

**HEALTH INFORMATION TECHNOLOGY DEPARTMENT**

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**HIT/MICB Faculty Meeting**  
**February 27, 2022**  
**2:00 – 3:00 pm**

<b>Faculty</b>	<b>Present</b>	<b>Absent</b>	<b>Excused</b>
Susan Foster	√		
Elizabeth Whitmer	√		
Sharon Fitzgerald	√		
Rachel DAndrea		√	

**A. Discussion:**

Advisory Board members were discussed. All HIT faculty members are included as members. An email invitation is to be sent out to area health information professionals requesting their participation on our advisory board on 2/28/2023. The list includes previous Advisory Board members as well as possible new members. HIT Advisory Board Meeting is scheduled for May 8 at 5:00 pm. We will host an on-campus meeting with live Zoom for anyone who is unable to attend in person. Also, FSW swag will be provided to attending members. Faculty may suggest agenda items to be discussed.

**Action:**

1. Advisory Board meeting scheduled with facilities for May 8, 5-6:00 pm.
2. Email invitation sent out to potential advisory board members beginning 2/28.
3. Faculty to send the program director any agenda items they would like to discuss.
4. Prepare agenda and sent out an email invitation with a Zoom link.

**B. Discussion:**

SWFHIMA Spring Half-Day Conference. FSW HIT will host the SWFHIMA conference on Saturday, April 8, 8a-1:00p (4 CEUs). Discussion regarding HIT student attendance and participation. It was discussed whether we would require students or assign students to attend and provide course credit in their PPE course for attendance. Elizabeth will work on the assignment. We will also offer the conference “live flex” using Zoom for members who are unable to attend in person.

We also have agreed to host a SWFHIMA half-day conference on Saturday, September 16, 8a-1:00p.

**Action:**

1. Conferences scheduled with facilities for 4/8 and 9/16/2023.
2. Schedule Zoom meetings and send a link to Rae at SWFHIMA.
3. Collaborate with SWFHIMA on the agenda and speakers.

**C. Discussion:**

APAR reporting is due. We discussed the AHIMA Program Reports received for AY 2021-2022. We had 7 students test for the first time and only 3 passed. This is only a 43% pass rate which has dropped from last year which was 50%. We reviewed the domains where we scored below the national average, one being Domain IV. This is disappointing. However, for the 3 students who passed the RHIT exam, they exceeded the national average!

**Action:**

1. Courses that map to the domains where we scored below the national average will be reviewed.
2. All course syllabi are in review and revision for Simple Syllabus. Objectives will be mapped to AHIMA competencies within the assignments where assessed.
3. Instructional materials and textbooks will be reviewed to meet the objectives of those domains where we scored under the national average.

**D. Discussion:**

Dr. Foster provided information about possible new courses and texts to be used with the restructuring of the HIT program to better align the completion within 2 years and the final semester for Spring rather than Fall. FDOE provides course numbering for these types of courses and other programs in Florida have them in place or have used them previously.

**Action:**

1. Discussion with Dr. Such and Tommy Mann regarding restructuring and new course creation at the next HIT director meeting.
2. Develop syllabi for new courses.
3. Develop Curriculum Committee proposals.

The meeting adjourned at 3:00 pm.

Respectfully submitted by:  
Susan L Foster,  
HIT/MICB Program Director