HEALTH INFORMATION TECHNOLOGY DEPARTMENT

HIT/MICB Faculty Meeting
November 27, 2023
2:00 – 3:00 pm

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

A. Discussion:

Our pinning ceremony will be on 12/14 at 6:00 pm. Elizabeth has scheduled room AA-177 for us. Final grades are due 12/12. Invitations will be sent out. We will also have awards to be shared as well as food and drink provided.

Action:

1. Mark your calendars. Dr. Foster is working on the invitation and program agenda. Elizabeth will work on food, drink, and awards.

B. Discussion:

We received notification regarding the CAHIIM Virtual Site Visit. It has been scheduled for March 7 & 8 (Thursday and Friday). Carla Dirkschneider, Holly Jones, and Benjamin Reed have been scheduled to be our reviewers.

Action:

1. We need to select students who are willing to be involved in the site visit.

C. Discussion:

All updated course objectives were approved. A Request for Action has been submitted for curriculum change and approved. All course changes, new courses, and program changes have been submitted to the Curriculum Committee for the January meeting.

Action:

1. Nothing further at this time.

D. Discussion:

The Advanced Medical Assisting, AS (AMA) and Medical Assisting Specialist, CCC (MAS) have been approved by the Curriculum Committee. Three HIM courses from the HIT, AS degree have been incorporated into the AMA curriculum. We are now interviewing for a new program director.

<u>Action:</u>
1. Nothing at this time.

The meeting adjourned at 3:00 pm.

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