

Professional Curriculum Committee [3/27/24]

The PCC met from 1:00pm to 2:30pm at Reitz Union, Chamber, and via Zoom teleconferencing.

Attendees

Members Present: Whalen, Karen (Co-Chair); Solberg, Lauren (Co-Chair); Brown, Chris; Diaz Kiley, Cecile; House, Amanda; Menendez, Silvia; Norton, Hannah; Panoch, Kendrich; Pereira, Patricia; Turley, Melissa.

Liaisons Present: Gater, Cheryl; Green, Kathy; Leite, Maria; McKenna; Shorey, Toby

Guests: Fromm, Jason; Hack, George; Hull, Diana; Luke, Charlene; McIlhenny, Ruth; Tai Frankie; Wallace, Stacey.

Welcome

1. Welcome | Karen Whalen and Lauren Solberg
2. Faculty Senate Update
 - The 2025-2026 calendar has been approved
3. Approval of minutes of the [January Minutes](#) and [February Subcommittee Minutes](#).
 - Approved

Policies

4. None

Programs

5. None

Certificates

6. Proposed new professional certificates.
 - None
7. Proposed changes to professional certificates.
 - None

Courses

8. Proposed new professional courses.

Law

- [LAW 6XXX- Accounting For Lawyers](#)
 - Approved
- [LAW 6XXX- Applied Bankruptcy](#)
 - Approved
- [LAW 6XXX- Blockchain Cryptocurre & Law](#)
 - Approved
- [LAW 6XXX- Condominium and Community Law](#)

- **Approved**
- [LAW 6XXX- Florida Bar Topics](#)
 - **Approved**
- [LAW 6XXX- Health Law Survey](#)
 - **Approved**
- [LAW 6XXX- Intro to Immigration Clinic](#)
 - **Approved**
- [LAW 6XXX- Intro to Criminal Prosecution](#)
 - **Approved**
- [LAW 6XXX- Legislation](#)
 - **Approved**
- [LAW 6XXX- Mediation Advocacy](#)
 - **Approved**
- [LAW 6XXX- Multistate Bar Topics](#)
 - **Approved**
- [LAW 6XXX- Pre-Trial Practice](#)
 - **Approved**
- [LAW 6XXX- Real Estate Transactions](#)
 - **Approved**
- [LAW 7XXX- Accounting for Tax Lawyers](#)
 - **Approved**

Medicine

- [PAS 5XXXC- Foundations of Patient Care and Professionalism I](#)
 - **Approved**
- [PAS 5XXX- Pharmacotherapeutics II](#)
 - **Approved**

Public Health and Health Professions

- [OTH 6XXXC- Hand and Upper Extremity Rehabilitation](#)
 - **Approved**

9. Proposed changes to professional courses.

Law

- [LAW 6067- Mergers and Acquisitions](#)
 - **Approved**
- [LAW 7932- Introduction to the Legal System of the United States for LL.M. in Comparative Law, Part I](#)
 - Conditionally Approved
 - i. Waiting on exact wording for name of course
- [LAW 7805- Legal Writing and Research for LL.M. in Comparative Law](#)
 - Conditionally Approved
 - i. Waiting on exact wording for name of course
- [LAW 6520- Administrative Law](#)
 - **Approved**
- [LAW 6461- Finance for Lawyers](#)
 - **Approved**

Medicine

- [PAS 5008C- Advanced Clinical Practicum](#)
 - **Approved**
- [PAS 5013- Evidence Based Medicine](#)
 - **Approved**

Subcommittees

10. Professionalism

a. Here is a list of purposed questions that the subcommittee will continue to work on.

Purpose

As part of our mission to oversee professional curriculum at UF, the Professional Curriculum Committee is reaching out to our constituents to better define professionalism and what constitutes professional curriculum. Your answers to the questions below will help us to identify common themes that our students explore while participating in professional programs. Please answer this survey once for every professional program maintained by your college.

