

Weber State University  
Biennial Report on Assessment of Student Learning

Cover Page

Department/Program: HAS department/Health Information Management program (BS)  
Academic Year of Report: 2018/19 (covering Summer 2017 through Spring 2019)  
Date Submitted: 10/8/19  
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**A. Brief Introductory Statement:**

Please review the Introductory Statement and contact information for your department or academic program displayed on the assessment site: <http://www.weber.edu/portfolio/departments.html> - if this information is current, please place an 'X' below. No further information is needed.

Information is current; no changes required.  
 Information is not current; updates below

Update if not current: The new contact information for the Health Information Management program is Heather Merkley, [hmerkley@weber.edu](mailto:hmerkley@weber.edu), 3959 Stadium Way, Dept 3911, Ogden, UT 84408-3911, IE 214, 801-626-7074

**B. Mission Statement**

Please review the Mission Statement for your department or academic program displayed on the assessment site: <http://www.weber.edu/portfolio/departments.html> - if the mission statement is current, please place an 'X' below.; If the information is not current, please provide an update:

Information is current; no changes required.  
 Information is not current; updates below

Update if not current: The HIM program mission is: Through strong community support, engaged learning opportunities, and remarkable faculty, the HIM program provides high quality education to prepare graduates for professional positions at the HIM baccalaureate level.

**C. Student Learning Outcomes**

Please review the [Student Learning Outcomes](#) for your academic program displayed on the assessment site: <http://www.weber.edu/portfolio/departments.html>. In particular, review in light of recent strategic reporting and indicate any needed updates. If the outcomes are current, mark below.

Information is not current; updates below.

Update if not current:  
Please update website: <http://www.weber.edu/him>  
Please update contact information. Heather Merkley, [hmerkley@weber.edu](mailto:hmerkley@weber.edu),

## D. Curriculum

*“A collection of courses is not a program. A curriculum has coherence, depth, and synthesis.”*

(Linda Suskie; presentation at NWCCU Assessment Fellowship, June 19, 2019)

Please review the [Curriculum Grid](http://www.weber.edu/portfolio/departments.html) for your department or academic program displayed on the assessment site:  
<http://www.weber.edu/portfolio/departments.html>.

Indicate in the curriculum grid where graduating student performance is assessed for each program outcome. In the ‘additional information’ section, please provide information about these assessments (e.g., portfolios, presentations, projects, etc.) This information will be summarized at the college and institutional level for inclusion in our NWCCU reporting on student achievement.

### Curriculum Map Format

<b>Domain I: Data Content, Structure &amp; Standards (Information Governance)</b>	HIM	Course Number
<i>Subdomain I.A Classification Systems</i>		
	Evaluate, implement and manage electronic applications/systems for clinical classification and coding (5)	HIM 3000
	Identify the functions and relationships between healthcare classification systems (3)	HIM 2500
	Map terminologies, vocabularies and classification systems (4)	HIM 2500
	Evaluate the accuracy of diagnostic and procedural coding (5)	HIM 2320
<i>Subdomain I.B Health Record Content &amp; Documentation</i>		
	Verify that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status (4)	HIM 2000
	Compile organization-wide health record documentation guidelines (6)	HIM 4100
	Interpret health information standards (5)	HIM 4100

<i>Subdomain I.C Data Governance</i>		
	Format data to satisfy integration needs (4)	HIM 3450
	Construct and maintain the standardization of data dictionaries to meet the needs of the enterprise (6)	HIM 2500
	Demonstrate compliance with internal and external data dictionary requirements (3)	HIM 3450
	Advocate information operability and information exchange (5)	HIM 3450
<i>Subdomain I.D Data Management</i>		
	Analyze information needs of customers across the healthcare continuum (4)	HIM 2500
	Evaluate health information systems and data storage design (5)	HIM 3400
	Manage clinical indices/databases/ registries (5)	HIM 3550
	Apply knowledge of database architecture and design to meet organizational needs (3)	HIM 3400
	Evaluate data from varying sources to create meaningful presentations (5)	HIM 3550
<i>Subdomain I.E Secondary Data Sources</i>		
	Validate data from secondary sources to include in the patient's record, including personal health records (3)	HIM 2500
<b>Domain II: Information Protection: Access, Disclosure, Archival, Privacy &amp; Security</b>	HIM	Course Number
<i>Subdomain II.A Health Law</i>		
	Identify laws and regulations applicable to health care (3)	HIM 2250
	Analyze legal concepts and principles to the practice of HIM (4)	HIM 2250
<i>Subdomain II.B Data Privacy, Confidentiality &amp; Security</i>		
	Analyze privacy, security, and confidentiality policies and procedures for internal and external use and exchange of health information (4)	HIM 2250

	Recommend elements included in the design of audit trails and data quality monitoring programs (5)	HIM 3000
	Collaborate in the design and implementation of risk assessment, contingency planning, and data recovery procedures (4)	HIM 4100
	Analyze the security and privacy implications of mobile health technologies (4)	HIM 3000
	Develop educational programs for employees in privacy, security, and confidentiality (6)	HIM 4100
<i>Subdomain II.C Release of Information</i>		
	Create policies and procedures to manage access and disclosure of personal health information (6)	HIM 2250
	Protect electronic health information through confidentiality and security measures, policies, and procedures (3)	HIM 2250
<b>Domain III: Informatics, Analytics and Data Use</b>	HIM	Course Number
<i>Subdomain III.A Health Information Technologies</i>		
	Utilize technology for data collection, storage, analysis, and reporting of information (3)	HIM 3400
	Assess systems capabilities to meet regulatory requirements (5)	HIM 3450
	Analyze device selection based on workflow, ergonomic and human factors (4)	HIM 3450
	Take part in the development of networks, including intranet and Internet applications (4)	HIM 3450
	Evaluate system architecture, database design, data warehousing (5)	HIM 3400
	Create the electronic structure of health data to meet a variety of end user needs (6)	HIM 4100
<i>Subdomain III.B Information Management Strategic Planning</i>		

	Take part in the development of information management plans that support the organization's current and future strategy and goals (4)	HIM 2500
	Take part in the planning, design, selection, implementation, integration, testing, evaluation, and support of health information technologies (4)	HIM 3450
<i>Subdomain III.C Analytics and Decision Support</i>		
	Apply analytical results to facilitate decision-making (3)	HIM 3450
	Apply data extraction methodologies (3)	HIM 3550
	Analyze organizational action based on knowledge obtained from data exploration and mining (4)	HIM 3550
	Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare (4)	HIM 3550
	Apply knowledge of database querying and data exploration and mining techniques to facilitate information retrieval (3)	HIM 3550
	Evaluate administrative reports using appropriate software (5)	HIM 3200
<i>Subdomain III.D Health Care Statistics</i>		
	Interpret inferential statistics (5)	HIM 3200
	Analyze statistical data for decision making (4)	HIM 3200
<i>Subdomain III.E Research Methods</i>		
	Apply principles of research and clinical literature evaluation to improve outcomes (3)	HIM 3500
	Plan adherence to Institutional Review Board (IRB) processes and policies (3)	HIM 3500
<i>Subdomain III.F Consumer Informatics</i>		
	Educate consumers on patient-centered health information technologies (3)	HIM 2500

