



Semi-Annual Meeting

March 11, 2026

Orange County Convention Center and Zoom

Summary of Major Actions and Discussion

(These are not the official minutes of the COA Semi-Annual Meeting)

Commissioners Present:

Aceto, Kelly Public
Bourque, Lisa; OAA, Treasurer
Buckner, Ledonna; OAA
Gibson, Hali, OAA
Goh, Bryan, NFOS, Chairperson, presiding
Hicks, Thomas; OAA
Himes, Jerry, NAO
Lew, Judy; NAO, Vice Chairperson
Tolar, Russ; NAO

Not present:

DeLoach, Deborah, NFOS
Ferguson, Roy, NAO

Staff: Green, Kristina, Director of Accreditation
Wieck, Jordan, Assistant Director of Accreditation

Acronyms:

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

I. Call to Order

Goh called the meeting to order at 1:08 pm.

II. Conflict of Interest and Agreement of Confidentiality

All attendees have signed both agreements and provided to Green prior to the meeting.

III. Total Quality Leadership (TQL)

Goh read the meeting ground rules. Bourque was appointed as timekeeper for the meeting.

IV. Approval of October 2025 Meeting Minutes

The following action was taken via email after the October 7, 2025 meeting:

The minutes of the October meeting were distributed via email for approval by past assistant director Ellen Norris on October 13, 2025. Email discussion occurred the last week of October. Email vote started October 31st. Vote to approve without changes was unanimous.

V. Chairperson's Report

Goh had no new business to report at this time. Reminded commissioners about the Roane State CC on-site visit this month and two visits planned for this fall.

VI. Director of Accreditation's Report

Transition of Director role has been completed. Assistant Director position filled effective December 1, 2025. New documents have been added for schools to streamline accreditation steps. Discussed upcoming site visits and improvements to training materials. The CHEA 2025 Interim Report was submitted on October 27, 2025. CHEA's Committee on Recognition will consider the report at its March 2026 meeting. COA's current recognition by CHEA is through 2029.

VII. Treasurer's Report

Administrative updates for COA banking were discussed along with potential updates to the reimbursement method. Biannual financial review is due this year per. All program fees have been received for 2025.

VIII. Reaffirmation of Accreditation

There is no reaffirmation activity for this meeting.

IX. Progress Reports

A. Essex County College, Newark, NJ

Goh asked if there was anyone present that was affiliated with the college. No one self-identified. Director Green will reach out to the Program Director about outcome data topics discussed. A motion was made, seconded, discussed, and passed unanimously to accept the report.

B. Miami Dade College, Miami, FL

Goh asked if there was anyone present that was affiliated with the college. No one self-identified. Statistics requested were satisfied. A motion was made, seconded, discussed, and passed unanimously to accept the report.

C. Southwestern Indian Polytechnic Institute, Bernalillo County, New Mexico

Goh asked if there was anyone present that was affiliated with the college. No one self-identified. Requested documentation for annual report has been received. A motion was made, seconded, discussed, and passed unanimously to accept the report.

X. Annual Reports

A. Broward College, Coconut Creek, FL

Goh asked if there was anyone present that was affiliated with the college. No one self-identified. An interim Dean has been appointed temporarily and there is a new college president. Innovations including a fully digital exam room and lens-measuring devices were acknowledged. A motion to accept the Annual Report was made and seconded. The motion passed.

B. Camden County College, Blackwood, NJ

Goh asked if there was anyone present that was affiliated with the college. No one self-identified. A motion was made and seconded to accept the report provided statistics on the website are updated. The motion passed.

C. College of Southern Nevada, Las Vegas, NV

Goh asked if there was anyone present that was affiliated with the college. No one self-identified. Statistics meet requirements and new faculty members have been hired. Employee credentials meet COA guidelines. A motion was made and seconded to accept the Annual Report. The motion passed.

D. Franklin Cummings Tech, Boston, MA

Goh asked if there was anyone present that was affiliated with the college. Bourque identified as affiliated and left the room. All program outcomes meet requirements. The program has moved into a new facility. Program faculty have earned advanced and master certifications this year. A motion was made and seconded to accept the Annual Report. The motion passed. Bourque returned to the meeting.