1. Please list the professional program offered by your college (post-graduate programs not certified by the Graduate School)
2. Does your program list professionalism as a core competency or emphasize professionalism in some way?
 - a. If yes above, please provide a brief explanation of professionalism within the program, and how it is assessed.
3. Does your program engage students in clinical experiences? These can be patient-centered for the health-related programs or leadership/business/legal experience.
 - a. If yes above, please provide a brief explanation of the experience and its placement within your curriculum.
4. Does your program feature an outside accrediting body, or would it be considered as a post-professional program (for those that already have a professional degree or credential)?
5. Does your program require a credentialing exam or licensure during or after completion for graduate to participate in the profession?
6. Do professionals that graduate from your program require continuing education credits or experiences to maintain their qualifications to practice?

11. Catalog

Members meet with Enrollment Management to discuss catalog technology.

Meeting adjourned at 2:30 p.m.

ADDENDUM

Compiled Before the Meeting

Professional Curriculum Committee Program and Course Recommendations March 27, 2024

Program Requests

- None

Course Recommendations

3. New Course Requests

| Approve | Conditionally Approve | Recycle |
|-------------------------------------------------------------|-----------------------------------------|----------------|
| LAW 6XXX- Applied Bankruptcy | LAW 6XXX- Accounting for Lawyers | |
| LAW 6XXX- Blockchain Cryptocurrency & Law | LAW 6XXX- Condominium and Community Law | |
| LLAW 6XXX- Intro Immigration Clinic | LAW 6XXX- Florida Bar Topics | |
| LAW 6XXX- Intro to Criminal Prosecution | LAW 6XXX- Health Law Survey | |
| LAW 6XXX- Multistate Bar Topics | LAW 6XXX- Legislation | |
| LAW 6XXX- Pre-Trial Practice | LAW 6XXX- Mediation Advocacy | |
| LAW 7XXX- Accounting for Tax Lawyers | LAW 6XXX- Real Estate Transaction | |
| PAS 5XXX- Foundations of Patient Care and Professionalism I | | |
| PAS 5XXX- Pharmacotherapeutics II | | |
| OTH 6XXXC- Hand and Upper Extremity Rehabilitation | | |

Law

Questions that emerged from Law course review. These are not causes for holding up the courses, but curious if the Law School has common policies for:

- ~~Course attendance policy~~ Per McIlhenny - UF Law follows the academic standards policies set forth in Standard 308 (a) by our accreditor, The American Bar Association (ABA). "Standard 308. ACADEMIC STANDARDS (a) A law school shall adopt, publish, and adhere to sound academic standards, including those for regular class attendance, good standing, academic integrity, graduation, and dismissal." This standard allows law schools and law professors leeway in determining how many classes a student may miss. For example, a class with 1 class meeting a week may allow fewer absences, except for religious holidays, than classes that meet 3-4 times a week.
- ~~Recording in class policy~~ (I noted this — the law courses generally say class recordings are available if a student misses class for a health issue. What about an excused non-health reason? I initially put a comment for each course but the law school should address this broadly, and for each course submitted) Per McIlhenny -We can update all forthcoming syllabi for the Fall 2024 semester with our initial recording policy regarding mediasite and add a link to the University's recording policies page.

Here is the information on the state requirement: <https://aa.ufl.edu/policies/in-class-recording/#:~:text=A%20student%20who%20publishes%20a%20recording%20with%20consent%20may%20be, costs%20and%20reasonable%20attorney%20fees>

Here is suggested wording from the UF syllabus policy page: In-Class Recording suggested wording (https://syllabus.ufl.edu/media/syllabusufledu/syllabi_policy_09_09_2022.pdf):

- Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.
A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or guest lecturer during a class session.

Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by

a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

- ~~Law school grading rubric for participation?~~ Per McIlhenny - ABA Standard 314 allows law professors to choose their own rubrics for assessing components. “Standard 314. ASSESSMENT OF STUDENT LEARNING A law school shall utilize both formative and summative assessment methods in its curriculum to measure and improve student learning and provide meaningful feedback to students. Interpretation 314-1 Formative assessment methods are measurements at different points during a particular course or at different points over the span of a student’s education that provide meaningful feedback to improve student learning. Summative assessment methods are measurements at the culmination of a particular course or at the culmination of any part of a student’s legal education that measure the degree of student learning. Interpretation 314-2 A law school need not apply multiple assessment methods in any particular course. Assessment methods are likely to be different from school to school. Law schools are not required by Standard 314 to use any particular assessment method.”
- Professionalism/Courtesy/Civility policy Per McIlhenny - UF Law teaches an entire, required course on Professional Responsibility; it is impossible to distill it into a short definition. Please see ABA Interpretation 303-5 “Professional identity focuses on what it means to be a lawyer and the special obligations lawyers have to their clients and society. The development of professional identity should involve an intentional exploration of the values, guiding principles, and well-being practices considered foundational to successful legal practice. Because developing a professional identity requires reflection and growth over time, students should have frequent opportunities for such development during each year of law school and in a variety of courses and co-curricular and professional development activities.”
- ~~Generation question re: LAW~~ — are they all 6000 level courses at COL? Per McIlhenny I started and then stopped noting this for each course – LAW course schedules seem to only be 13 weeks. Is there a reason they aren’t listed as 15 week semesters? Yes, UF Law’s courses are 13 weeks long. We also have weeklong, 1 credit courses held the week before the semester starts, called compressed courses. Two of our compressed courses, Intro to Immigration Clinic and Intro to the Prosecution Clinic, are listed below for permanent numbering. That is why the readings seem substantial. This is the only course the student takes during that week.

LAW 6XXX- Accounting For Lawyers

[CA]

- <https://secure.aa.ufl.edu/Approval/reports/19625>
- Comments:
 - ~~What does this mean: Free speech is not an absolute right in an online course?~~ Per McIlhenny - I have edited this out. Thank you for pointing it out.
 - Does the highlighted NOT need to be removed? Students are expected to understand that this is **not** an online asynchronous course and that they will not have the same type of “face to face” synchronous contact with the professor. Of course, office hours can be arranged at request through Zoom. — Thank you. I have removed “not.”
 - ~~This is not in compliance with attendance policy: Late policy: Late submissions of quizzes will not be accepted for any reason. The very generous policy of~~

~~dropping the 5 lowest quiz grades (out of 10 quizzes total) was specifically intended to offset the fact that for various with or without excused reasons, students may not timely complete quizzes. The 5 lowest dropped quiz policy should cover all circumstances in which students cannot timely submit a quiz. Students are expected to manage this allowance wisely, including any foreseen professional or personal conflicts during the semester. Please do not submit requests for late submissions.~~ - Students are effectively permitted five absences. The approach outlined in the syllabus is consistent with ABA standard. Is the issue that the syllabus needs to provide that the policy on religious-holiday related absences will not be supplanted? We're not entirely sure what the issue is if that is not the problem.

- I'm seeing an error on the TOC page at the top in place of one of the page #s. I have fixed this.
- ~~Note — the instructor is assigning his own textbook that he authored.~~ UF Law allows professors to assign textbooks they have authored.
- ~~Does each module run for generally 1 week or so? How does that work with 10 modules and 15 semester weeks?~~ UF Law has a 13 week semester. The ABA allows this so long as the number of ABA's requirement related to minutes per credit is met. The ABA provides in its interpretation of Standard 304: "If a law school on a semester system offers classes in units of 50 minutes per credit, it can provide 700 minutes of instruction in 14 classes. If such a law school offers classes in units of 55 minutes per class, it can provide 700 minutes of instruction in 13 classes. If such a law school offers classes in units of 75 minutes per class, it can provide 700 minutes of instruction in 10 classes." For this particular course, the professor sets the module length within his Canvas course.
- ~~Is the final exam proctored?~~ This exam is not proctored. The Law School does not require every exam to be proctored, but the Law School relies on exam software of a type commonly used in law schools to ensure verification of student identity. This is consistent with the ABA interpretation of Standard 306, which provides that verification of student identity may be established through "a secure login and pass code."
- Given that this is an online, asynchronous course, how can 2 absences be permitted? To what is this attendance/absences policy referring? And, any excused reasons for late submissions must be honored and students must be given the opportunity to submit quizzes/assignments late for excused reasons.
- Rationale for course and place in curriculum - Is the course required or elective?
- Course Objectives –
 - <https://media.citt.ufl.edu/resources/blooms/index.html>
 - <https://citt.ufl.edu/resources/the-learning-process/designing-the-learning-experience/blooms-taxonomy/>
- Syllabus comments:
 - Office hours — what time? **Updated**
 - Instructor expectations — "understand that this is not an online asynchronous course" Should "not" be deleted? **Updated as "not" has been removed**
 - Do online courses need approval from [Teaching & Technology](#)?

