



## **HIT Faculty Meeting Agenda**

**November 18, 1:00 pm**

- School of Health Profession – Administrative Changes
  - Clinical Coordinator Position
- Capstone and Experiential Learning
  - HIM 2814C – 30 hours (fall semester)
  - HIM 2940 – 40 hours (spring semester)
  - New Clinical Sites
  - Virtual sessions
- Determining mastery, proficient, and needs improvement for rubric grading.
- Effectiveness Plans for HIT and MICB AY 2024-25
- Zoom Informational Sessions – new or incoming students
  - December 4<sup>th</sup> (Wednesday) – possible date
  - March 26<sup>th</sup> (Wednesday) – possible date
  - What information needs to be presented?
- Questions, Needs, Concerns?????

**HEALTH INFORMATION TECHNOLOGY DEPARTMENT**

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**HIT/MICB Faculty Meeting**  
**November 18, 2024**  
**1:00 – 2:00 pm**

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

**A. Discussion:**

We discussed the changes to the School of Health Professions. The school has been split into two new schools; the School of Allied Health and the School of Nursing. A Student Advisor II position has been approved. The HIT program is considering adding a Clinical Coordinator position to assist with the fall HIM 2814C and spring HIM 2940 courses.

**Action:**

1. None.

**B. Discussion:**

We discussed holding Informational Sessions for our new or incoming students. We discussed hosting one in December or beginning of the spring semester. We will decide and send out invitations. Post to social media. Session will require registration. We will schedule a January session.

**Action:**

1. Everyone is asked for input on what we will discuss and to be available.

**C. Discussion:**

We discussed the need for new clinical sites to accommodate our students. We also discussed virtual experiential learning opportunities.

**Action:**

1. Faculty will send information on new sites or possible experiential learning opportunities to the program director.

**D. Discussion:**

We discussed the use of our new rubrics and how to grade the performance indicators/outcomes. A grading guide will be developed and shared with faculty.

**Action:**

1. Program director to create the grading guide and provide further education on its use.

**E. Discussion:**

We discussed the HIT and MICB Program Effectiveness Plans for AY 2024-25 and that they were based on our program goals and revised course assessments. Faculty was given the opportunity to view the goals and will contact the program director for copies.

**Action:**

1. Faculty is to encourage participate in the program effectiveness activities.

The meeting adjourned at 2:00 pm.

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