HIT Faculty Meeting Agenda

March 10, 1:00 pm

- Preparing for Summer and Fall Semesters (books, resources)
  - New HIM 2723 Inpatient Procedural Course
  - Max enrollment set at 25 students for all HIM courses
- Quality Matters
  - HIM 2510 is undergoing external review for QM approval
- School of Allied Health
  - Program Coordinator Position, HIT – Denied, requesting release time
  - CVT Program Coordinator resigns – Chair Search Committee
  - Student Advisor II position posted – Search Committee
- CAHIIM APAR 2024-25 – Available February 18th (August 1, 2023 – July 31, 2024)

New in 2025 APAR
  - **Certificate /Stackable Credential Reporting**
  (**P**rofile and Curriculum sections**)**
  - In addition to professional recognition and/or certifications that program graduates seek upon completion of the program, we ask programs about any certificates the program offers and if the certificate/s build toward a stackable degree.
  - **Program Financial Outcomes** - (Admission Enrollment)
  - What, if any, budget fluctuations are the program undergoing at the time APAR is being reported
  - Changes are reported as percentage increases or decreases in your current budget cycle.
  - **Students lost to attrition** (Admission Enrollment)
  - If the number of students lost to attrition exceeds 20% of total enrollments, you must provide an explanation that examines why and any corrective measures undertaken to improve outcomes. (No change from previous reporting).

- o **Program Goals** - (Goals) New process for undergraduate programs. Only the Curriculum Goal must be completed. Additional goals may be submitted but are optional.

- Review courses and assignments for FEM

- Zoom Informational Sessions for new/incoming and current students
  - o March 27th @ 6:00 – 7:00 pm (Thursday) Summer and Fall Enrollment
  - o What information needs to be presented?

- Questions, Needs, Concerns?????

HEALTH INFORMATION TECHNOLOGY DEPARTMENT

HIT/MICB Faculty Meeting
March 10, 2025
1:00 – 2:00 pm

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

A. Discussion:

We discussed the planning of the Summer and Fall semesters. The new HIM 2723 Inpatient Procedural Course has been added to Canvas with ongoing development for the Summer semester. We also discussed setting a maximum enrollment in all HIM courses at 25 students. This is so that the faculty will have adequate resources to teach students, especially in the experiential internship courses.

Action:

1. Susan will be updating the fall book list for submission.

B. Discussion:

External Quality Matters review experience was shared and updated. HIM 2510 is currently undergoing external review.

Action:

1. None at this time.

C. Discussion:

The Program Coordinator Position that was previously discussed has been denied. It was recommended to request release time for faculty instead. This has been submitted to the acting Dean. Currently, we are searching for a CVT Program Coordinator. Susan is chair of the search committee. Our Student Advisor II position has been posted, and there is a search committee working on filling the position.

Action:

1. None at this time.

D. Discussion:

We discussed what was new for CAHIIM 2025 APAR. CAHIIM is collecting data on stackable credentials in the profile and curriculum sections of APAR. Admission enrollment is also being used to collect data on the program's financial outcomes.

APAR is seeking information on budget fluctuations as well. Program goals is new for undergraduate programs. Only the curriculum goal must be completed but others can be added.

Action:
1. None at this time.

E. Discussion:
We discussed our continued efforts in course reviews and assignments for FEM. Rubrics and Outcomes were discussed.

Action:
1. Faculty will continue to review their courses.

F. Discussion:
Our Zoom Information Session for new/incoming and current students for March 27th was discussed.

Action:
Be prepared to attend. More information to come.

The meeting adjourned at 2:00 pm.

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