1. **WELCOME**

The meeting was convened at 1430 hours.
Members were welcomed by Sheila Green-Shook, Chair.

2. **PROGRAM OVERVIEW**

Ellen Cadwell provided the committee with a program overview.

**A. Metrics: 2010-2011 Academic Year**

- 47 second year students – 29 Greater Seattle, 10 Washington State, 8 out of state
  - 5 Summer 2010 graduates
  - 2 Fall graduates
  - 42 students registered to take Professional Practice Experience, Winter 2011
  - 40 graduates May 2011
    - 28 also with Medical Coding and Reimbursement Specialist Certificates of Proficiency
    - 15 were President’s Scholars (GPA of 3.9 or higher)

- 104 first year students
  - 1 Summer graduate
  - 5 Fall graduates

- 32 HIT students dropped during academic year
- 16 MCRS students dropped during academic year

We have assisted 253 individuals interested in our programs for this academic year (through May)
Academic Year 2011-2012

- 34 second year students – 31 in greater Seattle area, 1 in Washington State, 2 out of state
- 51 students will be continuing in first year
- 110 first year students accepted for Fall 2011

B. RHIT exam results
10/01/2009 through 09/30/2010 – Sixteen students took the RHIT exam during this period. Thirteen passed the exam and three did not. One student took the exam twice and did not pass either time. The Shoreline mean score was over 100% of the national mean in 10 of the 14 Domains/Sub-domains. Ellen did a brief review of the 4 domains where Shoreline’s mean was less than 100% of the national mean. The students’ course grades with lower scores in the domains did not show any pattern. Ellen will continue to monitor.

10/01/2010 through 12/31/10 – Two students to the exam during this time period. This was the first time both students sat for the RHIT and both students passed the exam. Two areas stood out as lower than expected scores. 1. Healthcare statistics and Research and 2. Data Security. Again, Ellen reviewed the students’ grades and did not note a pattern. Because of the small number of students taking the exam the data may not be reliable.

C. Faculty
Full time faculty includes Ellen Cadwell and Gloria Anderson

Part-time faculty includes:
- Ellen Braun, RDH; Human Diseases and Pharmacology.
- Kelly Johnson, RM, SM (MCASCP) a microbiologist; Medical Terminology
- Anita Ostrander, HT (ASCP), Q (IHC), a histotechnologist; Medical Terminology
- Toni McKay, RHIT, Clinical Integrity and Compliance Analyst; co-teaches the Computers in Health Care and the Hospital/Clinic Records courses and co-teaches the HIT Capstone course
- Dawn Lui, RHIT: co-teaches Basic ICD-9-CM and for Intermediate Medical Coding
- Donna Wilde, MPA, RHIT; Medical Terminology
- Patty Gillespie, RHIA from Medford, Oregon taught Human Diseases – not on 2011-12 schedule
- Michelle Sims, RHIT; Alternative Care Record Systems and co-teaches Reimbursement
- Sally Zeibak, RHIT; HIT Capstone course
- Mulu, Lucas, RHIT; co-taught Professional Practice Experience
- Gail Ayers, RHIT co-taught Professional Practice Experience and Reimbursement

Five of the associate faculty members are graduates of the Shoreline program. At this time there is an adequate pool of instructors to meet our needs.
D. Follow-up Program Prerequisite Changes
As per the discussion during the fall meeting an ad hoc committee consisting of Nancy Gladish, Sheila Green-Shook, Toni McKay and Ellen Cadwell met to discuss increasing the program prerequisites. Currently the prerequisites are English 100 and Math 80 Beginning Algebra. It had been previously noted that some of our students had trouble with the Math 80, English 101 and Human Biology 170 once they were in the program and had to either retake the courses several times or drop the program. To better prepare students for the program it was recommended that the pre-requisites include the Math 80, English 101 and Human Biology 170. These proposed changes were taken through the Curriculum Committee and approved. They will go into effect for the students applying to the program beginning in January 2012.

E. Proposed Course Changes
Ellen and Gloria made the following recommendation for course changes:

- Hospital and Clinic Records to be a prerequisite to Legal Aspects of Health Care. These are both taught in the winter quarter. The issues are that students have often not taken the Hospital and Clinic Records yet and they are being asked to review them for the Legal Aspects course. They have not been introduced on reading the record.

- Move the Hospital and Clinic Records course to fall quarter. There is “space” available in the fall quarter since we have moved the Human Diseases course to be a prerequisite. This will also ease the number credits full time students are expected to take in the winter quarter.

- Change the HIIM 172 CPT Coding course from 4 credits to 5. The amount of work the student and teacher expected to produce is much higher than a normal 4 credit class.

