

Commission on Opticianry Accreditation
Semi-Annual Meeting, September 7, 2014
Opryland Hotel, Nashville
Summary of Major Actions and Discussion
(These are not official minutes of the COA semi-annual meeting.)

PRESENT:

Commissioners:

Andrea Baruchin, Public Member
Diane Drake, NAO
Daniel Dull, Public Member
Cathy Evans, NAO
John Godert, NFOS
Jerry Reback, OAA
Kimberly Strickler, NFOS
Bill Weaver, NAO
Gaye Wilson, NAO

Guest: Debra White, COA Director of Accreditation

NOT PRESENT: (All joined via speakerphone at one point in the meeting.)

Doug Nunes, OAA
Nina Mar, OAA
Yvonne Pelkey, OAA

I. Call to Order

Drake called the meeting to order.

II. Conflict of Interest and Agreement of Confidentiality

All present signed the forms.

III. Total Quality Leadership (TQL)

- A. Ground Rules for Meeting: Motion to accept passed.
- B. Strickler agreed to be Timekeeper

IV. Chairperson's Report

The agenda was amended to allow Robert Russo, NFOS to address the Commissioners when he arrives.

V. Director of Accreditation Report

White reviewed the current and upcoming on-site schedule, and the potential for one new program on-site. The minutes of the March 30, 2014 meeting were previously approved via email. The upcoming CHEA reporting requirement was mentioned.

Robert Russo, President of NFOS, came to the meeting as guest to let the Commissioners know what the NFOS approved a resolution encouraging faculty of opticianry programs to have or earn a Bachelor Degrees.

VI. Treasurer's Report

The budget and the current IRS form 990ez were discussed. A motion was made, discussed, and passed that bank statements and reports will be sent to the Treasurer.

VII. Accreditation and Reaffirmation of Accreditation

- A. Roane State Community College
Drake asked if anyone was associated with Roane State Community College. No one self-identified.

The reaffirmation of accreditation on-site report was presented and discussed in detail. A motion was made, discussed, and passed to award the program full accreditation for a six-year period, based on the program meeting the requirements of the *Essentials*.

VII. Progress Reports and carry-overs from spring meeting

1. Baker College of Allen Park
The Commissioners accepted the report.
2. Ben Franklin Institute of Technology
The Commissioners accepted the report.
3. Erie Community College
The Commissioners accepted the report.
4. New York City College of Technology
Strickler left the room during this discussion.
A motion was made, seconded, discussed, and passed to accept the report with one additional information request.
5. Seattle Central Community College
The Commissioners accepted the report.

VIII. Annual Reports

- A. Annual Reports- Dispensing
1. Camden County College, Blackwood, NJ
Drake asked if anyone was associated with Camden County College. No one self-identified. A motion was made, seconded, discussed, and passed to accept the report.
 2. Durham Technical Community College, Durham, NC
Drake asked if anyone was associated with Durham Technical Community College. No one self-identified. A motion was made, seconded, discussed, and passed to accept the report with one additional information request.
 3. Essex County College, Newark, NJ

Drake asked if anyone was associated with Essex County College. No one self-identified. A motion was made, seconded, discussed, and passed to accept the report with one additional information request.

4. Hillsborough Community College, Tampa, FL

Drake asked if anyone was associated with Hillsborough Community College. No one self-identified. A motion was made, seconded, discussed, and passed to accept the report with one additional information request.

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

Drake asked if anyone was associated with J. Sargeant Reynolds Community College. No one self-identified. A motion was made, seconded, discussed, and passed to accept the report with one additional information request.

6. Miami-Dade College, Miami, FL

Drake asked if anyone was associated with Miami-Dade College. No one self-identified. A motion was made, seconded, discussed, and passed to accept the report.

7. Middlesex Community College, Middletown, CT

Drake asked if anyone was associated with Middlesex Community College. No one self-identified. A motion was made, seconded, discussed, and passed to request additional information. Request from the Program Director to have his annual reports due in spring instead of fall did not pass.

8. Roane State Community College, Harriman, TN, statistics only

Drake 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 report.

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

Drake asked if anyone was associated with TCI College of Technology. No one self-identified. A motion was made, seconded, discussed, and passed to accept the report with one additional information request.

B. Annual Reports – Laboratory

1. Naval Ophthalmic Support & Training Activity (NOSTRA), Yorktown, VA

Drake asked if anyone was associated with Durham Technical Community College. No one self-identified. A motion was made, seconded, discussed, and passed to accept the report.

IX. Old Business

Committee Reports:

Three Commissioners joined the meeting via speakerphone: Mar, Pelkey, and Nunes.

1. By-Laws

After considerable discussion, the bylaws change proposed to the Commissioners on August 2, 2014, was amended. Motion was made, seconded, discussed and passed unanimously to accept the change. Final text of the change is:

“The voting Commissioners shall, to the extent possible, be competent and knowledgeable persons, qualified by experience and training regarding the purposes of this organization, having possession of at least an Associate’s Degree, and shall be selected in accordance with nondiscriminatory practices. Commissioners as of July 2014 are grand-fathered for the balance of their current term. COA officers must be in full compliance with the requirements.”

2. *Essentials Review*

Motion was made, seconded, discussed and passed to accept the previously proposed changes to the Laboratory Essentials. These changes had been sent to the interested parties after the last Commission meeting and there were no comments returned.

3. *Policies and Procedures Review*

It was requested that the former COA Director be contacted to find out what concerns CHEA had during the last interim report. This request will be made and the Commissioners will be informed of the result.

4. *Publicity*

A press release will be issued about the Bylaws change. There was discussion about funding.

5. *Strategic Planning* was discussed. Former strategic planning notes will be accessed to assist in updating.

6. *Document Review*: No report.

X. New Business

- A. Next Commission Meeting will be March 22 at Vision Expo East.
- B. If NFOS has a meeting White may attend.
- C. Election of Officers: nominations for Vice Chair will be requested.
- D. Dull stated that this will be his last meeting. He cannot attend VEE. Commissioners commented that Dull will be greatly missed.

XI. Adjournment and evaluation

White requested that the Commissioners complete the meeting questionnaire, and indicated that the expense reports are due in 30 days. Meeting was adjourned.