<i>Subdomain III.G Health Information Exchange</i>		
	Collaborate in the development of operational policies and procedures for health information exchange (4)	HIM 3450
	Apply system testing to ensure data integrity and quality of health information exchange (3)	HIM 3450
	Identify various models for health information exchange (3)	HIM 3000
<i>Subdomain III.H Information Integrity &amp; Data Quality</i>		
	Discover threats to data integrity and validity (3)	HIM 3000
	Implement policies and procedures to ensure data integrity internal and external to the enterprise (3)	HIM 3450
	Apply quality management tools (3)	HIM 3300
	Perform quality assessment including quality management, data quality, and identification of best practices for health information systems (4)	HIM 3300
	Model policy initiatives that influence data integrity (3)	HIM 2500
<b>Domain IV: Revenue Management</b>	HIM	Course Number
<i>Subdomain IV.A Revenue Cycle and Reimbursement</i>		
	Manage the use of clinical data required by various payment and reimbursement systems (5)	HIM 2330
	Take part in selection and development of applications and processes for chargemaster and claims management (4)	HIM 2330
	Apply principles of health finance for revenue management (3)	HIM 2330
	Implement processes for revenue cycle management and reporting (3)	HIM 4100
<b>Domain V: Compliance</b>	HIM	Course Number
<i>Subdomain V.A Regulatory</i>		

	Determine processes for compliance with current laws and standards related to health information initiatives and revenue cycle (5)	HIM 4100
	Analyze current laws and standards related to health information initiatives (4)	HIM 3300
<i>Subdomain V.B Coding</i>		
	Evaluate processes, policies, and procedures to ensure the accuracy of coded data based on established guidelines (5)	HIM 2500
	Manage coding audits (5)	HIM 2500
	Identify severity of illness and its impact on healthcare payment systems (3)	HIM 2330
<i>Subdomain V.C Fraud Surveillance</i>		
	Determine policies and procedures to monitor abuse or fraudulent trends (5)	HIM 2330
<i>Subdomain V.D Clinical Documentation Improvement</i>		
	Implement provider querying techniques to resolve coding discrepancies (3)	HIM 2300
	Evaluate components of clinical documentation for compliance with regulations and guidelines for revenue management and reporting (5)	HIM 2300
<b>Domain VI: Leadership</b>	HIM	Course Number
<i>Subdomain VI.A Leadership Roles</i>		
	Discover personal leadership style using contemporary leadership theory and principles (3)	HAS 3260
	Build effective teams (6)	HIM 3300
	Take part in enterprise-wide committees (4)	HAS 4860



	Take part in effective negotiating and use influencing skills (4)	HAS 3230/3260
	Take part in effective communication through project reports, business reports, and professional communications (4)	HAS 3750
	Apply personnel management skills (3)	HAS 3230
<i>Subdomain VI.B Change Management</i>		
	Interpret concepts of change management theories, techniques, and leadership (5)	HAS 3260
<i>Subdomain VI.C Work Design &amp; Process Improvement</i>		
	Analyze workflow processes and responsibilities to meet organizational needs (4)	HIM 3450
	Analyze performance management measures (4)	HIM 2500
	Demonstrate workflow concepts (3)	HIM 2500
<i>Subdomain VI.D Human Resource Management</i>		
	Evaluate staffing levels and productivity, and provide feedback to staff regarding performance (5)	HAS 3750 HAS 3240
	Demonstrate compliance with employment laws (3)	HIM 2250
	Create and implement staff orientation and training programs (6)	HAS 3240
	Benchmark staff performance data incorporating labor analytics (4)	HAS 3750
	Manage human resources to facilitate staff recruitment, retention, and supervision (5)	HAS 3230 HAS 3240
<i>Subdomain VI.E Training &amp; Development</i>		
	Evaluate initial and on-going training programs (5)	HIM 2862
<i>Subdomain VI.F Strategic &amp; Organizational Management</i>		
	Identify departmental and organizational survey readiness for accreditation, licensing, and/or certification processes (3)	HIM 4100

	Implement a departmental strategic plan (3)	HIM 4100
	Apply general principles of management in the administration of health information services (3)	HAS 3260
	Analyze how healthcare policy-making both directly and indirectly impacts the national and global healthcare delivery system (4)	HIM 3550
	Identify the different types of organizations, services, and personnel and their interrelationships across the health care delivery system (3)	HAS 3000
	Collaborate in the development and implementation of information governance initiatives (4)	HIM 2500
	Facilitate the use of enterprise-wide information assets to support organizational strategies and objectives (4)	HIM 2500
<i>Subdomain VI.G Financial Management</i>		
	Evaluate capital, operating, and/or project budgets using basic accounting principles (5)	HAS 3750
	Perform cost-benefit analysis for resource planning and allocation(4)	HAS 3750
	Analyze the stages of the procurement process (5)	HIM 3000 HAS 3750
<i>Subdomain VI. H. Ethics</i>		
	Comply with ethical standards of practice (5)	HIM 2250
	Analyze the culture of a department (4)	HIM 2250
	Promote cultural competency and sensitivity in healthcare (3)	HIM 3260
	Analyze programs and policies that support a culture of diversity (4)	HIM 2862
<i>Subdomain VI.I Project Management</i>		
	Take part in system selection process (4)	HIM 3450
	Recommend clinical, administrative, and specialty service applications (5)	HIM 3450

	Apply project management techniques to ensure efficient workflow and appropriate outcomes (3)	HIM 3450
	Facilitate project management by integrating work efforts (4)	HIM 3450
<i>Subdomain VI.J Vendor/Contract Management</i>		
	Analyze vendor contracts (4)	HIM 4100
	Take part in effective negotiating, utilizing influencing skills in the process of system selection (4)	HIM 3450
<i>Subdomain VI.K Enterprise Information Management</i>		
	Manage information as a key strategic resource and mission tool (5)	HIM 2500

Bloom's Taxonomy

- 1 - Remember
- 2 - Understand
- 3 - Apply
- 4 - Analyze
- 5 - Evaluate
- 6 - Create

The HIM program curriculum competencies are assessed using the Bloom's taxonomy listed above. In the HIM Competency (middle column) column in the above table the number in parentheses after the competency statement reflects the Bloom's level that the competency should be taught at in the HIM program.

