

Advisory Committee 2011 Fall Semi-Annual Meeting Minutes
(Health Information Technology)
 Vernon College

CHAIRPERSON: Debbie Burlison	MEETING DATE: Monday November 14, 2011	MEETING PLACE: VC Century City Campus
RECORDER: Tina Anderson	MEETING TIME: 12:00 PM	PREVIOUS MEETING: Thursday, March 3, 2011

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Name and Title	Name and Title	Name and Title
Dale Owen, RHIT, Wilbarger General Hospital, Assistant Director of Medical Records	Gary Don Harkey, Dean of Instructional Services	Sharon Winn, Associate Dean of Instructional Services
Debbie Burlison Clinics of North Texas; Medical Records Director	Shana Munson, Associate Dean of Career and Technical Education	Roxanne Hill, RHIA, HIT Program Coordinator
Tina Anderson, CCS, U.R.H.C.S; Medical Records Coder	Kandis Givens, U.R.H.C.S; Transcription, Medical Records Director	Ruth Rascon, RHIT, HIT Instructor
Brenda Elliott, Seymour Hospital; Medical Records Director	Trenda Franks, Kell West Regional Hospital, Medical Record/Transcription Manager	
	Cindy Majewski, U.R.H.C.S; Medical Records Director	
	Christi Bragg, Community Healthcare Center, Client Services Manager	
	Eugenia Winchell, Texas State Hospital, Medical Records, Supervisor	
	Beth Majewski, Community Healthcare Center, Medical Records Supervisor	
	Judy Faske, Wilbarger General Hospital, Director of Medical Records	

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Election of Chair and Recorder	Action	Committee

Reading of Previous Minutes	Action	Committee
Goals and Curriculum changes, WECM; AHIMA; CAHIIM	Discussion	Roxanne Hill; Ruth Rascon
Evaluation of Workplace Competencies	Discussion	Ruth Rascon
Program Revisions	Discussion	Ruth Rascon; Roxanne Hill
Evaluation of existing facilities and equipment	Information	Roxanne Hill
Professional Development of faculty	Discussion	Ruth Rascon
Arenas to promote and publicize program	Discussion	Ruth Rascon
Recognizing and promoting the needs of students from special populations	Discussion	Roxanne Hill, Ruth Rascon, Sharon Winn
OTHER BUSINESS: HIT Graduates	Information	Ruth Rascon
New Students	Information	Ruth Rascon

MINUTES

Key Discussion Points	Discussion
Approval of Minutes	Dale Owen made a motion to approve the minutes of the previous meeting. Debbie Burlison seconded the motion.
Goals and Curriculum changes, WECM; AHIMA; CAHIIM	Ruth and Roxanne, informed members on WECM required changes for catalogue descriptions and a title change for 1311 Computers in Healthcare to Health Information Systems. AHIMA required changes to curriculum competency domains and Blooms Taxonomy was revised accordingly. CAHIIM also updated standards and interpretations for the program.
Evaluation of Workplace Competencies	Ruth gave members updated information on classes taught, and asked for feedback where each domain would apply for each class listed. Emailed a hardcopy to each member also.
Program Revisions	Ruth and Roxanne informed committee that AHIMA has requested, for consideration, to teach course blocks in order to focus on one of five specialties. Informed committee of two online schools that received CAHIIM accreditation. Discussed possible future plans to add an online program with the understanding, for SACS and CAHIIM approval. It will increase program numbers and help our community. The committee approved adding \$35 AHIMA membership fee that will be added to tuition as a special fee in courses 1301 and 2343.
Evaluation of existing facilities and equipment	Roxanne Informed committee on construction and the timeframe for completion, Fall 2012. Describe the location and how the HIT department is structured.
Professional Development of faculty	Ruth informed committee that she has been recertified in as a ICD-10 trainer. Also stated of December graduation for degree in Business Management and continuing classes at Texas State for

	Bachelors in HIM.
Arenas to promote and publicize program	Ruth obtained AHIMA approved marketing materials geared toward the adult population that will have the CAHIIM seal and Vernon College information attached. JobCorp, Workforce Commission are both areas to get program information to. Dale expressed the need for CEs for the community in way of TXHIMA appointed speaker. Ruth is working on getting this accomplished. This is also a CAHIIM requirement.
Recognizing and promoting the needs of students from special populations	To promote males in the HIT field, Ruth, Sharon will be working towards publicizing the program with commercial advertisement. Ruth showed completed brochures with a current male student.
OTHER BUSINESS: HIT Graduates	Ruth reported to the committee that 3 students will be graduating in the spring.
Adjourn	Dale Owen made a motion to adjourn the meeting. Debbie Burlison seconded the motion.

Recorder Signature: <i>Jenic Anderson, CCS</i>	Date: <i>November 28 2011</i>	Next Meeting:
--	---	----------------------