

HIT Faculty Meeting Agenda

August 18, 2:30 pm

- Prepare for Fall 2025
- Prepare for Emergencies
- CAHIIM Update
- Quality Matters
 - 6 courses reviewed or in review (1 QM Certified, 2 passed Internal QM Review)
- School of Allied Health
 - Canvas changed with Fall 2025 courses
 - Outcomes missing in Fall 2025 courses
- GenEd Assessment Plan – Courses with “Think” competency
 - Randomly selected for General Education Assessment during Fall 2025
 - All HIM courses
 - Rubric for grading to assess “Think”
- Program Learning Outcome (at least 1) for EP 2025-26
 - Student Learning Outcomes (at least 3) with assessments
- Continuous review of courses and assignments for FEM
- Questions, Needs, Concerns?????

HEALTH INFORMATION TECHNOLOGY DEPARTMENT

HIT/MICB Faculty Meeting
August 18, 2025
2:30 – 3:30 pm

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

Meeting summary

Quick recap

The meeting covered administrative matters, including HonorLock installation, faculty meeting attendance, and emergency response procedures for the fall semester. The latter part of the meeting focused on academic planning, including course assessments, program outcomes, and the development of learning objectives, with emphasis on meeting accreditation requirements and aligning course objectives with program goals.

Summary

HonorLock and Discussion Board

We discussed the importance of students being active on the Discussion Board for credit and clarified. There will be an HonorLock training and informational meeting held via Zoom. Faculty were encouraged to attend.

Fall Semester Emergency Preparedness

Susan discussed preparations for the fall semester, including the distribution of agendas and emergency response plans. She outlined a fall to-do list and emphasized the importance of updating contact information in FSW accounts. Susan explained how to use Canvas and the FSW email system to communicate with students in case of emergencies. She also covered procedures for handling course extensions, assignment modifications, and competency requirements during disruptions.

The group also discussed the upcoming “Open House” to be hosted on Tuesday night. All faculty are invited to attend. We have sent out invitations to new students as well as those who have recently applied to the program. They also briefly discussed the need to accommodate remaining full-time students for an upcoming open house event.

Prepare for Fall 2025 (See handout)

- Susan to finish preparing the remaining courses by the end of the week.
- All faculty to check their courses for correct due dates.
- All faculty to set up weekly announcements.
- All faculty to remove Proctorio Chrome extension and add HonorLock to their Chrome Browser.
- Susan has begun to realign all outcomes in the courses before Fall classes start.
- All faculty to provide input on assignments to assess for the Effectiveness Plan 2025-26 by the September meeting.
- All faculty to review program learning outcomes and decide which one to focus on for the Effectiveness Plan.
- Susan to finish and share the 2024-25 Effectiveness Plan report with faculty.
- Susan to compile a School of Allied Health Emergency Directory with contact information for all faculty.
- All faculty to ensure their correct contact information is updated in their FSW account.
- All faculty to write down CRNs for their Fall courses.
- We will be hosting an open house tomorrow on Lee Campus. Faculty are to attend.

Canvas Course Structure and Updates

Susan explained the structure of the Canvas course used by CAHIIM reviewers, including the syllabus, assignments, and rubrics for tracking student competencies. Susan also noted that she needs to realign outcomes to the courses and assignments before classes start due to the split of the school into the School of Health Professions into the School of Allied Health, and the School of Nursing.

Quality Matters

We discussed the ongoing work on course revisions and emphasized the importance of quality, noting that some courses have passed quality reviews while others are still in progress. Susan also mentioned that collaboration with instructional designers made the process easier. It usually takes up to 12 months for a course to be revised and go through internal QM review.

Gen Ed Assessment Process Update

Susan explained the process of assessing General Education (Gen. Ed.) competencies across the college, highlighting the role of effectiveness coordinators and institutional assessment rubrics. She detailed that six Gen. Ed. competencies, spelled as "creative," are integrated into our course syllabi, with specific rubrics guiding instructors on how to assess student work. Susan announced that a new assessment of these rubrics and competencies would begin this fall, involving a process where Effectiveness Coordinators grade anonymized student work to ensure the rubrics are effective and aligned with their intended outcomes.

HLC Accreditation Learning Outcomes Review

Susan discussed the development and documentation of program and student learning outcomes for the 2025-2026 effectiveness plan, which are required for Higher Learning Commission (HLC) accreditation. She explained that they need one program learning outcome and three student learning outcomes for our 2025-26 effectiveness plan. The 2024-25 EP was shared with the team. Susan also shared some of the assessment data showing how they met the established metrics.

Course Alignment and Assessment Planning

The group discussed the process of aligning course objectives with program goals and student learning outcomes. They agreed to focus on one program goal for the upcoming academic year and to develop a plan for assessing course objectives by September 30th. Susan will share a report with the group for review, and they will determine which goal to concentrate on at their next meeting.

The meeting adjourned at 3:30 pm.

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