Additional Information (details about graduating student assessment):

**X\_\_ Information is not current; updates below**

The WSU HIM Baccalaureate degree program is externally accredited by The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). As such, the program has significant annual program assessment requirements, including assessment of student learning outcomes. The requirements follow the annual program assessment report (APAR) as required by CAHIIM. Those requirements can be found at [www.cahiim.org](http://www.cahiim.org).

In addition, the HIM program assess and documents its effectiveness in achieving student's outcomes. This includes performance metrics such as graduate placement rates, graduate and employer satisfaction rates, and national certification scores. Metrics used to assess this indicator are:

- For bachelor degree graduates, 80% of all WSU students will be employed in a HIM related position or continue their education.
- 80% of all HIM graduates taking the RHIA certification will pass on the first writing.
- 80% or more of all domains of the graduate surveys will show adequate instructions.
- Employers will express adequate to excellent competence or unimportant regarding HIM skills expected of entry-level health information management professionals.

### E. Assessment Plan

Please update the Assessment Plan for your department displayed on the assessment site: <http://www.weber.edu/portfolio/departments.html>. Keep in mind that reporting will be done biennially instead of annually; that should be reflected in your assessment plan. Please ensure that Gen Ed courses are assessed/reported at least twice during a standard program review cycle.

A complete plan will include a list of courses from which data will be gathered and the schedule, as well as an overview of the assessment strategy the department is using (for example, portfolios, or a combination of Chi assessment data and student survey information, or industry certification exams, etc.), and plans for continuous improvement.

### X\_\_ Information is not current; updates below

Assessment plan:

Goals	Standards/Outcomes	Evaluation Methods
The HIM curriculum will include, at minimum, the required domains and competencies with content and experiences to enable students to meet current entry-level competencies	A. 90% of students will earn a score of 73% or higher. When the threshold is not met, action is taken by faculty to evaluate the measure/assignment for improvement.	<ul style="list-style-type: none"><li>• The HIM curriculum is reviewed and assessed regularly in a comprehensive planned manner to fulfill requirements set forth by the CAHIIM and WSU Office of Institutional Effectiveness. This is conducted by a review by the faculty of the AHIMA Bachelor Degree Entry Level curricular competencies to ensure coverage of the requirements.</li><li>• The program advisory committee is consulted by faculty as needed to advise them on potential changes to course requirements and assignment resources to fulfill the competencies.</li><li>• This detailed assessment will occur at the subdomain level using the AHIMA Bachelor Degree Entry Level curricular competencies. Data will be collected and reported on</li></ul>

		Domains 1,3, and 5 in odd academic years (i.e.2016-2017) and Domains 2,4,and 6 in even academic years (i.e., 2017-2018). Evaluation of all competencies occurs every two years and is reported to the WSU Office of Institutional Effectiveness.
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## F. Report of assessment results for the most previous academic year:

There are varieties of ways in which departments can choose to show evidence of learning. This is one example. The critical pieces to include are 1) learning outcome being assessed, 2) method(s) of measurement used, 3) threshold for 'acceptable – that is, the target performance, 4) actual results of the assessment, 5) interpretation/reflection on findings 6) the course of action to be taken based upon the interpretation, and 7) how that action will be evaluated.

### A. Evidence of Learning: Courses within the Major

#### 2017/2018 Data

Domain II: Information Protection: Access, Disclosure, Archival, Privacy & Security	HIM	Course Number	Measure/Assignment	Threshold	2017-2018 Data	Evaluation
<i>Subdomain II.A Health Law</i>						
	Identify laws and regulations applicable to health care (3)	HIM 2250	Midterm Exam - HIM 2250	At least 90% of students will earn a score of 73% or higher.	98.2% of students earned a C or higher	No changes needed
	Analyze legal concepts and principles to the practice of HIM (4)	HIM 2250	Final Exam - HIM 2250	At least 90% of students will earn a score of 73% or higher.	89.3% of students earned a C or higher	New text and exam questions starting Fall 2017, conducted item analysis of exam and revised 3 questions.
<i>Subdomain II.B Data Privacy, Confidentiality &amp; Security</i>						
	Analyze privacy, security, and confidentiality policies and procedures for internal and external use and exchange of health information (4)	HIM 2250	Notice of Privacy Practice Assignment - HIM 2250	At least 90% of students will earn a score of 73% or higher.	89.3% of students earned a C or higher	Improved instructions of Readability test score.
	Recommend elements included in the design of audit trails and	HIM 3000	HIM 3000 IT Audit Trail in Healthcare Assignment	At least 90% of students will earn a score of 73% or higher.	93.4% of students earned a C or higher	No changes needed

	data quality monitoring programs (5)					
	Collaborate in the design and implementation of risk assessment, contingency planning, and data recovery procedures (4)	HIM 4100	Disaster Recovery Plan - HIM 4100	At least 90% of students will earn a score of 73% or higher.	92.3% of students earned a C or higher	No changes needed
	Analyze the security and privacy implications of mobile health technologies (4)	HIM 3000	Mobile Device Policy in Healthcare - HIM 3000	At least 90% of students will earn a score of 73% or higher.	96% of students earned a C or higher	No changes needed
	Develop educational programs for employees in privacy, security, and confidentiality (6)	HIM 4100	HIM Dept HIPAA Employee Training Plan - HIM 4100	At least 90% of students will earn a score of 73% or higher.	92.3% of students earned a C or higher	No changes needed
<i>Subdomain II.C Release of Information</i>						
	Create policies and procedures to manage access and disclosure of personal health information (6)	HIM 2250	Policy/Procedure Writing Assignment - HIM 2250	At least 90% of students will earn a score of 73% or higher.	91.1% of students earned a C or higher	No changes needed
	Protect electronic health information through confidentiality and security measures, policies, and procedures (3)	HIM 2250	Policy/Procedure Writing Assignment - HIM 2250	At least 90% of students will earn a score of 73% or higher.	91.1% of students earned a C or higher	No changes needed