- Are they assessed the [Distance Learning Fee](#)?

LAW 6XXX- Applied Bankruptcy

[A]

- <https://secure.aa.ufl.edu/Approval/reports/19627>
- Comments:
 - ~~Is 33% of grade being participation acceptable? Perhaps a rubric showing how participation is more than being in class?~~ Per McIlhenny - **Yes, 33% is acceptable. It is at the discretion of the instructor under ABA Standards. The instructor explains class participation is “engagement in class discussion and written work product.”**
 - ~~The three grading components add to 99%. Where is the extra 1%? I have adjusted this; there was a typo.~~
 - How is class participation assessed?
 - Only 13 weeks in the weekly schedule of topics.
 - ~~“At least” 6 reflection papers throughout the semester. Students should know the exact number to be required. Syllabus does not indicate when these will be due, nor does it indicate when other assignments are due throughout the semester. Professors routinely announce due dates through Canvas during the semester, rather than on the syllabus, and inform students of that. This is acceptable practice at UF Law and is consistent with ABA Standards. I have adjusted the language for number of papers required.~~
 - Attendance policy does not account for emergencies where instructor cannot be notified in advance. Note – the syllabus gives a link to undergrad catalog policy.
 - Are class recordings available if a student misses class for an excused non-health reason?
 - Rationale for course and place in curriculum - Is the course required or elective?
 - Course Objectives –
 - <https://media.citt.ufl.edu/resources/blooms/index.html>
 - <https://citt.ufl.edu/resources/the-learning-process/designing-the-learning-experience/blooms-taxonomy/>
 - Grading Scheme – consider adding 1% to one of the assessments to = 100%

LAW 6XXX- Blockchain Cryptocurrency & Law

[A]

- <https://secure.aa.ufl.edu/Approval/reports/19628>
- Comments:
 - Class attendance policy – do you mean two “unexcused” absences? Only allowing two (excused or unexcused) would be a violation of UF attendance policy.
 - Class schedule does not appear to add up to 15 weeks (looks like 13).
 - ~~Is this class graded on the standard curve?~~ Per McIlhenny - **Yes. That information is contained at the link provided under the grading table.**
 - Are class recordings available if a student misses class for an excused non-health reason?
 - How is class participation assessed?
 - Rationale for course and place in curriculum
 - Is there a rubric for the group projects?
 - Is the course required or elective?

LAW 6XXX- Condominium and Community Law

[CA]

- <https://secure.aa.ufl.edu/Approval/reports/19631>
- Comments:
 - Class attendance policy – do you mean 1 “unexcused” absence?
 - Recording of Class – should this mention the state regulations about acceptable in class recordings? Does this need to be updated by the law school as a whole?
 - Only 13 days of class material included on UCC form and syllabus. Even with changes in course pacing from semester to semester, instructor should have identified the topics to be taught in the course; this should be provided in the syllabus with a general schedule.
 - Are class recordings available if a student misses class for an excused non-health reason?
 - How is participation assessed?
 - ~~Is there only 1 quiz or are there multiple quizzes throughout the semester? What is the value of each?~~ Per McIlhenny - **There is only one quiz given during the semester. It is valued at 15% of the grade, as indicated on the syllabus.**
 - ~~Please provide some info about the final paper assignment.~~ - **Students must draft a paper for their final assignment, which is 75% of their grade. Papers are often assigned in upper-level law school courses. Students are given the due date and suggested topics towards the beginning of the course. I have attached suggested topics from The Fall 2022 course to the current syllabus. Again, this is consistent with the ABA; the ABA explains in its interpretation of Standard 303 “Scholastic achievement of students shall be evaluated by examinations of suitable length and complexity, papers, projects, or by assessment of performances of students in the role of lawyers.”**
Rationale for course and place in curriculum - Is the course required or elective?
 - Course Objectives –
 - <https://media.citt.ufl.edu/resources/blooms/index.html>
 - <https://citt.ufl.edu/resources/the-learning-process/designing-the-learning-experience/blooms-taxonomy/>
 - Should textbook be noted as required on submission?

