

**Commission on Opticianry Accreditation**  
Semi-Annual Meeting, August 28, 2021  
Tampa, Florida  
Summary of Major Actions and Discussion  
(These are not the official minutes of the COA semi-annual meeting.)

Present:

Janet Alspaugh, NAO  
Dr. Daniel Dull, Public Member  
Bryan Goh, NFOS  
Kristina Green, OAA  
Thomas Hicks, OAA, Vice Chair  
Judy Lew, NAO  
Thomas Neff, NAO, Treasurer  
Yvonne Pelkey, OAA  
Mary Seguiti, NFOS, Chair, Presiding  
Russell Tolar, NAO

Not present: Douglas Nunes, OAA

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

Staff: Debra White, COA Director of Accreditation

- I. Call to Order –  
Meeting called to order at 9:05. Commissioners introduced themselves.
- II. Conflict of Interest and Agreement of Confidentiality – White  
White is in receipt of Commissioners signed Agreements
- III. Total Quality Leadership (TQL)  
Motion to accept ground rules for the meeting passed. Pelkey was appointed Timekeeper.
- IV. Chairperson's Report – Seguiti  
Seguiti discussed our situation with CHEA. They gave us a one-year deferral. There are several items that we need to reply to, that will be discussed later in the meeting.

- V. Director of Accreditation Report – White
- White stated that the Dean at Roane State Community College requested an extension due to the lack of a Program Director. A motion was made, seconded and discussed to place Roane on Provisional Accreditation status with an on-site visit to be in early spring 2022.
  - Wiregrass Georgia Technical College, GA is scheduled to have an initial on-site visit Fall, 2021.
  - The following programs are scheduled for a Spring 2022 onsite visit:
    - a. Miami Dade College, FL
    - b. Southwestern Indian Polytechnic Institute, NM
    - c. College of Southern Nevada, NV
    - d. Reynolds Community College, VA
    - e. Daytona State College, FL
    - f. Tri-Service Optician School, VA
    - g. Durham Technical Community College, NC
  - White indicated that CHEA gave us a deferral and we have a draft of a reply ready for discussion later in the meeting.
  - Goodwin College closed their program as of the end of August, 2021
  - Southwestern Indian Polytechnic Institute is working on hiring a new Program Director so that the current Program Director can retire.
  - The Spring 2021 minutes were approved.
- VI. Treasurer's Report
- Neff presented the Financial Report. It has been a difficult year for the budget, fewer than normal grants received. We are hiring Norris as Assistant Director of Accreditation.
- VII. Strategic Planning
- The Strategic Plan was updated with a few minor changes.
- VIII. Accreditation and Reaffirmation of Accreditation
- None this meeting.
- IX. Progress Reports and carry-overs from spring meeting
1. Broward College
    - Seguiti asked if anyone was associated with Broward College. No one self-identified. The discrepancy on outcomes posted on their website has been satisfied
  2. College of Southern Nevada
    - Seguiti asked if anyone was associated with College of Southern Nevada. No one self-identified. The discrepancy for statistics posted on their website has been satisfied.
  3. New York City College of Technology
    - Seguiti asked if anyone was associated with NYCCT. No one self-identified. A motion was made, seconded, discussed and passed to accept their Progress Report.

X. Annual Reports

A. Annual Reports- Dispensing

1. Durham Technical Community College, Durham, NC  
Seguiti asked if anyone was associated with Durham Technical Community College. Alspaugh and Tolar left the room. A motion was made, seconded, discussed and passed to accept the annual report.  
Alspaugh and Tolar returned to the room
2. Essex County College, Newark, NJ  
Seguiti asked if anyone was associated with Essex County College. No one self-identified. A motion was made, seconded, discussed and passed to accept their report upon clarification of the question whether any state boards were given on New Jersey during the pandemic.
3. Miami-Dade College, Miami, FL  
Seguiti 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.
4. Middlesex Community College, Middletown, CT  
Seguiti asked if anyone was associated with Middlesex Community College. Goh left the room. A motion was made, seconded, discussed and passed to accept the annual report.  
Goh returned to the room.
5. Reynolds Community College, Richmond, VA – (statistics only)  
Seguiti asked if anyone was associated with Reynolds Community College. Green left the room. A motion was made, seconded, discussed and passed to accept their statistics.  
Green returned to the room.
6. Roane State Community College, Harriman, TN - (statistics only)  
Seguiti asked if anyone was associated with Roane State Community College. No one self-identified. A motion was made, seconded, discussed and passed to accept their statistics.
7. Southwestern Indian Polytechnic Institute, Albuquerque, NM, (Statistics only)  
Seguiti asked if anyone was associated with Southwestern Indian Polytechnic Institute. No one self-identified. A motion was made, seconded, discussed and passed to accept their statistics.

B. Annual Reports – Laboratory

1. Tri-Service Optician School (TOPS), Yorktown, VA  
Seguiti asked if anyone was associated with Tri-Service Optician School (TOPS). No one self-identified. A motion was made, seconded, discussed and passed to accept the annual report
2. Southwestern Indian Polytechnic Institute, Albuquerque, NM  
No report due to spring 2022 on-site.

Meeting break at 11:27 for lunch. Return to meeting at 12:14.

XI. Old Business

A. CHEA Recognition

Seguiti presented the draft for our reply to CHEA. A motion was made, seconded, discussed and passed to change the time allowed for programs to be non-compliant from 3 years to 2 years plus 1 year in Probationary status before accreditation is removed.

XII. New Business

A. Essentials

1. N.J. Programs/Requiring NCLE statistics

A motion was made, seconded, discussed and passed to require licensure benchmarks for states that do not report ABO and/or NCLE for their license. A committee of three Commissioners was established to review data to determine what the benchmark is. Their findings will be presented at our next meeting.

2. Requirements for Program Directors (teaching experience)

Discussion took place regarding the difficulty in finding new Program Directors that meet our *Essentials*. Commissioners agreed that they should have 5 years experience in the field, and at least one year of teaching experience.

B. Committee to update Sample Self-Study Report and On-site Evaluator Power Point. Three Commissioners volunteered to update these documents.

C. Date for Next Meeting

There was agreement to hold a Zoom meeting for our spring meeting.

D. Meetings for Director to attend (NFOS, CHEA, OAA Leadership)

To be addressed as needed.

E. Election of New Officers

A nomination was made, seconded, and approved to keep the same slate of officers for another year.

F. Requirement for Employment in the Field

Discussion took place regarding whether to continue to require “Employment in the field” statistic for one of our Minimum Performance Standards. White will look into if other accrediting organizations require this statistic.

XIII. Adjournment

Meeting was adjourned at 2:08pm.