

Advisory Committee Semi-annual Fall 2014 Meeting Minutes
Health Information Management
Vernon College

CHAIRPERSON: Kandis Givens	MEETING DATE: Wednesday October 1, 2014	MEETING PLACE: Century City Campus Room 115
RECORDER: Tina Anderson	MEETING TIME: 12:00 PM	PREVIOUS MEETING: Monday December 2, 2013

MEMBERS PRESENT:	MEMBERS ABSENT:	OTHERS PRESENT:
Name, Title, Company	Name, Title, Company	Name, Title, Company
Brenda Elliott, Seymour Hospital; Medical Records Director	Cindy Majewski, U.R.H.C.S.; Medical Records Director	Dr. Gary Don Harkey, Dean of Instructional Services
Tina Anderson, CCS, U.R.H.C.S, Medical Records Coder	Christi Bragg, Community Healthcare Center, Client Services Manager	Shana Munson, Associate Dean of Instructional Services
Kandis Givens, U.R.H.C.S. Transcription, Medical Records Director	Beth Majewski, Community Healthcare Center, Medical Records Supervisor	Ruth Rascon, RHIT, HIM Instructor
Debbie Burlison, Medical Records Director, Clinics of North Texas	Dale Owen, RHIT, Wilbarger General Hospital, Assistant Director of Medical Records	Donna Egoavil, Administrative Assistant / Associate Dean of Instructional Services
Amy Criss, RHIT, Director of HIM, Promise Hospital of Wichita Falls	Dr. Reda Rasco, Psy.D, LPC-S Director of Taft Counseling Center	Karen McClure, Allied Health Faculty Assistant
Carla Cherry, CCS-P, AAHA, CPCO, Business Office Compliance Office, Clinics of North Texas	Ginny Chaddick, Medical Records, Texhoma Christian Care Center	
Sheila Cabell, Business Office Director, Clinics of North Texas	Melissa Davis, Christian Family Health Clinic	
Dr. Vanessa Kincheloe, Post- Doctoral Psychiatric Resident, Taft Counseling Center		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome and Introductions	Action	Ruth Rascon
Reading of Previous Minutes	Action	Chair
Old Business:		Chair/Ruth Rascon
Continuing Business:		Chair/Ruth Rascon
New Business:		Chair/Ruth Rascon
Election of Officers	Action	Ruth Rascon
Review of courses, outcomes and goals	Information/Discussion/Action	Kandis Givens
Program statistics: Graduates, majors, enrollment	Information	Ruth Rascon
External learning experiences, employment, and placement	Information/Discussion	Ruth Rascon

Agenda Item	Action, Discussion, or Information	Responsibility
opportunities		
Professional development of faculty	Information	Ruth Rascon
Promotion and publicity about the program to the community and to business and industry	Information/Discussion	Ruth Rascon
Recruitment and retention of the underrepresented gender in gender-biased programs	Information	Ruth Rascon
Adjourn	Action	Chair

MINUTES

Key Discussion Points	Action/Discussion/Information and Responsibility for Follow-up and Reporting
Welcome and Introductions	Ruth welcomed and thanked the advisory members for their willingness to serve. They introduced themselves and stated their positions and the agency they represented.
Elected Officers	Kandis Givens was elected chair, Debbie made the nomination, and Tina seconded. Tina Anderson was elected recorder, Brenda made the nomination, and Kandis seconded.
Reading/Approval of Previous Minutes	Debbie made a motion to approve the minutes of the previous meeting, Carla seconded the motion. The minutes were passed by unanimous consent.
Continuing Business:	None
New Business:	Discussing the New Program Goals and Outcomes.
Program statistics: Graduates, majors, enrollment	Ruth reported one of the students passed the RHIT exam during the quarter. The committee discussed the low number of graduates taking the exam, and what could be done to increase the number of students testing. Ruth informed the members that she has incorporated the AHIMA membership fee of \$45.00 and the certification exam fee of \$229.00 into course HITT 2361 so that students could use their financial aid to cover the added cost. Dr. Harkey suggested driving the students in a VC van to Dallas to take the certification exam.
Review of courses, outcomes and goals	Kandis asked the committee to review the Program Goals and Outcomes. They reviewed the Outcomes, Scans and General Education Matrixes. The committee decided the goals and outcomes were well composed and relevant. Kandis made the motion and Carla seconded the motion to implement the Program Goals. Kandis made the motion and Brenda seconded the motion for the Outcomes. The committee unanimously agreed and no further recommendation were made.
External learning experiences, employment, and placement opportunities	Ruth's hard work and persistence in conjunction with assistance from committee members resulted in locating more clinical sites. Brenda Elliott, Director of Medical Records at Seymour Hospital and Amy Criss, Director of HIM at Promise Hospital of Wichita Falls agreed to begin accepting VC clinical students spring 2015. Ginny Chaddick, with Texhoma Christian Care Center was unable to attend the advisory meeting. She scheduled an appointment with Ruth the next morning to discuss what she had missed. Ginny said TCCC will have room for VC clinical students in the spring as well. The committee discussed the use of Near Perfect Virtual Lab, it has the most realistic life circumstances

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Promotion and publicity about the program to the community and to business and industry	available on labs. One of the most vital parts of HIM is remaining current on all conditions of our environment. The committee discussed the current Ebola infected patient less than 150 miles from Wichita Falls and how the outbreak could directly affect our area. The committee members reported the seriousness of the situation from the hospital and clinics' point of view. Several of the organizations have already begun implementing contamination strategies to deal with the repercussions if the disease were to spread to Wichita Falls or surrounding counties.
Professional development of faculty	Ruth attended several conferences in the summer. In June she was asked to be a member of the team that rewrote the competencies for the state of Texas at the WECM conference in Houston. She then traveled to Corpus Christie to attend the TxHIMA annual convention where they discussed Value Based Purchasing-Managed Care and EHR development to achieve meaningful use. In July she went to Chicago an attended the AOE/FDI convention where they concentrated their efforts on Program Self-Assessment, Assessment Methods and Measureable Outcomes.
Recruitment and retention of the underrepresented gender in gender-biased programs.	Ruth informed members of the positive response from the community regarding GenTX day. The statewide college application day in May 2013 brought several hundred students to our Century City Center location. Amy Criss and Dr. Vanessa Kincheloe expressed great interest in representing HIM by participating in the 2014-2015 event.
Adjourn	Meeting adjourned by mutual consent at 1:00 PM
RECORDER SIGNATURE: <i>Jane Anderson</i>	DATE: <i>October 28, 2014</i>