



HIT Faculty Meeting Agenda

January 13, 1:00 pm

- Start of Semester (books, resources)
- Communication/Office Hours
- School of Allied Health
 - Associate Dean, School of Allied Health (Spring Semester)
 - Dean, School of Allied Health (Summer Semester) Nation-wide search
 - Program Coordinator Position, HIT
- Lena Scott, CVT Program Director resigns
- Student Advisor II position posted
- CAHIIM APAR 2024-25
- CAHIIM Virtual Site Visit – May 7th & 8th
 - Review courses and assignments for FEM
- Zoom Informational Sessions – new/incoming and current students
 - January 30th @ 6:00 – 7:00 pm (Thursday) Welcome to Program
 - March 27th @ 6:00 – 7:00 pm (Thursday) Summer and Fall Enrollment
 - What information needs to be presented?
- Questions, Needs, Concerns?????

HEALTH INFORMATION TECHNOLOGY DEPARTMENT

HIT/MICB Faculty Meeting
January 13, 2025
1:00 – 2:00 pm

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

A. Discussion:

We discussed the start of the spring semester and the situation with getting books and resources for our students. There have been issues with the Bookstore being able to get physical books for students and orders being canceled. Students are upset. This has caused problems with proceeding with instruction in the classes.

Action:

1. Susan will reach out the bookstore manager to see if there is anything that can be done to facilitate getting books to our students sooner.

B. Discussion:

The administrative structure of the School of Allied Health was discussed. It has been planned that the Associate Dean position will be filled during the Spring semester. The position will be offered internally first. There will be a nation-wide search for the new Dean position with a summer semester hire date. The program director of the CVT program has resigned effective January 31. We also have been approved for a new student advisor II position which has been posted.

Action:

1. None at this time.

C. Discussion:

The CAHIIM APAR for AY 2023-24 will be opened by March. We will be gathering data and preparing to report on our program. We still must continue to report even though our program is part of the FEM demonstration. Faculty was reminded that our program will undergo a preliminary CAHIIM Virtual Site Visit May 7th and 8th. Faculty was asked to make sure this was added to their calendars as they will be asked to participate.

Action:

1. Susan will work on the APAR and faculty will provide information as needed. Faculty will assist with course review and assignments mapped to the FEM competencies.

D. Discussion:

We discussed offering an informational session for new/incoming and current students. We have a room set up for anyone wanting to come to campus and will also offer the session via Zoom. Zoom meeting invite will be shared with all students who have made application to the program and be included in the HIT Colloquium Canvas Course. All faculty are invited to attend. Session is scheduled for January 30th @ 6:00 pm. We discussed offering another session on March 27th @6:00 pm. This is for Summer and Fall recruitment. This will be offered via Zoom with required registration. The group discussed what information needs to be presented.

Action:

1. Faculty to schedule their calendars for attendance. Elizabeth will be on campus with Susan.

The meeting adjourned at 2:00 pm.

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