



HIT Faculty Meeting Agenda

August 19, 1:00 pm

- Leadership Changes
 - Acting Dean, open Associate Dean position
- Fall Courses
 - Check your assignment due dates
 - Simple Syllabus – Canvas Schedule (private – only students can see)
 - No longer us paper syllabus
 - Syllabus & Textbook Information – refers students to use the Simple Syllabus
 - HIM2210 and HIM1430 have been completed by the instructional designers and the new courses are being used this Fall.
 - Communication and Feedback – new page added to courses to meet QM rubric
 - Low enrollment in courses.
- Course Mapping – Assignments that access FEM Competencies
 - Heat Map (all competencies and PIs)
 - Curriculum Synopsis – due 9/30/24
 - CAHIIM Standards “resubmitted” by 9/30/24
- Professional Development for Faculty (Updated CAHIIM Standard)
 - Track for CAHIIM especially any FEM, curriculum, competency-based education training or PD.
- SWFHIMA Meeting September 21. Experiential learning credit for students in HIM2814 and HIM2940 who attend.
- Questions, Needs, Concerns?????

HEALTH INFORMATION TECHNOLOGY DEPARTMENT

HIT/MICB Faculty Meeting
August 19, 2024
1:00 – 2:00 pm

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

A. Discussion:

We discussed the leadership changes at the School of Health Professions. Dr. Elizabeth Schott is our acting Dean. Decision for a search committee will be Spring 2025.

Action:

1. Nothing further at this time.

B. Discussion:

We discussed the fall courses. Everyone was asked to check their assignment due dates. Also, reminder to review Simple Syllabus in their courses and a reminder to keep the Canvas Schedule (private – for students only). We no longer use paper syllabi. The Syllabus & Textbook Information page in the course refer students to use the Simple Syllabus. HIM 2210 and HIM 1430 have been completed by the instructional designers and the new courses are being used this Fall. Communication and Feedback is a new page that is added to courses to meet QM rubric. We have several courses that have low enrollment due to the “teach out” and change of sequence of courses.

Action:

1. Dr. Foster will continue to report on any updates to courses.

C. Discussion:

We are in the process of mapping of assignments that assess the FEM Competencies. We are developing a Heat Map (all competencies and PIs). Our curriculum synopsis is due 9/30/2024 and our CAHIIM Standards are to be resubmitted by 9/30/2024.

Action:

1. Dr. Foster asked that all faculty review their courses and provide feedback on assignments that map to the FEM Competencies. This is part of our process for updating to the new CAHIIM standards and competencies.

D. Discussion:

Our CAHIIM Self-Assessment requires updated Professional Development Tracking for Faculty forms. We are required to track training and professional development for FEM, curriculum, competency-based education training as well as areas/domains of HIM.

Action:

1. Dr. Foster requested that everyone submit an updated Professional Development Tracking sheet for AY 2023-24 in the HIT Faculty Colloquium Canvas Course by 9/20/2024.

E. Discussion:

We will be hosting a SWFHIMA meeting on September 21. Recommended to invite students to be used for experiential learning credit.

Action:

1. Students in HIM2814C and HIM2940 were invited to attend. Faculty will post announcements to students with information to attend.

The meeting adjourned at 2:00 pm.

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