Accreditation Council on Optometric Education (ACOE)

Glossary
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<th><strong>Glossary</strong></th>
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_Accredited Council on Optometric Education (ACOE) at its Fall Meeting, October 27-29, 2023._

<table>
<thead>
<tr>
<th><strong>accreditation status</strong></th>
<th>A program has been granted a status of either Accredited or Accredited with Conditions.</th>
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<tr>
<td><strong>Accredited</strong></td>
<td>A classification granted to an educational program indicating that the program generally meets the Standards for accreditation. This classification indicates that the program has no deficiencies or weaknesses that compromise the educational effectiveness of the total program. However, recommendations relating to marginal compliance with certain Standards, and suggestions relating to program enhancement may be included in evaluation reports.</td>
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<td><strong>Accredited with Conditions</strong></td>
<td>A classification granted to an educational program with major deficiencies or weaknesses with reference to the Standards of accreditation that compromise the educational effectiveness of the program. This classification indicates that the accreditation of the program is in jeopardy. Programs with this classification will be required to submit progress reports and may be required to undergo an evaluation visit.</td>
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<td><strong>ACOE</strong></td>
<td>Accreditation Council on Optometric Education.</td>
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<td><strong>advanced competency</strong></td>
<td>The demonstrated ability to provide eye care at a level beyond that of the core competencies attained upon completion of a professional optometric degree program. The ability to diagnose and manage complex, subtle, or infrequently seen visual disorders and clinical presentations.</td>
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<td><strong>adverse action</strong></td>
<td>An official Council action resulting in the denial or withdrawal of initial accreditation status, continued accreditation status, or Preliminary Approval status.</td>
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<td><strong>affiliate/affiliated school or college of optometry</strong></td>
<td>A school or college of optometry holding an accreditation status from the ACOE that has educational responsibility for an optometric residency program that is sponsored by a non-ACOE accredited health care entity. Faculty appointment, curriculum development, and program assessment are examples of educational responsibilities of the affiliated school or college of optometry.</td>
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<td><strong>alternate pathway</strong></td>
<td>When a currently accredited professional optometric degree program offers an alternative approach that results in conferring the doctor of optometry degree, that alternate approach is referred to as an alternate pathway. Indicators of an alternate pathway may include but not be limited to differences in curriculum, faculty, student cohorts, and/or mode of delivery. An advanced standing program is generally not considered an alternate pathway.</td>
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<td><strong>AOA</strong></td>
<td>American Optometric Association.</td>
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<td><strong>ARBO</strong></td>
<td>Association of Regulatory Boards of Optometry.</td>
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<td><strong>ASCO</strong></td>
<td>The Association of Schools and Colleges of Optometry.</td>
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ASPA - Association of Specialized and Professional Accreditors.

BAA - Business Associate Agreement.

CHEA - Council for Higher Education Accreditation.

consultant - A volunteer eligible to participate on an ACOE evaluation visit team.

contemporary optometry - The evidence-based clinical practice of optometry as the primary healthcare practitioner of the eye and visual system who provides comprehensive eye and vision care. Contemporary optometry includes evaluation/diagnosis and treatment/management of refractive conditions, diseases of the eye and associated systems, and rehabilitation, normalization, and enhancement of the visual system. This definition includes performance of procedures that are allowable in at least 10% of states’ scope of practice (term will be effective on January 1, 2025)

coordinator/supervisor - The clinician who is directly responsible for the residency program, especially the day-to-day clinical education of the resident.

core faculty member -- Any residency program faculty member who provides regular resident supervision in a sustained manner throughout the program, or for a designated portion of the program. Core faculty are critical to ensuring that the program meets its mission.

curriculum - A structured, integrated educational plan developed to meet the mission, goals and objectives through patient care, didactic and scholarly activities.

didactic/didactic activity - The acquisition knowledge and techniques via as attendance at lectures, journal clubs, courses, or workshops.

director of residency programs (residency director) - The individual at the affiliated school or college of optometry who is administratively responsible (regardless of title) for the overall quality of the optometric residency program(s) of that school or college of optometry.

directory of accredited programs - Listing of programs that hold an accreditation status or Preliminary Approval from the ACOE.

distance education – The education of students where the learner and educator are physically separated. Distance education must include regular and substantive interaction between the students and the instructor, either synchronously or asynchronously.

diversity – The range of human differences, including but not limited to race, ethnicity, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, experiences, political beliefs, economic status, and thoughts.

