

Commission on Opticianry Accreditation Semi-Annual Meeting, October 2011

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. Accreditation and Reaffirmation of Accreditation**
- VIII. Progress Reports**
- IX. Annual Reports**
- X. Old Business**
- XI. New Business**
- XII. Adjournment and evaluation**

Attendees:

Commissioners:

Renato Cappuccitti, Treasurer, NAO
Diane Drake, NAO
Daniel Dull, Public Member
Madeleine Kruhsberg, NAO
Amy Lewis, Chair, OAA
Brent McCardle, NFOS
Doug Nunes, OAA
Jonathan Parrelli, NAO
James Reese, Jr., Vice Chair, NFOS
Jeffrey Rohlf, OAA

Guests:

Debra White, Guest, Director of Accreditation

Not Present:

Jerry Himes, OAA
Doreen Herron, Public Member

- I. Call to Order** –Lewis, Chair
Lewis called the meeting to order at 8:12 am, welcomed the new Commissioners, and all introduced themselves
- II. Conflict of Interest and Agreement of Confidentiality**
White read the two statements out loud; everyone signed both agreements and passed them to White.

III. Total Quality Leadership (TQL)

- A. Ground Rules for Meeting
Lewis read the ground rules. Drake moved to accept the rules, seconded by McCardle. Motion passed
- B. Timekeeper was appointed.

IV. Chairperson's Report

- A. *Update on Activities*
Chair Lewis deferred to Director's report.

V. Director of Accreditation Report

- A. *2011 On-site visits completed and scheduled*
White reviewed the list of programs with on-sites due in the next 12 months.
- B. *Administrative Updates*
Votes taken since last meeting: April 16, 2011 minutes – approved.
- C. *Meetings attended*
NFOS in Raleigh/Durham June 2011. ABO/NCLE convention in Cincinnati:
A raffle of many donated items took place at the COA booth, raising \$1,280.00.

VI. Treasurer's Report

- A. *Financial Report* – Year to Date Income/Expenses were reviewed.
- B. *Form 990* – This year the COA qualified to file the 990-N (e-postcard).
There was a discussion of late fees. The accountant fee for the Annual Review may be more than budgeted.
Motion to accept the treasurer's report was made, seconded, and approved.

VII. Accreditation and Reaffirmation of Accreditation

1. Lewis asked if anyone was connected with Erie Community College. No one self-identified.

The on-site report was discussed, and a motion made and passed to grant a full 6-year Accreditation.

2. Lewis asked if anyone was connected with Hillsborough Community College. No one self-identified.

The on-site report was discussed, and a motion made and passed to grant a full 6-year Accreditation.

3. Lewis asked if anyone was connected with Indiana University. No one self-identified.

The on-site report was discussed, and a motion made and passed to grant a full 6-year Accreditation.

VIII. Progress Reports and carry-overs from spring meeting

Items carried over from the April meeting were reviewed. Items were discussed, and all were approved. It was noted that the program at DeKalb Technical College is closing; and per a letter sent previously, accreditation will expire on July 27, 2012.

IX. Annual Reports

A. Annual Reports- Dispensing

1. Camden County College, Blackwood, NJ

Camden's on-site is scheduled for this fall, so there is no annual report.

2. Durham Technical Community College, Durham, NC

Lewis asked if anyone was affiliated with Durham. No one self-identified.

The annual report was discussed, and a motion made and passed to accept it.

3. Essex County College, Newark, NJ

Lewis asked if anyone was connected with Essex. No one self-identified.

The annual report was discussed, and a motion made and passed to accept it.

4. Hillsborough Community College, Tampa, FL

Hillsborough's on-site was this past spring, so there is no annual report.

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

Lewis asked if anyone in the room is affiliated with J Sargeant Reynolds. No one self-identified.

The annual report was discussed, and a motion made and passed to accept it.

6. Middlesex Community College, Middletown, CT

Middlesex's on-site is scheduled for this fall, so there is no annual report.

7. Miami-Dade College, Miami, FL

Lewis asked if anyone was affiliated with Miami-Dade. No one self-identified.

The annual report was discussed, and a motion made and passed.

8. Roane State Community College, Harriman, TN

Lewis asked if anyone is affiliated, no one self-identified.

The annual report was discussed, and a motion made and passed.

9. Southwestern Indian Polytechnic Institute, Albuquerque, NM

Lewis asked if anyone was affiliated with SIPI. No one self-identified.

The annual report was discussed, and a motion made and passed to accept it.

10. TCI College of Technology, New York City, NY
TCI's on-site is scheduled for this fall, so there is no annual report.

B. Annual Reports – Laboratory

1. Naval Ophthalmic Support & Training Activity (NOSTRA), Yorktown, VA
Lewis asked if anyone was affiliated with NOSTRA, no one self-identified.

The annual report was discussed, and a motion made and passed to accept it with a request for further documentation.

2. Southwestern Indian Polytechnic Institute, Albuquerque, NM
Lewis asked if anyone was affiliated with SIPI. No one self-identified.

The annual report was discussed, and a motion made and passed to accept it.

X. Old Business

- A. *Approval of April 2011 Minutes* – electronic vote during June/July

B. Committee Reports

1. *By-Laws*

A By-Laws issue was discussed. A motion was made and passed to accept the report.

2. *Essentials Review*

A motion was made and passed to implement the *Essentials* that went to interested parties for comment last spring.

3. *Policies and Procedures Review*

Discussion took place on a slight change of wording on **The Policy for Review of Annual Reports**. A motion was made and passed to accept the change.

4. *Publicity*

There was nothing to report.

5. *Strategic Planning*

There was nothing to report

6. *Document Review*

A committee will be put together to meet prior to the April 2012 meeting for the purpose of reviewing our current documents and ensuring that they all match each other.

A motion was made and passed to accept the report.

XI. New Business

A. Date for Next Meeting

The Commissioners agreed on a meeting date for April 2012.

B. COA Calendar of "Action Dates"

Discussion took place on posting important dates for Commissioners and Program Directors on the COA website. A motion was made and passed to move program statistic reporting into the annual report.

C. Use of COA Logo

Discussion took place on who could use the COA logo.

D. Thank you to Essilor on COA Brochure

A motion was made and passed to place a small thank you to Essilor on the next brochure printing.

E. Former Commissioner's Names on Website

A request had been made to COA to place former Commissioners names on the COA website. Discussion took place and deemed it unnecessary.

F. Appointing Agencies

Discussion took place on whether to change our current make up of appointing organizations to include other optical organizations.

G. Emily Griffith School of Opportunity

There seems to be confusion by this program on COA Accreditation. It was agreed that White would look into any optical program currently not accredited by COA and send letters of information and invitation.

XII. Adjournment and evaluation

Commissioners were asked to complete meeting questionnaire and submit to White. The meeting adjourned at 5:18 pm.