Instructional Faculty Consortium Committee Meeting (IFCC)

MINUTES   10.13.17   10 A.M.   SOUTHERN CRESCENT TECHNICAL COLLEGE

PROGRAM	Health Information Management Technology
FACILITATOR	Donna Estes
SECRETARY	Denese Davis
ATTENDEES	Sharley Myrick, Athens Joyce Waters, Athens Lois Hunter, Atlanta Darianne Clark, Atlanta Sonya Burns, Augusta Latina Jackson, Augusta Donna Estes, Georgia Northwestern Keechia Boyd, Georgia Piedmont (by phone) Latunya Henderson, Gwinnett (by phone) Annette Baker, Lanier Alan Soskel, Lanier Lisa Kagay, Ogeechee Dana Stirman, West Georgia Denese Davis, Wiregrass Georgia Susan Jackson, Wiregrass Georgia Karen Howard, TCSG

Agenda Topics

WELCOME AND APPROVAL OF MINUTES		DONNA ESTES
DISCUSSION	Everyone was welcomed and had a chance to introduce themselves. The minutes from the April 14, 2017 meeting were approved.	
CONCLUSIONS		

ACTION ITEMS	**PERSON RESPONSIBLE**	**DEADLINE**

DISCUSSION	Marketing Campaign
	In early September, TCSG launched a multi-million dollar marketing campaign targeting high school students and parents which blanketed the state. A primary focus of the campaign is to promote TCSG colleges and direct people to the colleges for additional information about their academic programs. In conjunction with the campaign, TCSG's website has been updated (and is still undergoing changes) with an emphasis on programs and colleges.
	To access IFCC Information (use Chrome) go to: http://teched.tcsg.edu/academic_affairs.php
	Next click on IFCC (which appears midway down the left margin of the screen).
	On the next screen in the right column click on 'Meeting Schedules and Agendas' to see when the next IFCC meeting is scheduled or click on 'Meeting Minutes' to view the minutes of previous meetings.
	With the changes to TCSG's web page, the best way to reach KMS is https://kms.tcsg.edu/DPR/AppSupport/NPR.aspx
	Statewide enrollment and graduates for the HIMT:
	Degrees: 1,164 enrolled with 154 graduates.
	Diplomas: 495 enrolled with 82 graduates.
	Faculty Credentials
	CAHIIM provides accreditation to health informatics and health information management programs. CAHIIM accredited Associate programs are required to have a full time Program Director who is certified as RHIT or RHIA, and has a minimum of a baccalaureate degree. Additionally, a minimum of one full time faculty member who is qualified through professional preparation and experience, scholarship and/or teaching competencies and practice experience. SACSCOC dictates that faculty teaching associate degree courses not designed for transfer to the baccalaureate degree must have a bachelor's degree in the teaching discipline or an associate's degree plus demonstrated competencies in the teaching discipline. Colleges can raise the academic level if their program is designed for transfer to a baccalaureate degree.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

COLLEGE UPDATES	EVERYONE

| DISCUSSION | Athens, Joyce Waters
We graduated 16 students in the HIMT Degree program. We had 2 to actually take the RHIT test and pass. All of the students are gainfully employed in field. When I reviewed the CAHIIM report our pass rate dropped because we had two student who took the test that graduated 4 years ago. We also had several to take the CHAA exam from our Healthcare Access Program, a few students passed. We are currently working to try to strengthen our students as they prepare for the CHAA exam. We have a new instructor, Ms. Sharley Myrick, to replace Ms. Springer. We also have a new instructor to teach the Health Care Access Representative program - Ms. Syneatha Sewell.

Atlanta, Adrian Clark
Ms. Clark is the new full time instructor.

Augusta, Sonya Burns
Augusta Technical College has its first cohort of students. We have five students currently enrolled in HIMT classes and 13 students taking core courses.

Georgia Northwestern, Donna Estes
For the AY 17, we had 25 graduates with a 76% attempt rate for the RHIT exam (19 of 25). Pass rate was 100% (19 of 19 passed the first attempt). As of May 2018, 20 of the 29 CTC students will have completed the program at GNTC. The new coding program, under Susan Bowman, was implemented with HIMT 1400 in the fall semester. We have seven courses (HIMT 1150, 1410, 2150, 2200, 2300, 2400 and 2410) that are offered through GVTC once a year: Spring semester courses are HIMT 2200 and 2400; summer semester – HIMT 1150, 1410 and 2300) and fall semester – HIMT 2150 and 2410. We're also nearing an articulation agreement with Dalton State College.

Georgia Piedmont, Keechia Boyd
They are still looking for a Program Director.