<b>Domain IV: Revenue Management</b>	HIM	Course Number	Measure/Assignment			
<i>Subdomain IV.A Revenue Cycle and Reimbursement</i>						
	Manage the use of clinical data required by various payment and reimbursement systems (5)	HIM 2330	Composite score on assignment: Explanation of benefits, chargemaster and claims assignment, MS-DRG calculations, and Case Mix Index	At least 90% of students will earn a score of 73% or higher.	94.6% Composite score on assignment: Explanation of benefits, chargemaster and claims assignment, MS-DRG calculations, and Case Mix Index	No changes needed
	Take part in selection and development of applications and processes for chargemaster and claims management (4)	HIM 2330	Chargemaster and Claims Management Case Study - HIM 2330	At least 90% of students will earn a score of 73% or higher.	89.3% of students earned a C or higher	New assignment, Continue to monitor
	Apply principles of health finance for revenue management (3)	HIM 2330	Chargemaster and Claims Management Case Study - HIM 2330	At least 90% of students will earn a score of 73% or higher.	89.3% of students earned a C or higher	New assignment, Continue to monitor
	Implement processes for revenue cycle management and reporting (3)	HIM 4100	PI & QI in a coding department assignment	At least 90% of students will earn a score of 73% or higher.	92.3% of students earned a C or higher	No changes needed
<b>Domain VI: Leadership</b>	HIM	Course Number	Measure/Assignment			

<i>Subdomain VI.A Leadership Roles</i>						
	Discover personal leadership style using contemporary leadership theory and principles (3)	HAS 3260	HAS 3260 Leadership Assignment	At least 90% of students will earn a score of 73% or higher.	100% of students earned a C or higher	No changes needed
	Build effective teams (6)	HIM 3300	Chapter 4 Case Study - HIM 3300	At least 90% of students will earn a score of 73% or higher.	93.8% of students earned a C or higher	No changes needed
	Take part in enterprise-wide committees (4)	HAS 4860	HAS 4860; Management Internship projective objective 3; Describe how your internship supervisor conducts work with others in organization.	At least 90% of students will earn a score of 73% or higher.	100% of students earned a C or higher	No changes needed
	Take part in effective negotiating and use influencing skills (4)	HAS 3230	HAS 3230 Assignment 3;review of communication structures	At least 90% of students will earn a score of 73% or higher.	97.65% of students earned a C or higher	No changes needed
		HAS 3260	HAS 3260 Final paper; leadership	At least 90% of students will earn a score of 73% or higher.		
	Take part in effective communication through project reports, business reports, and professional	HAS 3750	HAS 3750 Assignment 7 Expenditure Proposal	At least 90% of students will earn a score of 73% or higher.	85% of students earned a C or higher	Reviewed instructions for clarity; updated rubric to assist students with assignment.

	communications (4)					
	Apply personnel management skills (3)	HAS 3230	HAS 3230 Final Individual Paper	At least 90% of students will earn a score of 73% or higher.	90.7% of students earned a C or higher	No changes needed
<i>Subdomain VI.B Change Management</i>						
	Interpret concepts of change management theories, techniques, and leadership (5)	HAS 3260	HAS 3260 Managing Change Case Study	At least 90% of students will earn a score of 73% or higher.	95.8% of students earned a C or higher	No changes needed
<i>Subdomain VI.C Work Design &amp; Process Improvement</i>						
	Analyze workflow processes and responsibilities to meet organizational needs (4)	HIM 3450	Mapping Assignment - HIM 3450	At least 90% of students will earn a score of 73% or higher.	100% of students earned a C or higher	No changes needed
	Analyze performance management measures (4)	HIM 2500	Final Project - HIM 2500	At least 90% of students will earn a score of 73% or higher.	100% of students earned a C or higher	No changes needed
	Demonstrate workflow concepts (3)	HIM 2500	Final Project - HIM 2500	At least 90% of students will earn a score of 73% or higher.	100% of students earned a C or higher	No changes needed

<i>Subdomain VI.D Human Resource Management</i>						
	Evaluate staffing levels and productivity, and provide feedback to staff regarding performance (5)	HAS 3750	HAS 3750 Assignment 8 FTE	At least 90% of students will earn a score of 73% or higher.	93.2% of students earned a C or higher	No changes needed
		HAS 3240	HAS 3240 Pay for Performance Assignment or HAS 3240 Assignments 1 & 2	At least 90% of students will earn a score of 73% or higher.	81.4% of students earned a C or higher	There is some variability among instructors. Consistency will be monitored.
	Demonstrate compliance with employment laws (3)	HIM 2250	Workplace Law Assignment - HIM 2250	At least 90% of students will earn a score of 73% or higher.	98.2% of students earned a C or higher	No changes needed
	Create and implement staff orientation and training programs (6)	HAS 3240	HAS 3240 Assignment 4	At least 90% of students will earn a score of 73% or higher.	100% of students earned a C or higher	No changes needed
	Benchmark staff performance data incorporating labor analytics (4)	HAS 3750	HAS 3750 Case Study Part 2	At least 90% of students will earn a score of 73% or higher.	91.4% of students earned a C or higher	No changes needed
	Manage human resources to facilitate staff recruitment, retention, and supervision (5)	HAS 3230	HAS 3230 Assignment #3	At least 90% of students will earn a score of 73% or higher.	95.3% of students scored 73% or higher	No changes needed
		HAS 3240	HAS 3240 Assignment #4	At least 90% of students will earn a score of 73% or higher.	100% of students earned a C or higher	No changes needed
<i>Subdomain VI.E Training &amp; Development</i>						

	Evaluate initial and on-going training programs (5)	HIM 2862	Module 10 Assignment Employee Training and Development - HIM 2862	At least 90% of students will earn a score of 73% or higher.	100% of students earned a C or higher	No changes needed.
<i>Subdomain VI.F Strategic &amp; Organizational Management</i>						
	Identify departmental and organizational survey readiness for accreditation, licensing, and/or certification processes (3)	HIM 4100	Mock Survey Case - HIM 4100	At least 90% of students will earn a score of 73% or higher.	92.3% of students earned a C or higher	No changes needed
	Implement a departmental strategic plan (3)	HIM 4100	HIM 4100 department Case part 2	At least 90% of students will earn a score of 73% or higher.	92.3% of students earned a C or higher	No changes needed
	Apply general principles of management in the administration of health information services (3)	HAS 3260	HAS 3260 Paper	At least 90% of students will earn a score of 73% or higher.	100% of students completed the final paper with a 73% or higher	No changes needed
	Analyze how healthcare policy-making both directly and indirectly impacts the national and	HIM 3550	HIM 3550 Quality Improvement Discussion	At least 90% of students will earn a score of 73% or higher.	100% of students earned a C or higher	No changes needed

	global healthcare delivery system (4)					
	Identify the different types of organizations, services, and personnel and their interrelationships across the health care delivery system (3)	HAS 3000	HAS 3000 Midterm and Final	At least 90% of students will earn a score of 73% or higher.	80% of students earned a C or higher	An item analysis was conducted to identify exam questions that may need review and revision in an effort to improve these results.
	Collaborate in the development and implementation of information governance initiatives (4)	HIM 2500	Data Governance Assignment - HIM 2500	At least 90% of students will earn a score of 73% or higher.	100% of students earned a C or higher	No changes needed.
	Facilitate the use of enterprise-wide information assets to support organizational strategies and objectives (4)	HIM 2500	Data Governance Assignment - HIM 2500	At least 90% of students will earn a score of 73% or higher.	100% of students earned a C or higher	No changes needed.
<i>Subdomain VI.G Financial Management</i>						

