

Commission on Opticianry Accreditation
Annual Meeting, April 25, 2009

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

Attendees:

Commissioners

Blair, Jr., Thomas, Vice-Chair, OAA
Helkaa, Scott, NFOS
Himes, Jerry, OAA
Kruhsberg, Madeleine, NAO
Leonard, Sharon, NAO
Lewis, Amy, Treasurer, OAA
Reese, Jr; James, NFOS
Skulnik, Margaret, Public Member
Steed, PhD; Howard, Public Member
Ventura, Danne, NAO
Weinberger, Jayne, Chair, OAA
Wnuczek, Jr., Edmund; NAO

Guests

McCardle, Brent, NFOS, term to begin July 1, 2009
Stoner, Ellen, Director of Accreditation

- I. Call to Order** –Weinberger, Chair
 - A. Welcome -- Weinberger called the meeting to order at 8:02 am. Weinberger introduced Brent McCardle, who will replace Helkaa (NFOS appointee) on July 1.
- II. Conflict of Interest and Agreement of Confidentiality** – Stoner
Stoner read the two agreements, all present signed. A change to the documents was discussed.
- III. Total Quality Leadership (TQL)**
 - A. Ground Rules for Meeting: motion was made and passed to accept the ground rules as presented in the meeting books.

- B. Appointment of Timekeeper: McCardle agreed to be timekeeper.

IV. Chairperson's Report – Weinberger

Update on Activities:

- a. COA passed the eligibility phase for CHEA recognition (Council for Higher Education Accreditation, the organization of choice for recognition of agencies that do not qualify for US Department of Education listing).
- b. Weinberger attended the OAA Leadership meeting in New Orleans, and also the NFOS meeting in conjunction with the NYCT centennial celebration and Vision Expo in NY.
- c. There have been on-site visits this spring to SIPI and Miami-Dade and they will be reported on at the fall meeting.

V. Director of Accreditation Report – Stoner

- A. 2009 On-site visits scheduled
Weinberger mentioned SIPI and Miami Dade, and there will be a visit to Nevada in the fall. There has been an application for an initial accreditation visit to Baker College in Jackson, Michigan for this year.
- B. Annual Statistics
The statistics page for this spring is in the meeting book, and was reviewed by the Commissioners.
- C. CHEA petition
As mentioned by Weinberger, the COA passed the eligibility phase, and Stoner has been working with a CHEA representative to complete the self-study for the recognition phase.
- D. Meetings attended
CHEA – Stoner attended the January meeting, as was approved in October.
- E. Evaluator's Workshop quiz: The quiz was discussed in detail and several questions and answer choices were changed.

VI. Treasurer's Report – Lewis

- A. Financial Report – Year to Date Income/Expenses were reviewed by Lewis.
- B. 2008–9 Budget comparison to date was reviewed.
- C. 2009-10 Budget was discussed and accepted.

VII. Reaffirmation of Accreditation

- 1. Camden County College
Weinberger asked if anyone is connected with Camden County College. Blair left the room.

The on-site findings and program responses were discussed in detail. The motion was made and passed to award the program 6 years accreditation retroactive to the expiration of the last accreditation period, with progress reports on two issues.

Blair re-entered the room.

- 2. TCI College of Technology

Weinberger asked if anyone was connected to TCI. Weinberger and Leonard left the room. Blair took the Chair.

The on-site findings and program responses were discussed in detail. The motion was made and passed to transfer the accreditation of the program housed at Interboro Institute to the same program housed at TCI College of Technology to complete the period awarded to Interboro Institute.

Weinberger and Leonard returned to the room. Weinberger resumed the Chair.

3. Tyler Community College

Weinberger asked if anyone is connected with Tyler. No one self-identified.

The on-site findings and program responses were discussed in detail. The motion was made and passed to award the program 6 years accreditation retroactive to the expiration of the last accreditation period, with progress reports on two issues.

VIII. Progress Reports

1. Middlesex Community College

Weinberger asked if anyone is connected with Middlesex. No one self identified.

The progress report was discussed in detail. The motion was made and passed to accept the progress report and notify the program that no further progress reports are necessary at this time.

A request made by the Program Director in the letter accompanying the progress report was discussed in detail. The motion was made and passed to make no further changes to the program accreditation at this time.

2. Seattle Central Community College

Weinberger asked if anyone is connected with Seattle. No one self identified.

The progress report was discussed in detail. The motion was made and passed to accept the progress report and notify the program of one item that must be submitted to the Commission when it is published.

IX. Annual Reports

A. Annual Reports- Dispensing

1. College of Southern Nevada – no report, the self-study and on-site is this year.

2. DeKalb Technical College

Weinberger asked if anyone is connected with DeKalb. Blair left the room.

The annual report was discussed. The motion was made and passed to accept the annual report.

Blair returned to the room.

