



## **HIT Faculty Meeting Agenda**

**November 17, 2025 @ 1:00 pm**

- Boo-caneer Bash, High School Academic Adventure Day
- AHIMA Foundation Scholarship Money Application
- Spring and Summer Enrollment Numbers
- Program Course Updates
  - 1 course left!
- Advisory Board Meeting
  - Prompt Demo (EHR)
- AI Use Policy and Student Contract
- Questions, Needs, Concerns?????

**HEALTH INFORMATION TECHNOLOGY DEPARTMENT**

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HIT/MICB Faculty Meeting  
 November 17, 2025  
 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		√	

**Meeting summary**

**Student Seminar and Credit Planning**

Susan and Sharon discussed plans for a student seminar and course credit opportunities. They agreed to share an email about the seminar with the board, which will be held on Wednesday night. Sharon will bring up the students' involvement in the next seminar, and Susan confirmed that participating students will receive experiential learning course credit towards their required internship. They also briefly touched on the challenges of engaging students in external activities due to changes in board participation and online learning formats.

**AHIMA-HOSA Partnership Initiatives**

Susan discussed AHIMA's partnership with HOSA (Health Occupation Students of America) and shared a toolkit sent by the HEMA membership team. She explained that AHIMA sponsors a Health Informatics competition at the HOSA International Leadership Conference and mentioned a recent encounter with a HOSA student who won a scholarship but was unaware of what HIM entails. Susan expressed interest in engaging students early through HOSA and suggested presenting information about health information management and health informatics to HOSA chapters, as well as potentially participating in judging events to increase AHIMA's visibility among students.

**HOSA Scholarship Funding Update**

Susan discussed HOSA's new career handouts for high school students, expressing concerns about targeting 8th graders in Charlotte County as too young. She then

reported that an AHIMA Foundation scholarship money application was submitted last Tuesday, requesting \$50,000 for scholarships to be distributed over 10 years and additional funds for students to attend the annual convention committee meeting. The foundation's approval of these requests remains uncertain, pending further review.

### **Healthcare Course Enrollment Updates**

Susan provided an update on enrollment numbers for various healthcare-related courses, noting that spring enrollment is lower than desired, with 13 students in the intro class, while summer enrollments are in double digits. She plans to review the numbers more closely after Thanksgiving and will contact Sarah about missing registrations. Susan also discussed updates to course materials, including finishing 2814C and adjusting assignments in Rachel's HIM 2729 class.

### **Updating Healthcare Regulations Education**

Susan and Elizabeth discussed the outdated nature of their current materials, particularly regarding the Reconciliation Act and meaningful use, which are no longer relevant due to the 21st Century Cures Act and information blocking regulations. Susan shared that she found five short YouTube videos on HIPAA and information blocking by Kelly McLendon, which they plan to use for educational purposes. They agreed to assign students to list defunct regulations and investigate why they are no longer in use, aiming to educate them about the current legal landscape. Susan also mentioned the upcoming HIPAA security regulations and the inclusion of new information on SAMHSA 42 CFR Part 2, while noting that many expected updates for 2025 have not yet materialized.

### **Book Chapter Update and Risk Assessment**

Susan and Elizabeth discussed updating an outdated book chapter, noting its 2010 content and the need to incorporate current resources and risk assessment information. Susan mentioned plans to find a hands-on risk assessment example to include and expressed hope that the book's revision would address these issues. They agreed that the outdated content could serve as a research project for students, encouraging them to analyze changes and propose improvements. Susan also mentioned that only one course, 2940, remained to be reviewed by instructional designers, who would need to align the content.

### **Advisory Board and AI Policy**

The team discussed scheduling an advisory board meeting, which Susan proposed holding in February via Zoom due to members being across the state. They also discussed developing an AI use policy and student contract to address academic

integrity issues, with Susan explaining that while AI use would be allowed, students must properly cite AI-generated content and verify information. Susan mentioned she would send the draft policy to the team for review and planned to incorporate these guidelines into attendance verification.

### **AI Tools in Education Discussion**

The group discussed AI tools for research and teaching, with Susan recommending Perplexity.ai for reliable source finding and Boodle Box as a secure platform. They explored different levels of AI usage in assignments and agreed to clarify that AI tools should not be used for generating content in certain classes. Susan mentioned plans to develop three AI bots for a management class to assist with job candidate interviews, though this project was not yet completed.

### **Grading and Summer Class Updates**

The faculty discussed grading policies for non-participating students, confirming that an F grade is appropriate when students stop attending and fail to communicate their intentions. The discussion concluded with confirmation that the summer schedule for medical coding classes would remain unchanged, with two classes each for Sharon and Elizabeth, while Rachel would teach one class.

The meeting adjourned at 2:00 pm.

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