



## **HIT Faculty Meeting Agenda**

**January 12, 2026 @ 1:00 pm**

- Spring Semester Reminders
- Spring Enrollment Numbers
- HIM 2940 Internship
  - Spring SWFHIMA Conference
- Advisory Board Meeting Date
- AI Use Policy and Student Contract in courses
- CAHIIM Course Competencies and Rubrics
- Questions, Needs, Concerns?????

**HEALTH INFORMATION TECHNOLOGY DEPARTMENT**

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HIT/MICB Faculty Meeting  
 January 12, 2026  
 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**

**Quick recap**

The meeting began with a discussion about course loads and healthcare policy updates, including a conversation about new regulations affecting professional development opportunities. The group then confirmed details for an upcoming event, including room reservations and logistics. They discussed plans for the SWFHIMA conference, coordinated student participation, and addressed various educational and administrative matters related to their healthcare programs, including scheduling an advisory board meeting to review a potential EMR system.

**Summary**

**Enrollment and Florida State Statutes**

The group discussed enrollment numbers in the HIM courses and the increase in application submissions. Enrollment in the program is improving and is closer to pre-pandemic numbers.

Spring courses were discussed, and the updates that had been made. Sharon was reminded to review and correct any incorrect answers in her pharmacology course quizzes and to notify Susan of any issues.

They also talked about the complexities of managing policy and procedure updates in healthcare settings, comparing state and federal organizations. Finally, Susan

mentioned a new regulation prohibiting the use of state funds for DEI-related activities, including conferences, webinars, and courses.

### **SWFHIMA Conference Planning Meeting**

The meeting then turned the focus to planning for the SWFHIMA conference scheduled for April 11th from 7:30 to 4:30. Room A105 was reserved. Sharon and Elizabeth agreed that Elizabeth would contact a speaker named Dorothy Clements for an upcoming presentation. Elizabeth discussed coordinating with students in the HIM 2940 internship class, with 4-6 students to be selected, and agreed to have them email Sharon to join the planning committee. They also discussed having a SWFHIMA Board Member speak to the HIM 1000 class about SWFHIMA membership, with Elizabeth planning to reach out about scheduling this presentation.

### **Program Administrative Updates**

The group discussed several educational and administrative matters related to their healthcare programs. Susan shared details about an AI use policy and a student contract that is being implemented in various courses. They also discussed scheduling an advisory board meeting for February 26th at 6 PM to review a potential EMR system called Prompt, which would cost \$500 for unlimited users. Susan reminded faculty about the FEM Competencies and rubrics that have been put into place in the courses for monitoring student assessment. The outcomes in the courses had to be updated due to the move in Canvas from the School of Health Professions to the School of Allied Health for the Fall 2025 semester.

The meeting ended with an open floor for questions or concerns. The meeting adjourned at 2:00 pm.

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