

Commission on Opticianry Accreditation
Annual Meeting, October 25, 2008

Summary of Major Actions and Discussion
(These are not official minutes of the COA semi-annual meeting.)

Agenda

Detailed agenda mailed in meeting books in late September.

- 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**

Commissioners present:

Blair, Jr., Thomas, Vice Chair, OAA
Himes, Jerry, OAA
Kruhsberg, Madeleine, NAO
Leonard, Sharon, NAO
Lewis, Amy, Treasurer, OAA
Steed, Howard, Public Member
Weinberger, Jayne, Chair, OAA
Wnuczek, Edmund, NAO

Also present as guest:

Stoner, Ellen, Director of Accreditation

Commissioners absent:

Helkaa, Scott, NFOS
Reese, Jr., James, NFOS
Skulnik, Margaret, Public Member
Ventura, Danne, NAO

- I. Call to Order** –Weinberger, Chair
The meeting was called to order at 8:02 am by Weinberger, Chair. Weinberger introduced Jim Reese, the new Commissioner appointed by NFOS, who was unable to attend today.
- II. Conflict of Interest and Agreement of Confidentiality** – Stoner
Stoner read the Conflict of Interest agreement and the Agreement of Confidentiality. All present signed both papers and passed them to Stoner.

Stoner mentioned that the agreements, with modification to refer to the onsite team instead of the Commissioners, will be added to on-site materials to be signed by the on-site teams.

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. Blair agreed to be timekeeper

IV. Chairperson's Report – Weinberger

- A. Update on Activities: Major events were Tyler site visit; proposed *Essentials* changes, which were distributed to the stakeholders and will be reviewed later in the agenda; and the re-application to CHEA for eligibility status, which will also be discussed later in the agenda.

V. Director of Accreditation Report – Stoner

- A. 2008-09 On-site visits scheduled
 - 1. There were on-site visits to three programs in the last several months; they will be reviewed at the next meeting. Two programs are scheduled for on-sites for the coming spring.
 - 2. There have been contacts from two programs that are not currently accredited.
- B. Administrative Updates
 - 1. Votes taken since last meeting
 - a. By-Laws changes were accepted.
 - b. El-Paso annual report was accepted, and the late fee was paid.
 - c. *Essentials* changes that were requested by CHEA were accepted and are now effective.
 - 2. Reviewed which Commissioners are in the last year of second appointment.
 - 3. Election of officers is at the spring meeting. In the past nominations have occurred from the floor for the officers.
- C. CHEA update (Council for Higher Education Accreditation, the agency of choice for recognition of agencies that do not qualify for listing by the US Department of Education)

Eligibility application comes up for re-review on November 24. The supplemental information was due September 1, and was submitted on time. If this application is accepted there will be a full self-study and hearing as part of the recognition process. Stoner and current Chair will be expected to attend the meeting where the COA's full application is reviewed; Stoner asked the permission of the Commissioners to attend the open hearing this fall to observe that part of the process for another agency. Motion was made, discussed, and passed to send Stoner to observe the November hearing. Motion was made, discussed, and passed to send Stoner to the CHEA annual convention in January.

Costs to the Commission are: \$2,000 on acceptance as eligible, all expenses of a CHEA observer to a semi-annual meeting, and \$4,000 if the COA is recognized. There is no annual fee for COA once recognized.

- D. Meetings attended: Stoner attended the ABO/NCLE conference in Cincinnati and addressed both the OAA Delegates assembly and the NFOS business meeting.
- E. Fundraising activities
Fundraising activities in the past and proposed fundraising for the future were discussed.
- F. Office move: Stoner is moving to Indiana, and will move the COA office. A motion was made, discussed, and passed to pay \$500 toward the move of the COA office to Indiana. A motion was made, discussed, and passed to change the telephone company, since the current company (Vonage) will not work at the new location. Moving the COA semi-annual meetings to Indiana was discussed.

VI. Treasurer's Report – Lewis

- A. Financial Report – Year to Date Income/Expenses were reviewed by Lewis.
- B. Form 990 – 2007-08 Tax Return in the meeting book was discussed.
- C. Motion was made and passed to accept the treasurer's report.

VII. Reaffirmation of Accreditation

1. Middlesex Community College

Weinberger asked if anyone is connected in any way to the program at Middlesex. No person self-identified.

The on-site findings and program responses were discussed in detail. The motion was made, discussed, and passed to award the program 4 years accreditation retroactive to the expiration of the last accreditation period, with progress reports on the outstanding issues.