EC - Executive Committee.

educator - For professional optometric degree programs and residency programs, someone directly engaged in education at a school or college of optometry (e.g., professor, instructor, academic dean) (or who has retired within the last two (2) years from optometric education); for optometric
technician education programs, someone engaged in education at an optometric technician program, or who has retired within the past two (2) years from an optometric technician program.

**equity** – Each person has different circumstances and inherent capabilities. Equity seeks to allocate resources and opportunities and/or remove the barriers that create disparities using fair and just practices and policies to ensure all stakeholders can thrive.

**evaluation visit/visitors** - Visit/Visitors to a program with the intent of reviewing and assessing the program's compliance to applicable ACOE Standards. An evaluation visit may be in-person or virtual, in compliance with USDE Guidelines.

**evidence-based clinical decision making** - The use of current peer-reviewed scientific information integrated with clinical expertise in making an individualized decision about the care of a patient.

**examples of evidence** - Documentation the program provides to the Council as evidence the program meets the Standard. The examples listed are not all inclusive, and the program may choose to use all, some, or none of the examples in its documentation. However, the Council does require the program to submit appropriate documentation as evidence of meeting the Standard.

**final adverse action** - An official Council action resulting in the denial or withdrawal of initial accreditation status, continuing accreditation status, or Preliminary Approval status after reconsideration and/or appeal rights have been exhausted or expired.

**goal** - Goals specify the end results necessary to achieve the mission; they should elaborate each of the major components of the mission. They provide clarification and specificity for components of the mission statement.

**governance** - The act or process of controlling, directing, or influencing the actions and conduct of an organization.

**health care delivery entity** - Any health care delivery organization or facility which provides primary, secondary, or tertiary health care by appropriately licensed providers.

**HIPAA** - Acronym that stands for the Health Insurance Portability and Accountability Act. A US law designed to provide privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals and other health care providers.

**inclusion** – Inclusion is involvement and empowerment, where the inherent worth and dignity of all people are recognized. An inclusive program promotes and sustains a sense of belonging; it values and practices respect for the talents, beliefs, backgrounds, and ways of living of its members.

**independent practice** – The provision of clinical patient care by a licensed Doctor of Optometry with the authority, responsibility, and autonomy to make decisions related to evaluation/diagnosis and treatment/management protocols, assuming liability related to those decisions.

**institutional accrediting agency/body** - Accrediting agency that is a member of the Council of Regional Accrediting Commissions and is accepted by the ACOE for purposes of meeting its requirements related to institutional accreditation (may also be referred to as a regional accrediting body).
**intent** – A statement that helps explain the rationale, meaning, application, and significance of a Standard.

**legally authorized** - The legal status granted to an institution through a charter, license, or other written document issued by the appropriate agency or official of the State in which the institution is physically located.

**liaison** - A member of the Council designated to support an evaluation visit team when neither the chair nor members of the evaluation visit team are Council members. The liaison prepares as if he/she were a member of the team, serves as a resource to the evaluation visit team, approves the draft evaluation report, and presents the draft evaluation report for consideration to the Council.

**LPD Committee** - Leadership and Professional Development Committee.

**matriculation/matriculating** – the process of enrolling as a student in a college or school. A ‘matriculating class’ includes all students who initially enrolled in the college or school within an academic year and includes students admitted to the program with advanced standing, such as international students, and students transferring from other programs.

**mission** – The mission statement should express the overall purposes, intent, and uniqueness of the program or institution. It is a statement of the fundamental reasons for a program's existence.

**NBEO** - National Board of Examiners in Optometry.

**objectives** - As the goals were derived from components of the mission, specific objectives should flow from the goals. Objectives are the specifications as to how the particular goal is to be reached. They are statements which define outcomes attributable to the mission and goals of a program.

**OEBC** – Optometry Examining Board of Canada

**outcome** - An assessable quantity or quality relative to the overall success of a program in the achievement of its mission, goals, and objectives.

**outcomes assessment** - The process of collecting information about the attainment of a stated desired objective of an academic endeavor; analyzing that information by comparing and contrasting it with previously established statements of mission, goals, and objectives; and using that information to validate existing effort or to make recommendations to guide improvement.

