

Commission on Opticianry Accreditation

Semi-Annual Meeting, September 20, 2020

Zoom Meeting

Summary of Major Actions and Discussion

(These are not the official minutes of the COA semi-annual meeting.)

Commissioners:

Janet Alspaugh, NAO
Dan Dull, Public Member
Kristina Green, OAA
Tom Hicks, OAA
Judy Lew, NAO
Thomas Neff, NAO
Doug Nunes, OAA
Yvonne Pelkey OAA
Liliana Mejia Rodriguez, NFOS
Mary Seguiti, NFOS
Russ Tolar, NAO

Guest: Dr. Sheila Lewis, CHEA Observer

Staff: Debra White, COA Director of Accreditation

I. Call to Order

Meeting called to order at 12:00 pm. Commissioners introduced themselves.

II. Conflict of Interest and Agreement of Confidentiality

White is in possession of signed Agreements.

III. Total Quality Leadership (TQL)

Motion to accept ground rules for the meeting passed. Pelkey was appointed timekeeper.

IV. Chairperson's Report

Nunes discussed meeting expectations

V. Director of Accreditation Report

White informed the Commissioners that all on-sites for this year have been postponed. The minutes of the March 2018 meeting were approved. CHEA is observing this meeting, and we can expect a report in October, 2020. Our response can be submitted by November 1, and CHEA Board will take action in May, 2021. The By-Law change of having elections in the fall were approved via email. White informed the Commissioners that Goodwin College is closing. Daytona College has submitted a letter of intent for initial accreditation.

VI. Treasurer's Report

Hicks presented the financial report.

VII. Strategic Planning

The Commissioners discussed and updated the Strategic Plan.

VIII. Accreditation and Reaffirmation of Accreditation

None at this meeting.

IX. Progress Reports and carry-overs from spring meeting

1. Benjamin Franklin Institute of Technology

Nunes asked if anyone was associated with the Benjamin Franklin Institute of Technology. No one self-identified.

The statistic in question had been corrected, and has been satisfied.

2. Erie Community College

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

The Advisory Board question has been satisfied.

3. New York City College of Technology (NYCCT)

Nunes asked if anyone was associated with NYCCT. 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

Nunes asked if anyone was associated with Durham Technical Community College. Alspaugh and Tolar were placed in a meeting room.

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

Alspaugh and Tolar returned to the meeting.

2. Essex County College, Newark, NJ

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

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

3. Miami-Dade College, Miami, FL,

Nunes asked if anyone was associated with Miami Dade College. Rodriguez was placed in a meeting room.

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

Rodriguez returned to the meeting.

A 10-minute break was taken, meeting back at 1:15pm.

4. Middlesex Community College, Middletown, CT

Nunes 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.

5. Reynolds Community College, Richmond, VA
Nunes asked if anyone was associated with Reynolds Community College. Green and Pelkey were placed in a meeting room.

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

Green and Pelkey returned to the meeting.

6. Roane State Community College, Harriman, TN,
Nunes 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.

7. Southwestern Indian Polytechnic Institute, Albuquerque, NM
Nunes asked if anyone was associated with Southwestern Indian Polytechnic Institute. No one self-identified.

A motion was made, seconded, discussed and passed to accept a late annual report, due to unique circumstances.

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.

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

2. Southwestern Indian Polytechnic Institute, Albuquerque, NM,
Nunes asked if anyone was associated with Southwestern Indian Polytechnic Institute. No one self-identified.

A motion was made, seconded, discussed and passed to accept a late annual report, due to unique circumstances.

XI. Old Business

A.. Committee Reports

1. Document Review – Hicks/Nunes/Pelkey/Seguiti

A motion was made, seconded, discussed and passed to change our minimum performance standards for retention rate to 55%.

A 10-minute break was taken, meeting returned at 2:40 pm.

XII. New Business

- A. Commissioners discussed how to handle accreditation extensions, due to COVID. Programs will decide whether to have their on-sites in 2021, or to extend for 6-months.
- B. A committee was established to update the Sample Self-Study Report.
- C. Date for Next Meeting
March 21 at Expo East.
- D. Meetings for Director to attend – to be addressed as needed.
- E. Election of Officers took place, with Neff as Treasurer, Hicks for Vice Chair and Seguiti for Chair.
- F. A motion was made, seconded, discussed and passed to extend the requirement for full-time faculty to have Advanced ABO certification until December 31, 2024.

XIII. 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 3:22pm.