.
- D. Fund Raising
There was discussion about raffles and other forms of fund raising. There was discussion about the importance of COA having a table at the Exhibit Hall.
- E. Further discussion on Policies and Procedures
A motion was made, discussed, and passed to place a 30-day deadline on submission of expense reports.
- F. *Essentials* Review, postponed from Committee Reports, postponed from Section **X/B/2**.

After discussion of *Essentials* III. D. about testing as it is conducted in distance learning classes, a motion was made, discussed, and passed to accept changes recommended by the *Essentials* Review Committee to Section III D. Motions were made, discussed, and passed with respect to amended wording regarding laboratory/clinical exams and monitoring of distance learning classes.

Discussion took place on other proposed changes to *Essentials* I – III, and a motion was made, discussed, and passed to accept the proposed changes.

All proposed *Essentials* changes will be sent out for comment.

XII. Adjournment and evaluation

Commissioners were requested to submit meeting evaluations to the Director of Accreditation. The meeting was adjourned.