**P&P** - Policy and Procedure.

**pass rates for all first-time takers** – (1) For Part I of the NBEO, the proportion who pass of all first time takers attempting the exam in both the August and March administrations during the same academic year; (2) For Part II of the NBEO, the proportion who pass of all first time takers attempting the exam in both the December and April administrations during the same academic year; (3) For Part III of the NBEO, the proportion who pass of all first time takers attempting the exam over July-June of a given academic year.
**patient centered care** - Health care that is characterized by a partnership between provider and patient (and appropriate patient’s family or legally authorized caregiver), incorporating respect for patient’s values and expressed needs; patient empowerment; health promotion; and coordination and integration of care.

**patient satisfaction** - The patient’s summary of the overall satisfaction with his or her eye/vision care visit and the patient’s perception of the quality of the care he or she received throughout the entire interaction with the doctor, the student clinician, and the office staff.

**peer review** -- The evaluation of work by one or more people with similar competencies as the producers of the work (peers). It functions as a form of self-regulation by qualified members of a profession within the relevant field. Peer review methods are used to maintain quality standards, improve performance, and provide credibility.

**POD Committee** - Professional Optometric Degree Program Committee.

**policy** – The clear, concise statement(s) of the parameters by which an organization conducts its business. In essence, the policies are the rules that staff abide by as they carry out their various responsibilities.

**practitioner** - Someone directly engaged in the practice of optometry in a setting that is primarily devoted to patient care (or who has retired within the last two (2) years from the practice of optometry).

**preaccreditation** - A classification from a USDE-recognized accrediting agency (such as the ACOE) that indicates the program or institution is within the scope of the agency’s recognition from the USDE and subject to criteria specified in the Code of Federal Regulations Part 602; preaccreditation signals that an unaccredited program or institution is progressing toward accreditation within a reasonable period of time.

**Preliminary Approval** - An ACOE classification that is equivalent to the USDE’s preaccreditation classification. This classification indicates the professional optometric degree program has clearly demonstrated it is developing in accordance with Council Standards. The program has approval to begin student recruitment, selection and admissions, and to begin offering the program.

**procedure** – The instructions or steps that describe a process that reflects how the entity complies with an associated policy.

**Protected Health Information/PHI** - Protected Health Information (PHI) is defined in the Standards for Privacy of Individually Identifiable Health Information issued by the U.S. Department of Health and Human Services to implement the requirement of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). PHI includes information that relates to all of the following: (1) An individual’s past, present, or future physical or mental health or condition; (2) The provision of health care to an individual (3) The past, present, or future payment for the provision of health care to an individual.
**public member** - Members who are not educators in or members of the profession of optometry. A public member is also not: (1) An employee, member of the governing board, owner, or shareholder of, or consultant to, a program that holds either accreditation or preaccreditation status from the Council or has applied for accreditation or preaccreditation; (2) A member of any trade association or membership organization related to, affiliated with, or associated with the Council; or (3) A spouse, parent, child, or sibling of an individual identified in the prior two parts of this definition.

**publish** - To make available to the communities of interest (students and their families, counselors, education community, and the general public) by print or electronic means.

**QI Committee** - Quality Improvement Committee.

**quality assurance** - Closed-loop, iterative process that involves assessment, analysis, implementation of countermeasures associated with performance deficiencies, and reassessment resulting in continuous improvement.

**recognized accrediting agency** - An accrediting agency recognized by the USDE.

**recommendations** - Relate to areas where the program is not completely in compliance with Council accreditation Standards.

**religious mission** - A published institutional mission that is approved by the governing body of an institution of postsecondary education and that includes, refers to, or is predicated upon religious tenets, beliefs, or teachings.

**research** - The process of scientific inquiry involved in the development and dissemination of new knowledge.

**residency core competencies** - The fundamental components common to all residency programs and expected achievements for all residents. The components result in the attainment of advanced proficiency in areas of clinical knowledge and patient care specific to the mission of the residency.

**risk management** - Clinical and administrative activities performed to identify, evaluate and reduce the risk of injury and loss to patients, personnel, visitors and the institution.

**scholarly activity** - The activities associated with the discovery, integration, application, and teaching of advanced clinical knowledge as exemplified by conducting research, publishing, presenting posters or papers, and peer-to-peer lecturing.

**sponsor** - That school or college of optometry, hospital, health center, clinic or other health care delivery entity that assumes the day-to-day responsibility for education of the resident.