	Evaluate capital, operating, and/or project budgets using basic accounting principles (5)	HAS 3750	HAS 3750 Exercise #6 Capital Budgets	At least 90% of students will earn a score of 73% or higher.	91.8% of students earned a C or higher	No changes needed.
	Perform cost-benefit analysis for resource planning and allocation(4)	HAS 3750	HAS 3750 Assignment 9 Budget Variance Analysis; Assignment 12 Cost Behavior	At least 90% of students will earn a score of 73% or higher.	93.15% of students earned a C or higher	No changes needed.
	Evaluate the stages of the procurement process (5)	HIM 3000	Request for Proposal	At least 90% of students will earn a score of 73% or higher.	87.7% of students earned a C or higher	Reviewed instructions for clarity; updated rubric to assist students with assignment.
<i>Subdomain VI. H. Ethics</i>						
	Comply with ethical standards of practice (5)	HIM 2250	Ethics Quiz - HIM 2250	At least 90% of students will earn a score of 73% or higher.	98.2% of students earned a C or higher	No changes needed
	Analyze the culture of a department (4)	HIM 2250	HIM 2250 Ch 14, Cultural Competence quiz	At least 90% of students will earn a score of 73% or higher.	98% of students earned a C or higher	No changes needed
	Promote cultural competency and sensitivity in healthcare (3)	HAS 3260	HAS 3260 Diversity Case	At least 90% of students will earn a score of 73% or higher.	94.8% of students earned a C or higher	No changes needed.
	Analyze programs and policies that support a culture of diversity (4)	HIM 2862	HIM 2862 Case-Module 6 Assignment-Diversity	At least 90% of students will earn a score of 73% or higher.	100% of students earned a C or higher	No changes needed.
<i>Subdomain VI.I Project Management</i>						

	Take part in system selection process (4)	HIM 3450	Systems Selection Assignment - HIM 3450	At least 90% of students will earn a score of 73% or higher.	86.7% of students earned a C or higher	New assignment and Instructions will be reviewed for clarity and consistency
	Recommend clinical, administrative, and specialty service applications (5)	HIM 3450	Systems Selection Assignment - HIM 3450	At least 90% of students will earn a score of 73% or higher.	86.7% of students earned a C or higher	New assignment and Instructions will be reviewed for clarity and consistency
	Apply project management techniques to ensure efficient workflow and appropriate outcomes (3)	HIM 3450	GANTT Chart - HIM 3450	At least 90% of students will earn a score of 73% or higher.	93.3% of students earned a C or higher	No changes needed.
	Facilitate project management by integrating work efforts (4)	HIM 3450	GANTT Chart - HIM 3450	At least 90% of students will earn a score of 73% or higher.	93.3% of students earned a C or higher	No changes needed.
<i>Subdomain VI.J Vendor/Contract Management</i>						
	Analyze vendor contracts (4)	HIM 4100	Contract Evaluation - HIM 4100	At least 90% of students will earn a score of 73% or higher.	100% of students earned a C or higher	100% of students earned a C or better
	Take part in effective negotiating, utilizing influencing skills in the process of system selection (4)	HIM 3450	HIM 3450 System Selection Assignment	At least 90% of students will earn a score of 73% or higher.	86.7% of students earned a C or higher	New assignment and Instructions will be reviewed for clarity and consistency



<i>Subdomain VI.K Enterprise Information Management</i>						
	Manage information as a key strategic resource and mission tool (5)	HIM 2500	Data Governance Group Assignment - HIM 2500	At least 90% of students will earn a score of 73% or higher.	75% of students earned a C or higher	Additional lecture and other supporting material will be added for this assignment to help students understand the concepts better.

2018/2019 Data

<b>Domain I: Data Content, Structure &amp; Standards (Information Governance)</b>	<b>HIM</b>	<b>Course Number</b>	<b>Measure/Assignment</b>	<b>Threshold</b>	<b>2018-2019 Data</b>	<b>Evaluation</b>
<i>Subdomain I.A Classification Systems</i>						
	Evaluate, implement and manage electronic applications/systems for clinical classification and coding (5)	HIM 3000	Electronic Health Record Selection - HIM 3000	At least 90% of students will earn a score of 73% or higher.	99% of students scored 73% or higher on the EHR assignment.	No changes needed as students are performing above the threshold.
	Identify the functions and relationships between	HIM 2500	EHR Go Assignment #3 - HIM 2500	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the EHR Go assignment #3.	No changes needed as students are performing above the threshold.

	healthcare classification systems (3)					
	Map terminologies, vocabularies and classification systems (4)	HIM 2500	EHR Go Assignment #3 - HIM 2500	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the EHR Go assignment #3.	No changes needed as students are performing above the threshold.
	Evaluate the accuracy of diagnostic and procedural coding (5)	HIM 2320	Surgical Cases Audit - HIM 2320	At least 90% of students will earn a score of 73% or higher.	62% of student scored 73% or higher on the surgical cases audit.	In this module students are being asked to code 25 advanced case studies and audit 5 cases. This seems to be overwhelming the students and their performance is being impacted. We will reduce the number of advanced cases assigned and increase the auditing cases to balance this out better. We hope this will improve the outcome.
<i>Subdomain I.B Health Record Content &amp; Documentation</i>						

	Verify that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status (4)	HIM 2000	Quantitative Analysis Quiz - HIM 2000	At least 90% of students will earn a score of 73% or higher.	90% of student scored 73% or higher on the Quantitative Analysis Quiz	No changes needed as students are performing above the threshold.
	Compile organization-wide health record documentation guidelines (6)	HIM 4100	Survey Result Action Plan - HIM 4100	At least 90% of students will earn a score of 73% or higher.	92.3% of students scored 73% or higher on the Survey Result Action Plan.	No changes needed as students are performing above the threshold.
	Interpret health information standards (5)	HIM 4100	Survey Result Action Plan - HIM 4100	At least 90% of students will earn a score of 73% or higher.	92.3% of students scored 73% or higher on the Survey Result Action Plan.	No changes needed as students are performing above the threshold.
<i>Subdomain I.C Data Governance</i>						
	Format data to satisfy integration needs (4)	HIM 3450	Systems Conversion Assignment - HIM 3450	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the Systems Conversion Assignment.	No changes needed as students are performing above the threshold.
	Construct and maintain the standardization of data dictionaries to meet the needs	HIM 2500	Data Dictionary Assignment - HIM 2500	At least 90% of students will earn a score of 73% or higher.	93.5% of students scored 73% or higher on the Data Dictionary Assignment.	No changes needed as students are performing above the threshold.

