SPC St. Petersburg College



Health Information Technology

Advisory Committee Meeting Minutes

Date: Wednesday, November 14, 2018 **Time:** 8:00 a.m. – 9:00 a.m.

Location: SPC EpiCenter

Members Present: Denise Fonzo, Michelle Harahan (New Member), Karen Coleman, Melissa Myrick (New Member), and Lisa Wilusz (New Member).

St. Petersburg College Staff Present: Marcia Castle, Mrs. Kengia Sabree, Dr. Sheila Newberry

Student Present: Iliana Brown

Members Absent: Bonnie Capra, Andrea Falvey, Vicky Huther, Ronnie Irvin, Denisha Lich, Keeva Russell, Tonia Thompson, Lucelly Miller

Topic/Discussion

1. Old Business

- Review and approval of 4/10/2018 Meeting
- Current Status
 - Current Students

Mrs. Kengia Sabree called the meeting at 8:02 am on Wednesday, 11/14/2018.

Before getting started on New Business, Kengia discussed Florida State Framework that she failed to provide at the previous meeting. She passed it around and stated that she would email a copy for everyone to review at their leisure. She also mentioned that the CAHIIM 2018 standards remain in draft, and she would provide a copy as soon as it becomes available. She asked all members to review to have an understanding of what is expecting to be included in AS-HIT programs.

Kengia also handed out the content outline for the RHIT exam, which was requested by Susan Eber at the previous meeting.

•	Current	Graduates
•	Current	Graduates

- Number Students in PPE III/ Potential Graduates
- RHIT Pass Rates

Program Changes

Curriculum Changes

1.Discussion/Action

Every one reviewed the old minutes. The minutes were approved by Melissa Myrick and seconded by Karen Coleman.

The number of current students in the program are:

- Certificate Were not reported in this meeting.
- Coding Were not reported in this meeting.
- ➤ AS Degree 131

The number of current graduates for the year is 15.

Current YTD:15 (27 pending for Fall, 2018)

Mrs. Sabree announced that as of 9/30/2018, the Credentialing pass rate is 83%. Out of 23 that took the exam, 19 people passed.

In addition, the repeat rate is 80% success rate. Out of 5, 4 people passed.

The course success rate for Summer, 2018 was 88% with a 2.1% withdrawal rate and for Spring, 2018, the success rate was 92.3% with a 2.3% withdrawal rate.

Kengia stated that there are no program changes, at this time. She mentioned the proposed curriculum changes which is combining HIM1000/HIM1110, HIM2222/2722, HIM1430/1442, and HIM1102/HIM1212. She also mentioned being torn about statistics. She expressed interest in wanting to keep it apart of the curriculum even though it is no longer a significant portion of the exam. Melissa suggested it is removed from the curriculum. The group discussed further, which included teaching it but not dedicating a full course to it. A vote was held and the committee unanimously voted that Healthcare Statistics should no longer represent an entire course in the program. Kengia mentioned being on a tight schedule with the C&I committee but stated that she would attempt to open a proposal to make that change. Kengia then gave a brief update on the CDI sub plan which is on track to be completed by the end of the year.

> Apprenticeship Initiative

Mrs. Sabree announced that an update from Apprenticeship and Grants would not be provided since Gabriel or Susan isn't in attendance.

➤ Workforce Recommendations

Kengia opened the discussion for recommendations from the workforce. Kengia mentioned traveling to a few practicum sites during the term. She mentioned attending two student final project presentations at Sarasota Memorial, and noted that they needed to work on their presentation skills. She said both were extremely nervous, but the content and presentation itself wasn't done as well as she'd hope. She also reassured the committee that students should be comfortable with creating PowerPoints. It was discussed that because the program is online, the focus is on creating and not delivery. Melissa then asked if every site could allow students to present as a final project. Kengia said she would ask the Site Supervisors but- that she could make presentations a requirement of HIM2820 beginning in the Spring. All members were in agreement. Kengia also mentioned revising the Master Projects in the course, in response to Denise explaining what she has her students do for a project because the projects in the course aren't very meaningful.

Upcoming Events

Kengia announced the Student Showcase and Open House, November 15th, 5:30-7:30pm. We have five students presenting this year.

Questions and Concerns

Melissa asked if we had a charter for the meeting, so she could further understand its purpose. Kengia said she was not sure if a charter is available but having an advisory committee is a requirement of our accreditation. She mentioned that CAHIIM provides guidance on the purpose. She then read the guidance from the 2018 CAHIIM standards which states:

Each HIM program must have an advisory committee representative of its communities of interest that meets at least annually. The committee responsibilities include assisting program faculty and sponsoring educational institution personnel with the development and revision of program goals and curriculum, monitoring program needs and expectations, and ensuring program responsiveness to change.

The advisory committee must meet at a minimum, annually. It is

	anticipated that the advisory committee will meet at more frequent intervals when warranted to review program goals, curricula, etc. The advisory committee must play an active role in developing program goals and performing program evaluation as reflected in the program's annual goals. 2018 Commission on Accreditation for Health Informatics and Information Management Education cahiim.org Kengia stated that should would email this to the committee.
2. <u>Adjournment</u>	Religia stated that should would eman this to the committee.
	2.Discussion/Action
	Motion to adjourn by Kengia Sabree, Seconded by Marcia Castle. Meeting adjourned at 8:45 a.m.
	Respectfully submitted, Marcia Castle, Recorder