LAW 6XXX- Florida Bar Topics

[CA]

- <https://secure.aa.ufl.edu/Approval/reports/19632>
- Comments:
 - Class attendance policy – do you mean 1 “unexcused” absence?
 - ~~Professionalism— is there a standard law school definition?~~ Per McIlhenny - **UF Law teaches an entire, required course on Professional Responsibility; it is impossible to distill it into a short definition. Please see ABA Interpretation 303-5 “Professional identity focuses on what it means to be a lawyer and the special obligations lawyers have to their clients and society. The development of professional identity should involve an intentional exploration of the values, guiding principles, and well-being practices considered foundational to successful legal practice. Because developing a professional identity requires reflection and growth over time, students should have frequent opportunities for such development during each year of law school and in a variety of courses and co-curricular and professional development activities.”**
 - ~~No text required and no sample texts listed in syllabus.~~ - **Yes, this is correct. The professor provides required readings through the Canvas course. These readings**

are usually publicly available or available through law school databases to which all law students have access.

- Late submissions should be accepted if lateness is due to an excused reason.
- How much change to a syllabus is permitted during the semester?
- ~~No info about assessments is given in syllabus. How is participation assessed? How many in class exercises, essays, and quizzes are given throughout the semester, and with what frequency? What is the breakdown of the point value/% of each class exercise, quiz, and essay of the total grade?~~ **Is this course graded on the standard mandatory curve? Yes, this information is available at the link provided below the grading table.**
- Rationale for course and place in curriculum - Is the course required or elective?
- Course Objectives – “Use strategies and techniques to master multiple-choice questions.”
 - <https://media.citt.ufl.edu/resources/blooms/index.html>
 - <https://citt.ufl.edu/resources/the-learning-process/designing-the-learning-experience/blooms-taxonomy/>

LAW 6XXX- Health Law Survey

[CA]

- <https://secure.aa.ufl.edu/Approval/reports/19633>
- Comments:
 - Class attendance policy – do you mean 1 “unexcused” absence? (I see the syllabus says 2 absences – which should be unexcused)
 - 26 classes = 13 weeks (approx); semesters are 15 weeks. Rationale for course and place in curriculum - Is the course required or elective?
 - Course Objectives –
 - <https://media.citt.ufl.edu/resources/blooms/index.html>
 - <https://citt.ufl.edu/resources/the-learning-process/designing-the-learning-experience/blooms-taxonomy/>
 - ~~Should textbook be noted as required on submission?~~ Per McIlhenny - **There is a textbook listed on page 1 of the syllabus we provided.**

LAW 6XXX- Intro Immigration Clinic

[A]

- <https://secure.aa.ufl.edu/Approval/reports/19635>
- Comments:
 - ~~How many times per semester is this course held? Is it taken at the beginning of the semester the student is enrolled in the clinic?~~ Per McIlhenny - **Yes, this course is offered once a semester during compressed course week, which is held before the 13 week semester begins.**
 - ~~Attendance policy needs to account for excused absences.~~ **The UF Law policy on excused religious holidays is available on page 4 of the syllabus.**
 - ~~How is contribution to the class assessed for participation purposes?~~ **This is at the professor’s discretion, which is consistent with ABA Standards.**
 - ~~Syllabus – Appears to have 3 assignments – 10% completion & 20% quality, how are the % divided amongst quiz, affidavit, & scavenger hunt.~~ **1/3 for each assignment.**

- ~~Syllabus— are there rubrics for the written assignments/final research?~~ **Papers are often assigned in upper-level law school courses. The professor often provides the rubrics in class or via Canvas.**
- ~~Syllabus— add the corequisite (LAW6940)~~ **See new syllabus**
- Is the course required or elective?

