

**Advisory Committee Semi-annual Fall 2013 Meeting Minutes
Health Information Management
Vernon College**

CHAIRPERSON: Tina Anderson	MEETING DATE: Monday December 2, 2013	MEETING PLACE: VC Century City Campus
RECORDER: Kandis Givens	MEETING TIME: 12:00 PM	PREVIOUS MEETING: Wednesday October 15, 2012

MEMBERS PRESENT: Name, Title, Company	MEMBERS ABSENT: Name, Title, Company	OTHERS PRESENT: Name, Title, Company
Dale Owen, RHIT, Wilbarger General Hospital, Assistant Director of Medical Records	Cindy Majewski, U.R.H.C.S; Medical Records Director	Shana Munson, Associate Dean of Career and Technical Education
Tina Anderson, CCS, U.R.H.C.S; Medical Records Coder	Christi Bragg, Community Healthcare Center, Client Services Manager	Sharon Winn, Associate Dean of Instructional Services
Debbie Burlison, Clinics of North Texas; Medical Records Director	Beth Majewski, Community Healthcare Center, Medical Records Supervisor	Ruth Rascon, RHIT, HIT Instructor
Brenda Elliott, Seymour Hospital; Medical Records Director		Karen McClure, Allied Health Faculty Assistant
Kandis Givens, U.R.H.C.S. Transcription, Medical Records Director		
Carla Cherry, CCS-P, AAHA Business Office, Compliance Office, Clinics of North Texas		

AGENDA

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

Agenda Item	Action, Discussion, or Information	Responsibility
employment, and placement 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	Discussion	Ruth Rascon
Needs of students from special populations and gender equity	Discussion	Ruth Rascon
Adjourn	Action	Chair

MINUTES

Key Discussion Points	Action/Discussion/Information and Responsibility for Follow-up and Reporting
Welcome and Introductions	Advisory members introduced themselves and the agency they represented.
Elected Officers	Tina Anderson was elected Chair and Kandis Givens was elected recorder.
Reading/Approval of Previous Minutes	Dale made a motion to approve the minutes of the previous meeting. Brenda seconded the motion.
Old Business:	ICD-9 to ICD-10 is a 50/50 presentation in the classroom. Ruth explained in July at the National Conference in Maryland there was still confusion about ICD-10. They are currently revising several parts of ICD-10.
Continuing Business:	None
New Business:	Ruth and committee discussed the expectations of the 4 yr. institutions' all requiring full A&P (not applied) and 75% requiring Medical Terminology. Ruth recommended changing HITT 1305 Medical Terminology to 2hrs down from 3hrs and completely eliminating COSC 1301 Introduction to Computers. Ruth incorporates basic computer skills in her courses as well as tutors her students personally to cover any computer shortcomings. Changing the Medical Term 1 hr. will not affect the students' outcome. The students' are instructed in Medical Terminology through the programs entirely. The committee unanimously agreed to the recommended changes.
Review of courses and outcomes	Ruth has started teaching the medical coding in blocks, the students have been responding well.
Program statistics: Graduates, majors, enrolment	3 students projected to graduate in December. VC currently has 27 students with their major declared as HIM Associate. 7 students enrolled for certificate have now changed and have decided to seek full AAS.
External learning experiences, employment, and placement opportunities	The committee discussed the shortage of clinical sites being related to medical records going paperless. The Doctors' offices are extremely limited to what they will actually let the students do. Ruth has contacted several Dentist offices looking for slots. Brenda suggested correctional facility or home health agencies. Tina ask if we had tried to contact the places like the WFISD. Ruth explained how much of an asset the Virtual lab will be, enabling students to work with real life situations'.
Professional development of faculty	Ruth will be graduating in December with her Bachelors of HIM from Texas State.

Key Discussion Points	Action/Discussion/Information and Responsibility for Follow-up and Reporting
Promotion and publicity about the program to the community and to business and industry	Ruth spent numerous hours in local Dr. offices this summer advocating the program. Ruth expressed there has been a large push in all aspects of college recruiting. Vernon College created a Recruiting and Marketing Task Force that has now become a permanent committee.
Recruitment and retention of the underrepresented gender in gender-biased programs.	VC sponsored a Sophomore Round-Up at the Skills Training Center on November 1 st . Health Information Management was represented at the WFISD Career Night on November 7 th . The Sophomore Round-up at Century City was held on November 15 th with over 100 area students participating. The committee agreed to revisit recruitment at the spring advisory meeting.
Needs of students from special populations	Ruth does all of her own tutoring. Special Services office works individually with students and instructors to overcome obstacles. Special Services is able to provide special accommodations in classroom, testing, and child care. Students are still required to meet all requirements and standards for program.
Adjourn	Meeting adjourned by mutual consent at 1:05 PM
RECORDER SIGNATURE <i>Andrew M. Lewis</i>	DATE: <i>5-6-2014</i>