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

2. Roane State Community College

Weinberger asked if anyone is connected in any way to the program at Roane. No person self-identified.

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

A motion was made and passed to accept the annual report.

3. Ogeechee Technical College

Weinberger asked if anyone is connected in any way to the program at Ogeechee. No person self-identified.

The on-site findings and program responses were discussed in detail. The motion was made, discussed, 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. Essex – will be done with Annual report.
2. Seattle Central Community College
Weinberger asked if anyone is connected in any way to the program at Seattle. No person self-identified.

There was no progress report from the program. A motion was made, discussed, and passed to include progress reports on the list of reports that are subject to a \$200 late fee.

IX. Annual Reports

- A. Annual Reports- Dispensing
 1. Middlesex Community College – done with reaffirmation decision
 2. Miami-Dade Community College
Weinberger asked if anyone is connected in any way to the program at Miami-Dade. No person self-identified.

The annual report was discussed. The motion was made and passed to accept the annual report.
 3. Camden County College – on-site this fall, no annual report required.
 4. TCI College of Technology – on-site this fall, no annual report required.
 5. Durham Tech Community College
Weinberger asked if anyone is connected in any way to the program at Durham Tech. Stoner left the room.

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

Stoner returned.
 6. Roane State Community College – annual report was done with the reaffirmation decision.
 7. J. Sargeant Reynolds Community College
Weinberger asked if anyone is connected in any way to the program at J. Sargeant Reynolds. No person self-identified.

The annual report was discussed. The motion was made and passed to accept the annual report, with a note requesting more information on one item.

8. Hillsborough Community College
Weinberger asked if anyone is connected in any way to the program at Hillsborough.

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

9. Southwestern Indian Polytechnic Institute (SIPI)
Weinberger asked if anyone is connected in any way to the program at SIPI. No person self-identified.

The annual report was discussed. The motion was made and passed to accept the annual report, with a note requesting more information on one item.

10. Essex Community College
Weinberger asked if anyone is connected in any way to the program at Essex. No person self-identified.

The annual report, including the items that were requested in the progress report, was discussed. The motion was made and passed to accept the annual report.

B. Annual Reports – Laboratory

1. NOSTRA

Weinberger asked if anyone is connected in any way to the program at NOSTRA. No person self-identified.

The annual report was discussed. The motion was made and passed to accept the annual report, with a note requesting more information on two items.

X. Old Business

A. Approval of April 2008 Minutes

A motion was made, discussed, and passed to accept the minutes from the last meeting.

B. Committee Reports

1. By-Laws – no report.
2. *Essentials* Review – Report on draft for comment;
The proposed *Essentials* changes are in the final step of acceptance: they were reviewed at the last meeting and sent to interested parties, and there are several responses noted in the version in the meeting books.

There was discussion of the proposed changes on a page-by-page basis. Motions were made, discussed, and passed to accept modified changes, sometimes by page and sometimes by section, as appropriate.

The final document will go into effect on January 1, 2009.

3. Policies and Procedures Review – no report.
4. Strategic Planning
Committee meeting decided to start with mission statement, goals, and objectives. There was lengthy discussion of the current versions of the mission statement, and what the Commissioners would like to see the committee address in the future. The committee will review the mission statement for the next COA semi-annual meeting.

XI. New Business

- A. Date for Next Meeting
Date and location were discussed. Because several Commissioners are not present, date decision will be made via e-mail. Stoner and several of the Commissioners will research the cost of holding the meeting at other locations.
- B. Evaluator's Workshop – requested that we do this later in session.
- C. Policy on travel in personal car
Current policy does not work and needs to be better defined. After discussion the decision was postponed while several of the Commissioners research how this is done by governmental agencies and other non-profits.
- D. Discussion of expectation / timing of program self-study, annual reports for programs in the process of self-study
Current timing was discussed. Motion was made, discussed, and passed to change the dates to 30 days except for the on-site report to the program which will be 60 days. Motion was made, discussed, and passed to exempt a program from the annual report within one year of the on-site date.
- E. Postponed discussion of instructions/qualifications for team Chair.
After discussion, this topic was postponed to create a workshop for training the Chair.
- F. Proposal to change the standard on-site team to 2 people instead of 3 people. Consensus was against this change, further discussion postponed to when the proposing Commissioner is present.
- G. Evaluator's workshop.
The new workshop was discussed in detail. Suggestions were made for more questions in the quiz.

XII. Adjournment and evaluation –

At 5:30 pm a motion was made and passed to adjourn the meeting. Stoner reminded Commissioners to fill out the meeting questionnaire an expense form.