LAW 6XXX- Intro to Criminal Prosecution

[A]

- <https://secure.aa.ufl.edu/Approval/reports/19636>
- Comments:
 - ~~Substantial readings for a one week course. Is this amount typical?~~ Per McIlhenny - **Yes, this is a compressed course held the week before the semester. This course is the only course students will take this week. It is a 1 semester, intensive course.**
 - ~~How many times per semester is this course held? Is it taken at the beginning of the semester the student is enrolled in the clinic?~~ **This is held once a semester, during the compressed course week of the semester in which the students is enrolled in the clinic.**
 - ~~Should readings be noted as required/recommended on submission?~~ **These readings are publicly available, available on Canvas or available in law student databases. There is no single textbook for this course.**
 - ~~Syllabus— add corequisite (LAW6942)~~ **Updated**
 - Syllabus – likely template, but should “Exam Delays and Accommodations” be on the syllabus if no exams in the course?
 - Course grading – Bloom’s verbs indicate high level of skill, but assessment appears to be participation.
 - ~~Should this course be S/U?~~ **No**
 - ~~Is the course required or elective?~~ **Elective**

LAW 6XXX- Legislation

[CA]

- <https://secure.aa.ufl.edu/Approval/reports/19637>
- Comments:
 - Does this mean unexcused absences? Students are allowed 2 absences during the course of the semester.
 - ~~Can students take this course and administrative law? Need to take in any particular order?~~ Per McIlhenny - **That is correct, they may take both and there is no particular order.**
 - ~~Syllabus section on ABA out of class requirements still has directions included. Instructor needs to edit this part.~~ **Updated**
 - Rationale for course and place in curriculum - Is the course required or elective?
 - Course Objectives – specifically skills objectives as some read what course teaches versus what students should achieve
 - <https://media.citt.ufl.edu/resources/blooms/index.html>
 - <https://citt.ufl.edu/resources/the-learning-process/designing-the-learning-experience/blooms-taxonomy/>
 - ~~Should textbook be noted as required on submission?~~ **There is a textbook listed on page 2.**

- Syllabus – is there a rubric for the group/individual assignment?

LAW 6XXX- Mediation Advocacy

[CA]

- <https://secure.aa.ufl.edu/Approval/reports/19640>
- Comments:
 - Class attendance policy – do you mean 1 “unexcused” absence?
 - How are grades assigned for participation? Syllabus mentions possibility of earning a D if unprepared; what does a student who is prepared earn? Is there a rubric? Per McIlhenny - **The syllabus has been adjusted.**
 - Rationale for course and place in curriculum - Is the course required or elective?
 - Course Objectives –
 - <https://media.citt.ufl.edu/resources/blooms/index.html>
 - <https://citt.ufl.edu/resources/the-learning-process/designing-the-learning-experience/blooms-taxonomy/>
 - ~~Should textbook be noted as required on submission?~~ **There is a textbook listed on page 1.**

LAW 6XXX- Multistate Bar Topics

[A]