Bourque returned to the meeting.

E. Hillsborough College, Tampa, FL

Goh asked if there was anyone present that was affiliated with the college. Lew identified as affiliated and left the room. New adjunct faculty has been hired. Further documentation is needed to ensure their credentials meet COA guidelines. A motion was made to accept the Annual Report pending submission of faculty credentials. The motion was approved.

Lew returned to the meeting.

F. New York City College of Technology, Brooklyn, NY

Goh asked if there was anyone present that was affiliated with the college. No one self-identified. A new president has been appointed at the college. New equipment was purchased and two new faculty members have been hired. Credentials were included in the report without distinction of employment status (full-time or adjunct). A motion was made and seconded to accept the Annual Report with clarification of faculty status. The motion passed.

G. Raritan Valley Community College, Somerville, NJ

Goh asked if there was anyone present that was affiliated with the college. No one self-identified. A new Dean has been appointed. New equipment has been purchased and new faculty has joined who meet COA requirements. Advisory meeting attendee list needs clarification on student versus alumni representatives. A motion was made and seconded to accept the Annual Report with clarification that a current student must represent the program at committee meetings. The motion passed.

H. SUNY Erie Community College, Williamsville, NY

Goh asked if there was anyone present that was affiliated with the college. No one self-identified. A motion was made and seconded to accept the Annual Report pending updates to the website program outcomes. The motion passed.

XI. Old Business

A. Committee Reports

1. Bylaws

The Bylaws committee consisted of Goh, Hicks, Tolar, Aceto, and Bourque. Proposed changes to the composition of the Commission in lieu of NFOS and OAA consolidation. Green will make the necessary updates and send the final draft to the commissioners via email for consideration. Provided with a 30-day comment period to the commissioners, an e-vote will follow later in April.

2. Policies and Procedures

The Policies and Procedures committee consisted of Bourque, Hicks, Buckner, Aceto, and Himes. Bourque presented the recommended revisions to the commission. The revisions were approved unanimously as provided. Green and Wieck will make the necessary updates and publish them on the website.

Additionally, requests were discussed related to on-site team selection and scheduling, on-site team member roles, and conditional approvals of annual reports procedures to be more clearly defined. All current committee members agreed to remain on the committee to address these requests and provide recommendations for the fall meeting.

3. Essentials Review

The Essentials Review committee consisted of Lew, Aceto, Gibson, and Deloach. The Evaluator's Checklist was updated to coincide with current Essentials and the committee reviewed and updated the format of the Advisory Committee, Faculty, and Student questionnaires. All revised versions have been published on the website.

A minor change to clarify the credentials required by preceptors who are not employed by the college was proposed to allow for certification or licensure in states where applicable. Motion was made, seconded, discussed, and passed to accept the change.

A review of the Essentials for Ophthalmic Laboratory Programs is next to be completed and a committee was formed to complete the task and provide recommendations at the fall meeting.

4. Strategic Planning – Goh

The Strategic Planning committee consisted of Goh, Deloach, Ferguson, Tolar, Himes, Buckner, and Gibson. The strategic planning is on a 5-year cycle and was last reviewed in 2023. The attendees unanimously decided to table further review until 2027.

XII. New Business

A. Digital Transformation/Workflow

Microsoft and Adobe accounts were requested as additional expenses to support office documentation. Motion was made, seconded, discussed, and passed to secure accounts.

B. Attendance at Leadership Conference in June 2026
Director Green to attend as COA representative.

C. Election of Interim Officer

An interim Vice Chairperson will be needed between June and October. At which time, the commission will hold regularly scheduled elections. Motion was made, seconded, discussed, and passed for Tom Hicks to serve as interim Vice Chairperson beginning June 1, 2026.

D. Other New Business

None

E. Date/Location of Next Meeting

The Fall 2026 meeting will be held virtually via Teams on Thursday, October 8, 2026 at 5:00pm EST.

XIII. Adjournment

Meeting was adjourned at 4:52pm.