

Advisory Committee Annual Fall 2015 Meeting Minutes
Health Information Management
Vernon College

CHAIRPERSON: Ginny Chaddick		
MEETING DATE: Thursday October 22, 2015	MEETING TIME: 12:00 PM	MEETING PLACE: Century City Campus Room 115
RECORDER: Amy Criss		PREVIOUS MEETING: Wednesday October 1, 2014

MEMBERS PRESENT:	MEMBERS ABSENT:	OTHERS PRESENT:
Name, Title, Company	Name, Title, Company	Name, Title, Company
Brenda Elliott, Seymour Hospital; Medical Records Director	Debbie Burlison, Medical Records Director, Clinics of North Texas	Dr. Gary Don Harkey, Dean of Instructional Services
Ginny Chaddick, RHIT, Texhoma Christian Care Center; Medical Records	Kandis Givens, U.R.H.C.S. Transcription, Medical Records Director	Shana Drury, Associate Dean of Instructional Services
Dale Owen, RHIT, Wilbarger General Hospital, Director of Medical Records	Carla Cherry, CCS-P, AAHA, CPCO, Business Office Compliance Office, Clinics of North Texas	Ruth Rascon, BS, RHIT, HIM Coordinator, Instructor
Dr. Vanessa Kincheloe, Assistant Executive Director, Taft Counseling Center	Sheila Cabell, Business Office Director, Clinics of North Texas	Donna Egoavil, Administrative Assistant / Associate Dean of Instructional Services
Amy Criss, RHIT, Promise Hospital of Wichita Falls; Director of HIM	Dr. Reda Rasco, Psy.D, LPC-S Director of Taft Counseling Center	LeAnn Scharbrough, Advancement Specialist- Recruiting
Crystal Fetsch, RHIT, Community, Seymour Hospital; Medical Records	Tina Anderson, CCS, U.R.H.C.S, Medical Records Coder	Melissa Moore, Early College Start Coordinator
Mary McKinley LPC, Taft Counseling Center		Karen McClure, Allied Health Faculty Assistant
Sharon Walker, RHIT, Community, Promise Hospital of Wichita Falls; Medical Records		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome and Introductions	Action	Ruth Rascon
Purpose of Advisory Committee	Information	Ruth Rascon
Reading of Previous Minutes	Action	Ginny Chaddick
Old Business:	Information/Discussion	Ginny Chaddick/Ruth Rascon
Continuing Business:	Information	Ginny Chaddick/Ruth Rascon
New Business:		Ginny Chaddick/Ruth Rascon
Election of Officers	Action	Ruth Rascon
Review of outcomes, assessment methods and results	Information/Discussion/Action	Ginny Chaddick
Review program curriculum	Information	Ruth Rascon

Agenda Item	Action, Discussion, or Information	Responsibility
/courses/degree plan		
Review SCANS and Gen Ed outcome matrices	Information/Discussion/Action	Ruth Rascon
Review verification course/exam of workplace competencies	Information/Discussion/Action	Ruth Rascon
Review student handbook	Information	Ruth Rascon
Program statistics: Graduates, majors, enrollment	Information	Ginny Chaddick/Ruth Rascon
Evaluation of facilities, equipment and technology	Information	Ginny Chaddick/Ruth Rascon
External learning experiences, employment, and placement opportunities	Information/Discussion	Ginny Chaddick/Ruth Rascon
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
Adjourn	Action	Ginny Chaddick

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.
Purpose of Advisory Committee	All committee members present have sat on an advisory committee in some capacity therefore purpose was understood. With the added length of the agenda the meeting moved forward.
Elected Officers	Ginny Chaddick was elected chair, Amy Criss was elected recorder. The nomination was made mutually by the committee members and Dale seconded. The vote was approved unanimously.
Reading/Approval of Previous Minutes	Ginny asked the committee to review the previous minutes. Dale made the motion to approve the minutes and Amy seconded the motion. The minutes were passed by unanimous consent.
Old Business:	Ginny moved to old business. Ruth provided information on the significant change in approach with the release of the curricula. With the Council for Excellence in Education tying the emphasis and measurement of success is with attainment of the bloom's taxonomy level associated with the Student Learning Outcomes rather than the curricular considerations. (Futher discussions and recommendations included in review program curriculum section.)
Continuing Business:	Ginny moved to continuing business. Ruth informed the committee she is now teaching ICD-10 100% in the classroom. The new laws became effective October 1 st . The committee discussed ICD-10 training for the community and inquired about offering Mirrored courses in conjunction with the Continuing Education Dept. Ruth and Christina Feldman have been discussing which courses would be most beneficial for the community. Dale suggested implementing a completely online program to help with our numbers. The committee members from the surrounding

