**Academic Program Review: Action Plan**

**Program Degree and/or Certificates:**

**Health Information Technology AAS Degree; Coding and Reimbursement Certificate**

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| In this form, program directors along with the appropriate Dean should indicate any goals or action plans for program improvement over the next 5 years, which have been identified as a result of the academic program review process. | |
| Goal/Action 1:  **Description** The program's mission and goals are outcome-focused and relevant to the mission of the sponsoring educational institution. The program must assess the appropriateness and effectiveness of the curriculum, with the results of the program assessment used as the basis for ongoing planning and  program improvement.  **Measured Target Outcome** Curriculum validates the appropriateness and effectiveness of activities and  assessments at the required Blooms Taxonomy Level (or higher), per Domain, by comparing metrics generated from EAC Visual Data software from semester to semester. 100% of all courses HIM will utilize EAC.  **Steps to Achieve**  1. Provide EAC with the Domain and Subdomain detail. This is Complete  2. Provide EAC with CAC Common Student Learning Outcomes. This is Complete  3. Build steps 1 and 2 into Blackboard. This is Complete  4. Get training on how to use EAC; tagging and running reports. This is Complete  5. Tag activities and assessments in Blackboard for HIM courses that demonstrate where competencies are being met. This is in process; 25% complete  6. Run reports from EAC to show results to analyze areas of strength and weakness. This is in process  7. Adjust activities and/or assignments to elevate student scores, and Background information:  What is EAC? "Our EAC Visual Data software streamlines the process of collecting, analyzing, and reporting student learning outcomes data for faculty, deans, department chairs, and assessment professionals. We designed this powerful tool to integrate tightly with Blackboard Learn™ to creatively leverage and extend the institution's LMS and to remain seamlessly accessible and familiar to instructors and students".  https://www.edassess.net/About.aspxhttps://edassess.net/support/visualDataSupport.aspx  **Results/Analysis/Actions**  1. After all HIM courses are tagged in Blackboard using EAC, reports will be ran to look at the data per Domain, per course.  2. These metrics will be analyzed to make sure that all Domains are indeed covered, and at what level.  3. Will identify areas where students excel or are weak, and will allow the program to make adjustments as needed  4. Compare EAC data by Domain with CAC graduate RHIT exam data by Domain  **Person Responsible** Sandra Brightwell & Evelyn Thomas  **Time Frame** By June 30, 2019 | |
|  | Cost/Resource Implications: |
| Timeline for Achievement: |
| Measure of Success: |
| Goal/Action 2:  **Description** The program will provide a plan for faculty that establishes or assesses the knowledge, skills, qualifications, and experience pertinent to the professional curriculum content that they are assigned to teach. This includes efforts to keep current in health information management and/or  other relevant professional content and practice, as well as other  **Description** The program will provide a plan for faculty that establishes or assesses the  knowledge, skills, qualifications, and experience pertinent to the  Professional curriculum content that they are assigned to teach. This  includes efforts to keep current in health information management and/or  other relevant professional content and practice, as well as other  components of advanced formal education.  **Measured Target Outcome** Program staff will attend at least one state or national professional  conference, and will either, present before a state or national professional  organization or will volunteer with a professional association at either a  state or national level, on an annual basis.  **Steps to Achieve**  1. Budget for both in-state and out-of state travel, annually  2. Schedule in Advance  3. Follow travel policy; Proof of Registration and/or Proof of CEUs  4. Submit speaking proposals to state and national professional conferences  5. Sign up to volunteer for state or national professional associations  6. Seek financial assistance from CSA  7. Share expenses when possible  8. Co-Presentations  **Results/Analysis/Actions**  1. Gain updated information from industry, particularly that which pertains to the areas specifically taught  2. Share information with the rest of the team  3. Share information with advisory board  4. Share information with students and alumni  5. Share information with institutional leadership  6. Maintain CEUs  7. Exposure of the program  8. Mentor others  9. Enhance courses with new knowledge and/or materials gained from the above  **Person Responsible** Sandra Brightwell and Evelyn Thomas  **Time Frame** By June 30, 2019 | |