All of these recommendations were accepted by the committee and will be moved forward to the Curriculum Committee.

3. MEDICAL CODING and REIMBURSEMENT

Gloria noted that she had begun introducing ICD-10 in her coding classes this year. In the academic year 2011-12 ICD-10 will become the main focus with ICD-9 having a smaller part. The coding classes taught in the 2012-2013 academic year will be ICD-10.

Gloria will be making a request to the various facilities for new medical records. Many of our current training records have become dated and need to be replaced with records that document new technologies, procedures and medications. She will be sending out letters. She will also create a list of the forms she needs as she does not use the complete record and in the past has weeded out forms like the nursing documentation. Sheila suggested that perhaps facilities could use our PPE students to do the redacting. The records will be needed by the summer quarter 2012.

As noted above, the plans for introducing ICD-10 are moving forward for our students. Gloria has made a proposal for a continuing education course to be open to the public. The college has
not had a CEU program recently and it has been difficult to get the course plans started. Gillian noted that the college Foundation has agreed to coordinate CEU courses and plans are underway to develop the process. Another option discussed was opening our coding courses to the coding community when we begin to teach ICD-10 exclusively. This would most likely involve the addition of another teacher to handle some of Gloria’s work load.

Gloria and another educator planning a continuing education class in ICD-10. It is in the beginning stages. Another class that will need to be considered is a more intense anatomy class. ICD-10 is driven by knowledge of anatomy.

Gloria has also begun researching course content for an advanced anatomy course to prepare coders for ICD-10. She feels the challenge will be to match up the anatomy content with the coding content. Nancy noted that MC Strategies has a course that may be appropriate. Gloria will report back to this committee as she moves forward.

4.  CLARK COLLEGE 1 + 1 ARTICULATION AGREEMENT

The Articulation agreement between Shoreline and Clark has been signed by all parties. This agreement will allow Shoreline to accept Clark College courses for their students wanting to continue their education in Health Information Technology. The courses are aligned for the Clark students beginning with their studies in fall 2011. John Clausen (Clark), Gloria and Ellen will be scheduling a meeting to outline what the process will look like for the Clark students transferring into SCC.

5.  PROFESSIONAL PRACTICE EXPERIENCE (PPE)

Ellen reported that there were 42 second year students doing Professional Practice Experience (PPE) in 2011. The volumes created a huge overflow into spring quarter. The last of the students were finishing their PPE finals week. Besides the sheer volume of students getting affiliation agreements between sites and SCC had been very problematic. Several agreements took 4-6 months to get signed and in two cases, never were signed and the students had to find new sites. For those students who had to continue their PPE into spring this can be problematic as the HIT Capstone project builds on what students have learned in the field.

For winter 2012 there are 33 students expected to take PPE. Although the number of students is lower, a greater number are in the Seattle area. There are only 2 out of state and one outside the Seattle area. On the plus side all local agreements are current and Mulu Lucas, who co-taught the course in 2011, will be teaching again. Ellen will be the 2nd half of the teach team next year.

A “virtual” PPE organization has been created to get information out to students early in their second year. Each student who applied for the 2nd year has been added to this organization. The first email has been sent to the 2nd year students to be watching for more information. A Tegrity video regarding how PPE works will be taped this summer. Also the CAHIIM Affiliation Site guidelines will be published here. Students will be able to upload their criminal background
checks, health assessments, vaccination history, and TB exam results through Assignment Manager.  (Although it has not been designed yet perhaps a Discussion Board for questions and concerns would be useful.)

Several members noted that they have received calls from students enrolled in colleges out of the area. Because more hospital HIM departments have become virtual, PPE sites continue to shrink. A brief discussion ensued about alternatives to the norm. This year 20 plus students went to Med-Assets at the same time for a PPE and if they wrote a paper got another day’s credit. The program also hosted an onsite speaker whose topic was how to do a health care interview to get a job.

Ellen had called Patt Peterson (Education Director) from AHIMA regarding how to work with a shrinking onsite Professional Practice Experience. CAHIIM and AHIMA do not have a formula for site hours but Patt related that the student should be in a clinical experience at least 40 contact hours. The rest could be virtual, on campus, etc. Ellen has started to create a “Virtual PPE” for those students who are not able to do their full PPE at a site.

6. OTHER
Ellen reported on the 2010 Graduate and Employer Surveys. The surveys had “snuck up” on her. In previous years this information was gathered in the spring to be included in the APAR report due June 1. As it turns out the date of the APAR submission had been changed to 3/31/11. However both questionnaires went out as Monkey Surveys. The result summaries are attached.

7. ADJOURNMENT
There being no further business the meeting was adjourned at 15:45.

Respectfully submitted,

Ellen Cadwell