	of the enterprise (6)					
	Demonstrate compliance with internal and external data dictionary requirements (3)	HIM 3450	Data Dictionary Assignment - HIM 3450	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the Data Dictionary Assignment.	No changes needed as students are performing above the threshold.
	Advocate information operability and information exchange (5)	HIM 3450	Systems Conversion Assignment - HIM 3450	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the Systems Conversion Assignment.	No changes needed as students are performing above the threshold.
<i>Subdomain I.D Data Management</i>						
	Analyze information needs of customers across the healthcare continuum (4)	HIM 2500	Data Governance Group Assignment - HIM 2500	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the Data Governance Group Assignment.	No changes needed as students are performing above the threshold.
	Evaluate health information systems and data storage design (5)	HIM 3400	Table Structure Assignment - HIM 3400	At least 90% of students will earn a score of 73% or higher.	94.7% of students scored 73% or higher on the Table Structure Assignment.	No changes needed as students are performing above the threshold.
	Manage clinical indices/databases/ registries (5)	HIM 3550	Data Exploration Assignment - HIM 3550	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the Data Exploration Assignment.	No changes needed as students are performing above the threshold.

	Apply knowledge of database architecture and design to meet organizational needs (3)	HIM 3400	Business Rules Assignment - HIM 3400	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the Business Rules Assignment.	No changes needed as students are performing above the threshold.
	Evaluate data from varying sources to create meaningful presentations (5)	HIM 3550	Final Project - HIM 3550	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the Final Project.	No changes needed as students are performing above the threshold.
<i>Subdomain I.E Secondary Data Sources</i>						
	Validate data from secondary sources to include in the patient's record, including personal health records (3)	HIM 2500	Patient Generated Data Discussion - HIM 2500	At least 90% of students will earn a score of 73% or higher.	96.9% of students scored 73% or higher on the Patient Generated Data Discussion	No changes needed as students are performing above the threshold.
<b>Domain III: Informatics, Analytics and Data Use</b>	<b>HIM</b>	<b>Course Number</b>	<b>Measure/Assignment</b>	<b>Threshold</b>	<b>2018-2019 Data</b>	<b>Evaluation</b>
<i>Subdomain III.A Health Information Technologies</i>						

	Utilize technology for data collection, storage, analysis, and reporting of information (3)	HIM 3400	SQL Query Assignment - HIM 3400	At least 90% of students will earn a score of 73% or higher.	89% of students scored 73% or higher on the SQL Query Assignment.	This value is slightly below the threshold and this course has been eliminated as required course in the program. This competency will be moved to HIM 3550 and an appropriate measure identified by faculty going forward.
	Assess systems capabilities to meet regulatory requirements (5)	HIM 3450	System Section Assignment - HIM 3450	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the System Selection Assignment.	No changes needed as students are performing above the threshold.
	Analyze device selection based on workflow, ergonomic and human factors (4)	HIM 3450	Process Mapping Assignment - HIM 3450	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the Process Mapping Assignment.	No changes needed as students are performing above the threshold.
	Take part in the development of networks, including intranet and Internet applications (4)	HIM 3450	Authentication Assignment - HIM 3450	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the Authentication Assignment.	No changes needed as students are performing above the threshold.
	Evaluate database design and data warehousing (5)	HIM 3400	Table Structure Assignment - HIM 3400	At least 90% of students will earn a score of 73% or higher.	94.7% of students scored 73% or higher on the Table Structure Assignment.	No changes needed as students are performing above the threshold.

	Create the electronic structure of health data to meet a variety of end user needs (6)	HIM 4100	HIM Department Management Case Part I, create the dashboard report - HIM 4100	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the HIM Department Management Case Part I, create the dashboard report.	No changes needed as students are performing above the threshold.
<i>Subdomain III.B Information Management Strategic Planning</i>						
	Take part in the development of information management plans that support the organization's current and future strategy and goals (4)	HIM 2500	Data Governance Group Assignment - HIM 2500	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the Data Governance Group Assignment.	No changes needed as students are performing above the threshold.
	Take part in the planning, design, selection, implementation, integration, testing, evaluation, and support of health information	HIM 3450	Systems Life Cycle Discussion - HIM 3450	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the Systems Life Cycle Discussion.	No changes needed as students are performing above the threshold.

	technologies (4)					
<i>Subdomain III.C Analytics and Decision Support</i>						
	Apply analytical results to facilitate decision-making (3)	HIM 3450	Optimization Discussion - HIM 3450	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the Optimization Discussion.	No changes needed as students are performing above the threshold.
	Apply data extraction methodologies (3)	HIM 3550	Final Project - HIM 3550	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the Final Project.	No changes needed as students are performing above the threshold.
	Analyze organizational action based on knowledge obtained from data exploration and mining (4)	HIM 3550	Final Project - HIM 3550	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the Final Project.	No changes needed as students are performing above the threshold.
	Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness	HIM 3550	Quality Improvement Discussion - HIM 3550	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the Quality Improvement Discussion.	No changes needed as students are performing above the threshold.



	of healthcare (4)					
	Apply knowledge of database querying and data exploration and mining techniques to facilitate information retrieval (3)	HIM 3550	Data Visualization Assignment - HIM 3550	At least 90% of students will earn a score of 73% or higher.	93.8% of students scored 73% or higher on the Data Visualization Assignment.	No changes needed as students are performing above the threshold.
	Evaluate administrative reports using appropriate software (5)	HIM 3200	SPS Assignment 2 - HIM 3200	At least 90% of students will earn a score of 73% or higher.	88% of students scored 73% or higher on the SPS Assignment 2.	Scores are slightly below our desired threshold. After analysis, the data shows that one section of this course that was taught by an adjunct faculty member is responsible for this value. The faculty lead will work with this adjunct faculty to improve his instruction to student for this assignment. Data will be monitored for any continued decline.
<i>Subdomain III.D Health Care Statistics</i>						

	Interpret inferential statistics (5)	HIM 3200	SPS Assignment 2 - HIM 3200	At least 90% of students will earn a score of 73% or higher.	88% of students scored 73% or higher on the SPS Assignment 2.	Scores are slightly below our desired threshold. After analysis, the data shows that one section of this course that was taught by an adjunct faculty member is responsible for this value. The faculty lead will work with this adjunct faculty to improve his instruction to student for this assignment. Data will be monitored for any continued decline.
	Analyze statistical data for decision making (4)	HIM 3200	SPS Assignment 2 - HIM 3200	At least 90% of students will earn a score of 73% or higher.	88% of students scored 73% or higher on the SPS Assignment 2.	Scores are slightly below our desired threshold. After analysis, the data shows that one section of this course that was taught by an adjunct faculty member is responsible for this value. The faculty lead will work with this adjunct faculty to improve his instruction to student for this assignment. Data will be monitored for any continued decline.
Subdomain III.E Research Methods						