|  | Cost/Resource Implications: $8000/year |
| Timeline for Achievement: |
| Measure of Success: |
| Goal/Action 3:  **Description** The program will provide assurance that the educational needs of students are met and that graduates demonstrate at least the AHIMA entry-level curriculum competencies.  **Measured Target Outcome** At least 80% of all students will score 70% or higher on their Mock RHIT  exam, or 210/300, or better during their practicum course.  **Steps to Achieve**  1. Students complete one RHIT Mock exam during their last semester in the practicum course, prior to graduation  2. Students are encouraged to purchase and utilize an RHIT exam prep book  3. Mock exam scores are calculated in Blackboard  **Results/Analysis/Actions**  1. Scores are analyzed to determine the % of students who score higher than 70%  2. If equal to or greater than 80% of students score more than 70%, little to no action necessary  3. If less than 80% of students score more  than 70%, determine weak Domains and address accordingly  4. Ensure Mock exam is current  **Person Responsible** Sandra Brightwell  **Time Frame** By June 30, 2019 | |
|  | Cost/Resource Implications: |
| Timeline for Achievement: |
| Measure of Success: |
| Goal/Action 4:  **Description** The Advisory Committee will assist program faculty and sponsoring educational institution personnel with the development and revision of program goals and curriculum, monitoring program needs and expectations, and ensuring program responsiveness to change.  **Measured Target Outcome** Increase the number of advisory board meetings from one to two per year,  with one being face to face, and the other virtual. See that at least 75% of the advisory board members be tasked with a specific duty that aids the vitality of the program, on an annual basis.  **Steps to Achieve**  1. Schedule meetings; face to face in the fall, and virtual in the spring  2. Task members to aid the program by such things as:-hosting a student for PPE hosting a mock interview-create a video to be shared with students in an HIM course; "guest lecturer"-present on a hot topic at a meeting-invite another professional to a future meeting-will review 2 courses per year to ensure that content meets domains-agree to mentor a student-connecting a student advisory board member with a professional member  3. Members are asked to report their progress/status/findings at the next meeting, as applicable  **Results/Analysis/Actions**  1. Increase breadth and depth of advisory board involvement  2. Strengthen the support of industry as HIM curriculum prepares for new competencies  **Person Responsible** Sandra Brightwell  **Time Frame** By June 30, 2019 | |
|  | Cost/Resource Implications: |
| Timeline for Achievement: |
| Measure of Success: |
| **Yearly Updates**  *To be completed each December and submitted to appropriate Dean and Academic Program Review Coordinator* | |
| **Discuss progress made toward Action Plan goals after one year:**  Goal 1  EAC alignment has been made for 50% of the courses.  Gap analysis of the 2014 to the 2018 HIT Associate Degree Curriculum is underway and will be completed by August 2020  Goal 2  Sandra attended and spoke at both the 2019 Assembly on Education (July-Atlanta, GA) and the 2019 AHIMA Health Data and Information Conference (September-Chicago, IL)  Evea spoke at Arizona Coding Round Table meeting (October-Tucson)  Goal 3  In Progress  Sandra and Evea participated in 2 RHIT Exam Prep Workshops in collaboration with Phoenix College and Bryan University  Goal 4  In Progress  AY 19-20 Advisory Board Meeting needs scheduled  TEAM was set up to conduct Virtual Meeting    *Submitted by: Sandra S. Brightwell Date: 11-12-2019* | |
| **Discuss progress made toward Action Plan goals after two years:**  *Submitted by: Date:* | |
| **Discuss progress made toward Action Plan goals after three years:**  *Submitted by: Date:* | |
| **Discuss progress made toward Action Plan goals after four years:**  *Submitted by: Date:* | |