3. El Paso Community College

Weinberger asked if anyone is connected with El Paso. No one self identified.

Stoner indicated that this program has been closed, but the Commission has not been officially notified of the closing. A motion was made and passed to request formal notification of the closing of the program.

4. Erie Community College
Weinberger asked if anyone is connected with Erie. No one self identified.

The annual report was discussed. One item needs further clarification; Stoner will notify the Program Director of this fact. The motion was made and passed to accept the annual report.

5. Indiana University – Weinberger
Weinberger asked if anyone is connected with IU. No one self-identified.

The annual report was discussed. The motion was made and passed to accept the annual report.

6. New York City College of Technology
Weinberger asked if anyone is connected with NYCCT. Ventura and Weinberger left the room. Blair took the Chair.

The annual report was discussed. The motion was made and passed to accept the annual report.

Ventura and Weinberger returned. Weinberger resumed the Chair.

7. Ogeechee Technical College
Weinberger asked if anyone is connected with Ogeechee. No one self identified.

The annual report was discussed. The motion was made and passed to accept the annual report.

8. Raritan Valley Community College
Weinberger asked if anyone is connected with Raritan. No one self identified.

The annual report was discussed. The motion was made and passed to accept the annual report. The Program Director will be congratulated on earning his PhD.

9. Seattle Central Community College
The annual report was considered earlier, with the progress report.

10. Tyler Junior College – no report, onsite this year

X. Old Business

- A. Approval of October 2008 Minutes – Stoner
There was one change requested to the minutes of the fall 2008 meeting. The motion was made and passed to accept the minutes with the one change.
- B. Comparative Report on Accreditation Fees for Health Care Programs

One of the Commissioners did a study comparing the program annual fee charged by COA to the fees charged to other health technologies programs. The COA was found to be higher than some, and a little higher than the program that is the most similar in size and type.

C. Committee Reports

1. By-Laws

There was discussion of a proposed change that was discussed via e-mail. The issue was referred to the By-Laws committee for consideration at the fall 2009 meeting.

2. Grants / Fundraising

Stoner reviewed the fundraising efforts of the last six months. The Commissioners discussed several possibilities for future fundraising.

3. *Essentials* Review

- A request from three Program Directors about oversight of distance learning students was discussed by the Commissioners. The motion was made and passed to ask the *Essentials* Review Committee to address the issue for the next meeting.
- CHEA (Council for Higher Education Accreditation) requires that program results be published and available to the public. The motion was made and passed to add a 'must' statement to the *Essentials* for a Degree program to require the programs to publish the statistics that are important in the state in which the program resides.
- Stoner created a document showing the changes made to the Degree *Essentials* as they would apply to the Laboratory certificate *Essentials*. The motion was made and passed to send the proposed changes to the stakeholders for the Laboratory certificate for final approval at the fall meeting.

4. Policies and Procedures Review

Issues raised at the fall 2008 meeting have been resolved. Several issues raised during this meeting were given to the Policies and Procedures committee for consideration at the next meeting.

5. Publicity

A template for a brochure was discussed. Other forms of publicity and ways to raise the visibility of the Commission in the profession were discussed.

6. Strategic Planning

The Commissioners discussed the mission statement in detail. A motion was made and passed to adapt the following mission statement:

The Mission of the Commission is to foster excellence in opticianry education by setting standards, assessing educational effectiveness, and identifying those academic programs that meet the standards, in order to aid programs to produce competent graduates who will provide professional services to the public.

The Commission's goals and objectives will be considered at the fall 2009 meeting.

XI. New Business

- A1. The issue was discussed of extending an accreditation period to six years after all issues are resolved when the period granted was less than that. The issue was postponed.
- A2. The issue of term limits for the Executive Board was discussed, and the By-Laws committee was asked to consider it for the next meeting.
- B. Recognition of service of retiring Commissioners – Weinberger presented plaques to the retiring Commissioners:
- Sharon Leonard
 - Howard Steed
 - Scott Helkaa
- C. Date for next meeting
After a review of the potential dates in October 2009, Saturday the 24th was chosen because on that date the fewest number of Commissioners currently present had conflicts.
- D. Election of Public Member to replace retiring Steed:
Two candidates for the Public Member seat were nominated and their credentials were presented to the Commissioners. Dr. Daniel Dull was elected to the seat.
- E. Election of new officers
The motion was made, discussed, and passed to suspend term limits for one year for the current Executive Board to provide continuity through the CHEA recognition process.

There was a motion to elect the current Executive Board for one year. Each current officer individually accepted the nomination. The motion passed.

XII. Adjournment and evaluation

- A. Please complete meeting questionnaire and submit to Stoner.
- B. Please submit expense reimbursement form to Stoner as soon as possible.

At 5:35 pm a motion was made and passed to adjourn the meeting.