

HEALTH INFORMATION TECHNOLOGY DEPARTMENT

HIT/MICB Faculty Meeting
August 14, 2023
2:00 – 3:00 pm

Faculty	Present	Absent	Excused
Susan Foster	√		
Elizabeth Whitmer	√		
Sharon Fitzgerald	√		
Rachael DAndrea	√		

A. Discussion:

Fall course assignments were discussed. Faculty was reminded of assignment due date changes. We also discussed the AI use policy that is now included in our Simple Syllabus. All Simple Syllabi for fall have been updated and approved. Faculty were encouraged to learn more about ChatGPT and AI capabilities. We also discussed that CAHIIM would require PDF copies of all of our syllabi.

Action:

1. Faculty are to ensure their courses are ready for the beginning of class.

B. Discussion:

Course mapping for CAHIIM accreditation was discussed. Dr. Foster is working on our Course Heat Map and the Curriculum Synopsis that is due to CAHIIM as part of our continuing re-accreditation process that is due 9/1/23.

Action:

1. Dr. Foster is reviewing and mapping all competencies. Faculty will assist with questions and clarification on assignments.

C. Discussion:

Curriculum updates and Curriculum Committee presentations for approval will begin this fall. Curriculum updates were shared and explained to faculty.

Action:

1. Dr. Foster will begin the Curriculum Committee submission process.

D. Discussion:

Professional development tracking for CAHIIM reporting was discussed. Faculty were reminded to complete their Professional Development Tracker spreadsheet and upload to the HIT Faculty Canvas course.

Action:

1. Faculty to submit their PD tracker spreadsheet.

E. Discussion:

The FSW HIT Program will be hosting the SouthWest Florida Health Information Management Association meeting on September 16th. Students are encouraged to attend and may receive course credit for the HIM2940 course.

Action:

2. Faculty are to encourage student attendance.

F. Discussion:

We have ordered HIT program pins which will be given to HIT graduates during our pinning ceremony. We will need to schedule a date in December. All faculty are invited.

Action:

3. Dr. Foster and Elizabeth will work on scheduling and planning of the Inaugural HIT Pinning Ceremony.

G. Discussion:

The HIT Program has received funding to purchase RHIT exam vouchers for graduates. We discussed using an application form to collect data on students using the funding. Part of the application requires students to agree to share their AHIMA RHIT Score results with the program. We have enough funding for 15 RHIT exams.

Action:

4. Application will need to be developed and sent out after degrees are conferred.

H. Discussion:

The HIT and MICB program will have an application process with fee developed as part of our updated curriculum. CAHIIM collects data on applications and enrollment as part of APAR. It will also allow us to better track students who are choosing HIT and MICB as their program of student so we can connect with these new students.

Action:

5. Dr. Foster is working with IT and AASPIRE on development of the application process. Updates will be provided as they become available.

The meeting adjourned at 3:20 pm.

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