- <https://secure.aa.ufl.edu/Approval/reports/19641>
- Comments:
 - ~~Adaptibar – is it a textbook?~~ Per McIlhenny - **This software quizzing tool is provided by UF Law to students. There is no cost to them. This tool is commonly used by peer law schools. The website is: <https://www.adaptibar.com/>.**
 - Does this mean unexcused absences? Students are allowed one absence during the course of the semester
 - ~~Does law school anticipate this class will fill? If so, is there a plan to limit enrollment to 3Ls, or give priority to 3Ls?~~ **This course is restricted to 3Ls; all 3Ls may enroll in the course.**
 - ~~Instructor email address should be UFL email, not company email address outside of UF.~~ **This is an adjunct professor, so he prefers to use one email address for his professional work and to facilitate prompt communication; if it is required that he list his uf email, we will make that change. That statement simply suggests that students should not rely on this course as a substitute for a commercial bar exam course, which would be taken post-graduation in the weeks leading up to the bar exam. We don't want the students thinking they can skip the necessary preparation in the weeks before taking a state bar exam simply because they took this class. Passing a state bar exam is required to practice law; this course provides a valuable foundation for the students' preparation to take a bar exam after graduation. Professor Grossman does not push any particular commercial program in his course.**
 -
 - Is statement in syllabus course description consistent with what the law school recommends? Syllabus says “you must take a full bar review course prior to the bar exam to prepare adequately for passage”. (Note to PCC – it's pretty standard for graduates to take bar prep courses but the messaging should be consistent – typical vs. “must”)

- ~~Rationale states, “teaches skills and practices not taught in other courses at the law school,” but also have request #19632, which seems similar. What is difference between the 2 courses? Is the course required or elective? This course is an elective course and teaches about general legal topics tested on state bar exams of any state. Request 19632 teaches about Florida-specific legal topics, not general topics.~~
- Syllabus— please add office hours. Updated
- Course Objectives –
 - <https://media.citt.ufl.edu/resources/blooms/index.html>
 - <https://citt.ufl.edu/resources/the-learning-process/designing-the-learning-experience/blooms-taxonomy/>
- Should Adaptbar be noted as required on submission?

LAW 6XXX- Pre-Trial Practice

[A]

- <https://secure.aa.ufl.edu/Approval/reports/18458>
- Comments:
 - Are there rubrics for preparation assessment, and quality of all assignments that are graded? What does a student have to earn/do in order to earn an S grade?
 - ~~Do students choose their team member or does the instructor assign teams? What happens if an odd number of students are enrolled? Are assignment grades given to the entire team or by individual? Per McIlhenny - Professors assign teams. Enrollment is limited to an even number of students. Students are graded individually.~~
 - 2 permitted absences referred to in syllabus – are these unexcused absences?
 - Grading – add & align with syllabus
 - Written assignments – is there a threshold for S/U for the quality of work to receive 30%? **This is at the professor’s discretion, which is consistent with ABA Standards.**
 - Syllabus – likely template, but should the grading rubric be on the syllabus if S/U course? **Template**
 - Syllabus – likely template, but should “Exam Delays and Accommodations” be on the syllabus if no exams in the course? **Template**
 - Is the course required or elective?

LAW 6XXX- Real Estate Transaction

[CA]

- <https://secure.aa.ufl.edu/Approval/reports/19642>
- Comments:
 - Attendance policy – missing more than two “unexcused” class periods?
 - Will the disclaimer changes result in additional cost or date changes to the student?
 - ~~Late submissions for excused reasons should be permitted.~~ Per McIlhenny - **This is at the professor’s discretion, which is consistent with ABA Standards.**
 - ~~Is each quiz worth 15% of the total grade? Each quiz is worth 7.5% of the grade.~~
 - ~~No info about assessments is given in syllabus. How is participation assessed? All of these are at the professor’s discretion. Please refer to the ABA 2017 Site visit section on academic standards and to the previously quoted ABA approach to evaluating scholastic achievement.~~

- How many in class exercises are given throughout the semester, and with what frequency? What is the breakdown of the point value/% of each class exercise?
- ~~Is final exam open book or closed book?~~ **To be determined by professor. The ABA allows this to be at the discretion of the professor.**
- Rationale for course and place in curriculum - Is the course required or elective?
- Should textbook be noted as required on submission? **There is a textbook listed on the first page**

LAW 7XXX- Accounting for Tax Lawyers

[A]