**Stage One designation** - A classification granted to a proposed professional optometric degree program indicating that the proposed program has demonstrated a complete and sufficiently developed needs assessment, feasibility study, and risk assessment. The Stage One designation classification does not provide any rights or privileges of accreditation and is not a formal preaccreditation status. The proposed program has approval to apply for Stage Two designation.
**Stage Two designation** - A classification granted to a proposed professional optometric degree program indicating that the proposed program’s planning and development are sufficient to warrant an on-site evaluation review in consideration of *Preliminary Approval* Status. The Stage Two designation classification does not provide any rights or privileges of accreditation and is not a formal *preaccreditation* status.

**standard** - A measurable criterion of the quality of one or more components of a program required for a program to become and remain accredited (with or without conditions) or preaccredited (as applicable).

**standard precautions** - The minimum infection prevention measures that apply to all patient care, regardless of suspected or confirmed infection status of the patient, in any setting where healthcare is delivered. These evidence-based practices are designed to both protect healthcare personnel and prevent the spread of infections among patients. Standard Precautions include: 1) hand hygiene, 2) use of personal protective equipment (e.g., gloves, gowns, facemasks), depending on the anticipated exposure, 3) respiratory hygiene and cough etiquette, 4) safe injection practices, and 5) safe handling of potentially contaminated equipment or surfaces in the patient environment.

**student support services** - Services designed to facilitate the students’ pre- and post-matriculation experiences in the program, i.e., personal and academic counseling, financial aid services, information on career opportunities, housing information, etc. With the exception of academic counseling, these may be provided by either the University or the program.

**substantive change** - New policies or practices that affect: (1) the program’s *mission, goals,* and *objectives*; (2) the organizational relationship of the program, school, or college with the parent institution; (3) the scope, length, content, and/or mode of delivery of the program, including whether the change applies to all students in a cohort, a subset of students in a cohort, or to a new cohort being separately defined; and/or (4) resources available to the program needed to fulfill its *mission, goals,* and *objectives*.

**suggestions** (for program enhancement) - Represent improvements that would substantially enhance the potential for excellence.

**teach-out** - A process during which a program, institution, or institutional location that provides 100 percent of at least one program engages in an orderly closure or when, following the closure of an institution or campus, another institution provides an opportunity for the students of the closed school to complete their program, regardless of their academic progress at the time of closure.

**teach-out agreement** - A written agreement between institutions that provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if an institution, or an institutional location that provides 100 percent of at least one program offered, ceases to operate or plans to cease operations before all enrolled students have completed their program of study.

**teach-out plan** - A written plan that provides for the equitable treatment of students if a program ceases to operate or plans to cease operations before all enrolled students have completed their program of study. A teach-out plan includes:
1. plans to provide all students enrolled at the time the decision to close is made (either by the program or the ACOE) an opportunity to complete an ACOE-accredited doctor of optometry program;

2. a list of other institutions that offer programs accredited by the ACOE that could potentially enter into a teach-out agreement with the program, should the program be unable to ensure all enrolled students can complete the course of study by the time of closure;

3. general description of the resources (faculty, advising, physical facilities, etc.) that will be available to enrolled students during the teach-out period;

4. whether enrolled students will incur additional charges due to the teach-out plan and if so, how students will be notified as soon as practicable of these charges;

5. how prospective and enrolled students will be informed as soon as practicable of the program’s closing and any implications (including, but not limited to, those pertaining to students’ prospects for employment or eligibility to sit for exams) of the closure. The program must make reasonable best efforts to ensure its students and prospective students receive and acknowledge receipt of this information;

6. how program stakeholders, including faculty and affiliated clinical patient care programs, will be informed as soon as practicable of the program’s closure and its implications for stakeholders; and

7. plans to ensure student records are retained and accessible to former students.

**terminal degree** - The highest academic or professional degree in a given field of study.

**ultimate pass rate** – A measure representing the proportion of students at the time of graduation having passed licensing examinations. The ultimate pass rate is computed as a ratio; the

- numerator is the sum of the number of students at the time of graduation having passed all three parts of the NBEO examination series and the number of students at the time of graduation having passed both parts of the OEBC examination series; and the

- denominator is the sum of the number of students at the time of graduation having attempted all three parts of the NBEO and the number of students at the time of graduation having attempted both parts of the OEBC examination series.

When a student attempts both NBEO and OEBC examination series at the time of graduation, that student is counted once in the ultimate pass rate calculation.

**USDE** - United States Department of Education.