Gwinnett, Latunya Henderson
Total of 23 students (9 will be completing the program in December 2017; Currently, there are 14 1st year students). In the month of October, GTC will be honoring 5 of the 9 HIMT 2nd year students who made the 2017 Dean's List. HIMT program will be accepting students twice-a-year (fall and summer semesters) Effective summer of 2018. HIMT program has started the self-review process of our four online courses according to the Quality Matters standards and its process. A total of 18 HIMT Certifications were earned by students as of September 28, 2107. They were: 8 Registered Health Info Technician (RHIT), 1 Certified Coding Associate (CCA), 1 Certified Coding Specialist (CCS), 4 Certified Professional Coder (CPC), 1 Certified Outpatient Coder (COC), 2 Certified Patient Accounts Representative (CPAR), and 1 Certified Financial Counselor).

Lanier, Annette Baker
The update for Lanier Technical remains the same as the April minutes—continued growth in the degree program throughout the college and dual enrollment in Hall County as well as Forsyth Academy in 2018 and we await notification of our accreditation site survey.

Southern Regional, Erica Wilson
We are currently continuing to seek a second full time HIMT faculty member. I have one adjunct faculty member. I have been continuing to work on curriculum, we have one cohort now entering in the fall 2017 semester. I am also working on the program curriculum with AHIMA/CAHIIM competencies and standards, I have approximately 10 new students for program HIT/HIMT together for fall semester. The plans for spring semester is to have a second option of coding 1 class offered (online) for those students who resides outside of Thomasville area. I have two graduating students for fall, who are both working in the field of HIT/HIMT. We are taking over some of the programs at Bainbridge, it is up in air with the HIMT program as of yet. The merge will occur in summer 2018. I will update on status as soon as I know more information. The priority right now is to find a second faculty member.

West Georgia, Dana Stirman
We had 16 graduate in the spring. We have had our first year of the new rotation, where each of our classes are taught twice a year: with the exception of HIMT 2460, once by each of us (Daphney and I).
We are currently having our first semester utilizing the RHIT prep book bundle from AHIMA because the issue we were having is that most of our students do not take the RHIT certification exam. We feel using this bundle helps in the following ways: 1) those that utilize financial aid to cover their textbooks are getting help paying for their RHIT; and 2) we feel few, if any, students are going to miss out on taking an exam that is already paid for. I also encourage the students to take advantage of the questions in the book as well as the ones in the student resources. In the lead up to their taking the exam I recommend they: study 6-8 hours per week, focusing on one domain each week; and then the final week work on the exam as a whole, focusing one their weak areas. We are glad to share if this bundle helps with the number of students taking the certification exam.

Wiregrass Georgia, Denese Davis
Enrollment is up. |

| CONCLUSIONS | |

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ELECTION OF STATE OFFICERS   KAREN HOWARD

DISCUSSION	Following a discussion on the roles of state officers, elections were held. A new chair position was created named Technology Chair with the responsibility to facilitate electronic IFCC meetings.
CONCLUSIONS	State Chair - Denese Davis, Wiregrass Georgia State Vice Chair - Dana Stirman, West Georgia Secretary - Adrian Clark, Atlanta Denese will also be the Technology Chair.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ADA ACCESSIBILITY   NIKKI STUBBS

DISCUSSION	Ms. Stubbs from GVTC presented strategies to the faculty on making their courses more ADA accessible. She stated that the standard for accessibility is WCAG 2.0 AA and encouraged the faculty to start updating the Blackboard courses that they will offer next semester. Those master courses should be checked for color, headers, text formatting, type size, images, etc. Documents created in Word and other Microsoft Office products have an accessibility checking feature that should be used on existing files and as new ones are created. Those files can then be saved as a PDF. Next, the faculty should address accessibility in files that are linked/embedded in the master classes including videos.
CONCLUSIONS	Ms. Stubb's PowerPoint presentation on ADA accessibility was emailed via the listserv to everyone during the meeting.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

AOE UPDATE   DONNA ESTES

DISCUSSION	-RHIT is changing to a specialty credential. -There are work groups formed to create the core requirements. Donna is on a work group and she will keep IFCC members updated on her group's progress. All core requirements for all tracks will be announced next summer at AOE in Indianapolis and all HIMT instructors need to attend. The requirements will be up for review the beginning of the year. -The current RHIA provision is if you have a RHIT and a Bachelor degree you can sit for the RHIA. -RHIT beta testing in January. -CAHIIM is backlogged on initial and reaccreditations. Reaccreditation is every 10 years and the due date should be on the top of the APAR. -Donna distributed handouts that included definitions for each section of APR. No one had definitions for part time and full time instructors.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

NEXT MEETING AND ADJOURNMENT   DONNA ESTES

DISCUSSION	The next IFCC meeting is tentatively scheduled for March 16, 2018 at the McDonough campus of Southern Crescent.
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

COMMENTS / SPECIAL NOTES RESOURCE PERSONS SPECIAL NOTES	
MEETING ADJOURNED	
MINUTES SUBMITTED BY:	Denese Davis, Wiregrass Georgia Tech