Key Discussion Points	Action/Discussion/Information and Responsibility for Follow-up and Reporting
	counties discussed the hardship of making a long distance commute for the entire 2 years. The committee asked Ruth to gather the needed information to see what all it entailed and if that would be a viable option for VC.
New Business:	Program Goals and Outcomes
Review of outcomes, assessment methods and results	Ginny asked the committee to review the Program Goals and Outcomes. Brenda mentioned they were very similar to last years and Dr. Vanessa agreed. Sharon said they were in line with the RHIT exam she recently passed. Ginny asked for approval on the Goals and Outcomes as they were documented, Brenda made the motion and Dale seconded the approval. Ginny ask if any one opposed. The committee unanimously approved the motion. No further recommendation were made at this time for goals and outcomes.
Review program curriculum /courses/degree plan	Ginny moved to review curriculum/courses/degree plan. Ruth informed the committee of the significant change in approach from the Council for Excellence in Education. They are adding Information Governance quality and integrity of all types of information necessary to safe, high quality, cost effective care and the improvement of the health of individuals and populations. The committee reviewed the information provided from CEE and approved implementing the competencies into the HIM Program. Brenda made the motion to approve implementing the new competencies into the HIM Program and Dale seconded. Ginny called for approval. The vote was unanimous.
Review SCANS and Gen Ed outcome matrices	Ginny moved to review SCANS, General Education and Outcome matrices. Ruth provided members with the SCANS Matrix on both Certificate of Completion and Associate in Applied Science (AAS) Degree. The committee reviewed and agreed with the SCANS Matrix. Amy made the motion and Dr. Vanessa seconded. Ginny asked for approval. It was unanimous. Via email, the General Education Matrix and Outcomes Matrix were sent to the committee members for the final approval. Amy made the motion to approve the Gen Ed and Outcomes Matrices and Sharon seconded. All voting members approved.
Review verification course/exam of workplace competencies	Ginny moved to review verification course/exam of workplace competencies. Ruth provided the committee members with a copy of the Professional Practice Experience guide. The committee reviewed the material and discussed what practices they were using at the different locations. Brenda explained how much help the students have been with the research projects in Seymour. Each clinical site gave insightful feedback about their experiences with VC's students. Via email, the committee voted to approve the workplace competencies. Amy made the motion to approve the workplace competencies and Sharon seconded. All voting members approved and had no additional recommendations or changes at this time.
Review student handbook	Ginny moved to review student handbook. Ruth included a copy of the student handbook for each committee member to review. There was no change in the handbook and the committee had no recommendations for any changes at this time.
Program statistics: Graduates, majors, enrollment	Ginny moved to program statistics. Ruth reported there were currently 28 students majoring in HIM (3 men). 3 students graduated in the fall, 1 in the summer and 3 applied for graduation in December. There have been 4 students pass the RHIT exam since the last advisory committee meeting. The committee was excited there was an increase over last year and further discussed what could done to help more student test.

Key Discussion Points	Action/Discussion/Information and Responsibility for Follow-up and Reporting
Evaluation of facilities, equipment and technology	Ginny asked if there were any program needs at this time. Ruth reported that in July, she was able to replace the lab printer with her supply budget and the computers are still in good working order at this time. The committee discussed different technology that would provide better scenarios for students working cases including 3M/Epic and Allscripts. Both Dale and Brenda said they would send Ruth information on the products they are currently using at Wilbarger General and Seymour Hospital.
External learning experiences, employment, and placement opportunities	The committee members discussed locating more clinical sites. Brenda Elliott stated that the hospital is in the process of remodeling the entire medical records department, and that she is not sure what her capabilities will be in the spring. Amy Criss, is currently working to have students on the Promise campus. Ginny started taking students at TCCC for Fall 2015. The committee discussed the use of Near Perfect Virtual Lab well as other learning tools for the students. The committee made no recommendations at this time.
Professional development of faculty	Ruth attended 2 conferences this summer. In June she traveled to San Marcos to the TxHIMA annual convention where they discussed teaching concepts, impact of health care reform and regulations. In July she went to Austin to the AOE/FDI convention where they concentrated their efforts to information on curricula design, accreditation leadership skills and exploring research & best practices to shape HIM education. Ruth is starting work towards her Masters/CHDA (Certified Health Data Analyst). CAHIIM is urging their representatives to earn this particular degree.
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Ginny moved to promotion and publicity. Ruth informed members there are 3 men currently in the program. The Search My Future event was cancelled this year but VC will host the Sophomore Round-up on November 6 th . Amy and Sharon want to do a video testimonial about both of their experiences with the program. LeAnn stated VC would be participating in GenTx 2016.
Serving students from special populations	Ruth explained to the committee at this time she did not have any students utilizing The Office for Students with Disabilities. When a need arises from a student, Ruth has them contact Deana Lehman or the pass center depending on what classification the students need falls under.
Adjourn	Ginny called for adjournment at 1:27 PM, Brenda seconded.
DATE: 11-19-15	RECORDER SIGNATURE: Amy Criss, RHIT