MINUTES
HIT ADVISORY COMMITTEE
Zoom due to COVID-19

Date of Meeting:	April 28, 2021

Members present:

Kengia Sabree	Lisa Wilusz	Kristin Pecchio
Monica Roberts	Bonnie Capra	Deanna Stentiford
Melissa Myrick	Keeva Russell	Marilyn Browne
Sheila Newberry	Tonia Thompson	Marcia Castle

Others present: N/A

Call to order: The Meeting was called to order at 8:02 am.

Previous Minutes Approved: The minutes from the November 18, 2020 meeting were previously reviewed and approved via email.

Motion by: N/A

Second by: N/A

Unfinished Business: NONE

New Business

- YTD Current Students: (Unduplicated Headcount) HIT-AS: 85, MEDCD: 76, and HCINF: 9   Total: 170 *(30 students less than Fall 2020)*.
- YTD Graduates: 22 pending

Pass Rates for 1st Quarter of 2021 *(we ended 2020 with a 73% rate for those that took the RHIT exam)*

- RHIT – 87.5% (7P/1F)
- CCA – 83.3% (5P/1F)
- CAHIMS – 0% (1F)

Program/ Curriculum Changes

Program Name Change as of Fall 2021 – The committee agreed with the suggested name change for the certificate programs. The Medical Coding Certificate will be updated to the Medical Coding and Revenue Management Certificate. The Healthcare Informatics will be updated to Healthcare Data Management Certificate. Initially, the Medical Coding certificate name was submitted to curriculum as Coding and Revenue Management, however the committee stressed the importance of adding "Medical" to its name. Deanna and Kengia will follow up with curriculum about this update. Cathy Carr will be updating the website.

CAHIIM Required Website Changes – Kengia displayed the website so all members could view the additional data (graduate rate and employment data) that CAHIIM has required programs to add to their website.

Upcoming Revitalizations – There are four courses undergoing revitalization in Summer, starting July. We have

completed HIM 2510 and HIM 2500 is halfway completed. Once these are completed, all courses for the HIT-AS program would have been revised over the past 5 years. Kristin asked if any of the revitalizations would affect any prerequisite or corequisites. Kengia advised everyone that it would not affect any of the requisites; it would be strictly course content.

Program Goals

CAHIIM mentioned that two of our goals were not measurable and we need to correct. This was not mentioned during our site visit.

1. Curriculum Goal- To validate ~~ensure~~ that current students demonstrate AHIMA entry-level competencies by achieving ~~maintaining~~ at least a 78% ~~85%~~ pass rate for the program.

    The committee agreed on the above changes.

2. Continuous Program Improvement Goal

After discussing both goals on how we were targeting things, it was decided that for the second goal, the correct educational verbiage is needed and the target outcome should be changed to 78% to accurately capture all students who are passing the course. Kengia and Sheila will work on this goal, come up with a few options, and have everyone vote on it.

Student Member Update: Student did not attend so we could not hear their thoughts of the program or any advice to this committee.

Industry Recommendations – Industry members discussed what they are experiencing at their job about who is working at home, at work, what the employees are saying about continuing to work from home, limited visitation, etc. Nothing has been decided yet if they will be hosting students in the Fall.

It was also brought up and discussed about all the openings that different sites have and to refer the students to their websites to apply for positions. They are hurting for coding positions. In addition, students should consider starting from the bottom to get experience.

The committee discussed requiring COVID vaccinations for student rotations. No one is certain if it would be required when the facilities resume normal operations. BayCare will check with their education coordinator. Deanna shared an experience of another program as half of the class has to quarantine which delayed the students experience. She said that because everyone in our building is health in some way, that most departments will follow the same protocol when the college opens in Fall.

Upcoming Events – Kengia advised everyone that we are still virtual and the agenda contained a link to the college's event page. The college will be hosting graduation walkthroughs, in lieu of a graduation ceremony in May.

Questions, Comments, Concerns, etc. Kengia will send out a poll asking everyone if they would be interested in having a meeting in June. The committee needs to set up a process for onboarding new Advisory Committee members; and we need to vote on industry chair position. Someone asked if there was a description for this position and Kengia said she would send out. Melissa's position goes through June 30th so if anyone wants to transition into that role, a vote needs to be taken.

Adjournment: The meeting was adjourned at 9:02am

Here is the language for the Industry chairperson:

Advisory committee members elect a chairman for a term of one year. The chairman presides over committee meetings, acts as spokesperson, and sets committee meeting dates. The chairman collaborates with the program administrator to prepare notices of meetings and agendas.

We will run the agenda by you first and ask you to select your preferred meeting dates/times. There are also institutional viability meetings that you would be invited to, to better understand how our program is performing.

Secretary: Marcia Castle