	Apply principles of research and clinical literature evaluation to improve outcomes (3)	HIM 3500	Research Problem and Literature Review - HIM 3500	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the Research Problem and Literature Review assignments.	No changes needed as students are performing above the threshold.
	Plan adherence to Institutional Review Board (IRB) processes and policies (3)	HIM 3500	IRB Training Certificate - HIM 3500	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the IRB Training Certificate.	No changes needed as students are performing above the threshold.
<i>Subdomain III.F Consumer Informatics</i>						
	Educate consumers on patient-centered health information technologies (3)	HIM 2500	Patient Generated Data Discussion - HIM 2500	At least 90% of students will earn a score of 73% or higher.	96.9% of students scored 73% or higher on the Patient Generated Data Discussion	No changes needed as students are performing above the threshold.
<i>Subdomain III.G Health Information Exchange</i>						
	Collaborate in the development of operational policies and procedures for health	HIM 3450	Authentication Assignment; Clinical Registry Assignment - HIM 3450	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the Authentication Assignment and on the Clinical Registry Assignment.	No changes needed as students are performing above the threshold.

	information exchange (4)					
	Apply system testing to ensure data integrity and quality of health information exchange (3)	HIM 3450	System Conversion Assignment - HIM 3450	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the Systems Conversion Assignment.	No changes needed as students are performing above the threshold.
	Identify various models for health information exchange (3)	HIM 3000	HIE Assignment; Chapter 10 Quiz - HIM 3000	At least 90% of students will earn a score of 73% or higher.	98.9% of student scored 73% or higher on the HIE assignment; 96% of students scored 73% or higher on the Chapter 10 quiz.	No changes needed as students are performing above the threshold.
<i>Subdomain III.H Information Integrity &amp; Data Quality</i>						
	Discover threats to data integrity and validity (3)	HIM 3000	Audit Trail Assignment - HIM 3000	At least 90% of students will earn a score of 73% or higher.	99% of students scored 73% or higher on the Audit Trail assignment.	No changes needed as students are performing above the threshold.
	Implement policies and procedures to ensure data integrity internal and external to the enterprise (3)	HIM 3450	Systems Conversion Assignment - HIM 3450	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the Systems Conversion Assignment.	No changes needed as students are performing above the threshold.

	Apply quality management tools (3)	HIM 3300	Chapter 11 Case Study - HIM 3300	At least 90% of students will earn a score of 73% or higher.	91.5% of students scored 73% or higher on the Chapter 11 Case Study	No changes needed as students are performing above the threshold.
	Perform quality assessment including quality management, data quality, and identification of best practices for health information systems (4)	HIM 3300	Clinical Data Analysis Assignment - HIM 3300	At least 90% of students will earn a score of 73% or higher.	91.9% of students scored 73% or higher on the Clinical Data Analysis Assignment	No changes needed as students are performing above the threshold.
	Model policy initiatives that influence data integrity (3)	HIM 2500	Data Quality Assignment - HIM 2500	At least 90% of students will earn a score of 73% or higher.	90.6% of students scored 73% or higher on the Data Quality Assignment	No changes needed as students are performing above the threshold.
<b>Domain V: Compliance</b>	<b>HIM</b>	<b>Course Number</b>	<b>Measure/Assignment</b>	<b>Threshold</b>	<b>2018-2019 Data</b>	<b>Evaluation</b>
<i>Subdomain V.A Regulatory</i>						
	Analyze current laws and standards related to health information initiatives (4)	HIM 3300	Chapter 14 Case Study - HIM 3300	At least 90% of students will earn a score of 73% or higher.	92% of students scored 73% or higher on the chapter 14 case study.	No changes needed as students are performing above the threshold.

	Determine processes for compliance with current laws and standards related to health information initiatives and revenue cycle (5)	HIM 4100	Survey Result Action Plan - HIM 4100	At least 90% of students will earn a score of 73% or higher.	92.3% of students scored 73% or higher on the Survey Result Action Plan.	No changes needed as students are performing above the threshold.
<i>Subdomain V.B Coding</i>						
	Evaluate processes, policies, and procedures to ensure the accuracy of coded data based on established guidelines (5)	HIM 2500	Final Group Project/Presentation - HIM 2500	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the Final Group Project/Presentation.	No changes needed as students are performing above the threshold.
	Manage coding audits (5)	HIM 2500	Final Group Project/Presentation - HIM 2500	At least 90% of students will earn a score of 73% or higher.	100% of students scored 73% or higher on the Final Group Project/Presentation.	No changes needed as students are performing above the threshold.
	Identify severity of illness and its impact on healthcare payment systems (3)	HIM 2330	HIM Reimbursement Assignment - HIM 2330	At least 90% of students will earn a score of 73% or higher.	99% of students scored 73% or higher on the HIM Reimbursement Assignment, MS-DRG, and Case Mix Index Assignment.	No changes needed as students are performing above the threshold.

<i>Subdomain V.C Fraud Surveillance</i>						
	Determine policies and procedures to monitor abuse or fraudulent trends (5)	HIM 2330	Miscoding Case Study - HIM 2330	At least 90% of students will earn a score of 73% or higher.	96.4% of students scored 73% or higher on the Miscoding Case Study	No changes needed as students are performing above the threshold.
<i>Subdomain V.D Clinical Documentation Improvement</i>						
	Implement provider querying techniques to resolve coding discrepancies (3)	HIM 2300	Query Process Quiz - HIM 2300	At least 90% of students will earn a score of 73% or higher.	96.2% of students scored 73% or higher on the final exam in HIM 2300	No changes needed as students are performing above the threshold.
	Evaluate components clinical documentation improvement for compliance with regulations and guidelines for revenue management and reporting (5)	HIM 2300	Query Process Quiz - HIM 2300	At least 90% of students will earn a score of 73% or higher.	96.2% of students scored 73% or higher on the final exam in HIM 2300	No changes needed as students are performing above the threshold.

## Appendix A

Most departments or programs receive a number of recommendations from their Five/Seven-Year Program Review processes. This page provides a means of updating progress towards the recommendations the department/program is acting upon.

Date of Program Review: 2/27-28/2017	Recommendation	Progress Description
Recommendation 1	While faculty diversity is reflective of the overall HIM Community in Utah, it does lack diversity. Efforts, however, clearly demonstrate that the program strives to attract diverse candidates. It is recommended this be considered when filling positions, new or vacated, in the future.	11/15/2017 As faculty openings arise, the program will continue to attract and fill these positions with individuals from diverse backgrounds and cultures.
		10/10/2019 During recent candidate search for open faculty position, diversity (race, ethnicity) was given preference points in screening process.
Recommendation 2	The program review team made one other recommendation to the HIM programs with regard to our professional practice experience (PPE). They liked our innovative changes to our PPE experience for the technical student professional practice (PPE) level – but recommend that we include simulation in our PPE and other courses to provide students with more hands on experience with HIM functions. The team also recommended	11/15/2017 The program has revised both HIM 2861 and HIM 2862 for the fall semester 2017. In HIM 2861, 6 new assignments were added that enhance the onsite components that students learn from their rotations at clinical sites. These 5 assignments utilize the NEEHR perfect electronic health record for students to model the “real-world” environment. HIM 2862 was entirely revised for fall 2017 semester.



	that we document our PPE experience in a more detailed manner.	These revisions were in response to the curriculum review to ensure that all competencies are covered in the HIM curriculum.
		10/8/2019 EHR GO has replaced the NEEHR perfect system. With this change, enhancements were made by EHR vendor and faculty evaluated and incorporated new assignments to continue to enhance the PPE experience. PPE sites are evaluated by faculty for effectiveness taking into account student feedback on an annual basis.
Recommendation 3	One final comment made by the team was in regard to the new model curriculum map required by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM). This curriculum map must be incorporated into the programs by August, 2017. The review team reviewed our curriculum with the map in mind and determined that the program was fulfilling the intent of the curriculum map. The programs have developed measures that correspond to all subdomains in these new curriculum maps but not necessarily for all tasks within the subdomain. The program needs to work toward developing assignments, activities, projects, or other assessment methods to demonstrate that the program is meeting the curriculum standards for all tasks within all	11/15/2017 The faculty have reviewed the entire curriculum map and are confident that we have covered all competencies and incorporated all necessary changes into courses at the appropriate Bloom's level for the 2017-2018 academic year.

	subdomains at the appropriate Bloom's level, and that this is being measured on a regular bases.	
		<p>10/8/2019</p> <p>The faculty meet annually to ensure adequate content of 2014 Curriculum Competencies. In anticipation of the 2018 competencies (effective Aug 2021), faculty have conducted a comparison assessment.</p>

Additional narrative:

## Appendix B

Please provide the following information about the full-time and adjunct faculty contracted by your department during the last academic year (summer through spring). Gathering this information each year will help with the headcount reporting that must be done for the final Five Year Program Review document that is shared with the State Board of Regents.

Faculty Headcount	2017-18	2018-19
With Doctoral Degrees (Including MFA and other terminal degrees, as specified by the institution)		
Full-time Tenured	1	1
Full-time Non-Tenured (includes tenure-track)	1	1
Part-time and adjunct	0	1
With Master's Degrees		
Full-time Tenured	0	0
Full-time Non-Tenured	2	1
Part-time and adjunct	4	4
With Bachelor's Degrees		
Full-time Tenured	0	0
Full-time Non-tenured	0	0
Part-time and adjunct	0	0
Other		
Full-time Tenured	0	0
Full-time Non-tenured	0	0
Part-time	0	0
<b>Total Headcount Faculty</b>		
Full-time Tenured	1	1
Full-time Non-tenured	3	2
Part-time	4	5

**Please respond to the following questions.**

- 1) First year student success is critical to WSU's retention and graduation efforts. We are interested in finding out how departments support their first-year students. Do you have mechanisms and processes in place to identify, meet with, and support first-year students? Please provide a brief narrative focusing on your program's support of new students:

- a. Any first-year students taking courses in your program(s).

As a student applies to our program in their freshman year, an adviser is assigned to them. At this time, students are provided a HIM degree map that outlines the course sequencing. Students are encouraged to meet with their adviser or other HIM faculty with questions.

- b. Students declared in your program(s), whether or not they are taking courses in your program(s)

Each fall a list of declared HIM students is generated. Faculty advisers reach out by email to all students regarding status in HIM program. Their progress toward completion of the degree is assessed and appropriate advisement is given.

- 2) A key component of sound assessment practice is the process of 'closing the loop' – that is, following up on changes implemented as a response to your assessment findings, to determine the impact of those changes/innovations. It is also an aspect of assessment on which we need to improve, as suggested in our NWCCU mid-cycle report. Please describe the processes your program has in place to 'close the loop'.

We report to the HIM advisory committee and CAHIIM accreditation the results of our assessment processes annually. As part of this process, curricular items below threshold will be followed by program director to ensure changes have been implemented. Other program measures are monitored closely for measured targeted outcomes achievement and appropriate actions taken as necessary by program faculty.

## Glossary

### Student Learning Outcomes/Measurable Learning Outcomes

The terms ‘learning outcome’, ‘learning objective’, ‘learning competency’, and ‘learning goal’ are often used interchangeably. Broadly, these terms reference what we want students to be able to do AFTER they pass a course or graduate from a program. For this document, we will use the word ‘outcomes’. Good learning outcomes are specific (but not too specific), are observable, and are clear. Good learning outcomes focus on skills: knowledge and understanding; transferrable skills; habits of mind; career skills; attitudes and values.

- Should be developed using action words (if you can see it, you can assess it).
- Use compound statements judiciously.
- Use complex statements judiciously.

### Curriculum Grid

A chart identifying the key learning outcomes addressed in each of the curriculum’s key elements or learning experiences (Suskie, 2019). A good curriculum:

- Gives students ample, diverse opportunities to achieve core learning outcomes.
- Has appropriate, progressive rigor.
- Concludes with an integrative, synthesizing capstone experience.
- Is focused and simple.
- Uses research-informed strategies to help students learn and succeed.
- Is consistent across venues and modalities.
- Is greater than the sum of its parts.

### Target Performance (previously referred to as ‘Threshold’)

The level of performance at which students are doing well enough to succeed in later studies (e.g., next course in sequence or next level of course) or career.

### Actual Performance

How students performed on the specific assessment. An average score is less meaningful than a distribution of scores (for example, 72% of students met or exceeded the target performance, 5% of students failed the assessment).

### Closing the Loop

The process of following up on changes made to curriculum, pedagogy, materials, etc., to determine if the changes had the desired impact.

### Continuous Improvement

An idea with roots in manufacturing, that promotes the ongoing effort to improve. Continuous improvement uses data and evidence to improve student learning and drive student success.

### Direct evidence

Evidence based upon actual student work; performance on a test, a presentation, or a research paper, for example. Direct evidence is tangible, visible, and measurable.

### Indirect evidence

Evidence that serves as a proxy for student learning. May include student opinion/perception of learning, course grades, measures of satisfaction, participation. Works well as a complement to direct evidence.