- <https://secure.aa.ufl.edu/Approval/reports/19626>
- Comments:
 - Distinction between this and accounting for lawyers? Only for LL.M.s? Is this why the course is Advanced and 7000-level?
 - ~~No prereqs for course are listed.~~ Per McIlhenny - **Students must be enrolled in the Tax LL.M. program or the Seven Semester J.D./LL.M. program.**
 - ~~Accept late submissions for excused reasons? What might be an example of a make-up assignment for a student who misses for an excused reason?~~ **This is at the professor's discretion, consistent with the ABA Standards.**
 - ~~Unclear what aspects of this course are offered via Zoom vs. In person.~~ **This course is offered both in-person to full-time LL.M. students and virtually to part-time hybrid students in the LL.M. program.**
 - Netiquette link broken. **Sentence removed**
 - Rationale for course and place in curriculum
 - Needs "Weekly Schedule of Topics". **This is on page 8 of the syllabus.**
 - Recommend adding rubric as separate attachment.

Medicine

PAS 5XXX- Foundations of Patient Care and Professionalism I

[A]

- <https://secure.aa.ufl.edu/Approval/reports/19586>
- Comments:
 - ~~Will a new curriculum request be presented soon? How will students transition from taking the PAS5003C 676 course to the new course? Will it be phased out based upon when students started the program?~~ **Per Dr. Green – program will shift to new course once approved, since program is cohorted and students take in first semester.**
 - ~~What is the breakdown between team and individual exercises for the 40% work assignments?~~ Per Dr. Fromm
Assignments and Grading Scheme:

Scored items within each category will contribute equally to course grade.

| Assignment Name & Description (Mandatory) | Percentage of final grade |
|-------------------------------------------|----------------------------|
| Active Learning Exercises- | 40% 30% individual work |

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Individual - SP encounter scores, oral case presentations (rubric grading), written notes (rubric grading). Team – TBL iRAT and tRAT scores | 10% team-based work |
| Faculty eval of participation, EMR utilization, and peer team evaluation | 10% |
| Exams - 2 | 50% |

- Recording policy needs to be brought in line with current regulations

Here is the information on the state requirement: <https://aa.ufl.edu/policies/in-class-recording/#:~:text=A%20student%20who%20publishes%20a%20recording%20without%20consent%20may%20be,coasts%20and%20reasonable%20attorney%20fees>

Here is suggested wording from the UF syllabus policy page: In-Class Recording suggested wording (https://syllabus.ufl.edu/media/syllabusufledu/syllabi_policy_09_09_2022.pdf):

- Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or guest lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student

~~Honor Code and Student Conduct Code.~~ Suggested wording for recording policy has been added to the syllabus.

- ~~○ What impact does the PA program anticipate this course will have on the attrition rate? Is the goal simply to provide administration/faculty with additional information, or is the goal to reduce the attrition rate? How will this course actually impact attrition? If the attrition is largely due to performance in anatomy which is remaining unchanged I support the new concepts and LOs in this course but it's unclear how this will impact attrition.~~
- Undergrad catalog attendance policy is linked in the syllabus.

PAS 5XXX- Pharmacotherapeutics II

[A]

- <https://secure.aa.ufl.edu/Approval/reports/19677>
- Comments:
 - Corresponds to submission for reduction in credit in other Pharm course
 - ~~Is there a plan to evaluate whether scores on standardized testing improve following this change?~~ Per Dr. Fromm Yes. From Curriculum Committee Meeting on 3/20/24 –
 - Monitoring of Pharmaceutical Therapeutics task area scores will be monitored on PACKRAT, End of Curriculum Exam, and PANCE annually for 3 years. Looking for statistically sig improvement or degradation from pre-change baseline.
 - Monitoring of annual course workbook (Course director observations, course evaluation, Medical director and Curriculum Committee notes)
 - Specific questions addressing this change will be added to End of semester student focus groups and Graduate exit surveys for 3 years.
 - ~~○ Note 14 syllabi mentioned in email exchange to be submitted to UCC. Does PCC have everything from PA school?~~
 - Undergrad catalog attendance policy is linked in the syllabus. No mention in syllabus about unexcused absences or mandatory attendance; just says attendance is mandatory for all exams. **Attendance-** Attendance is mandatory for all exams and clinical correlation sessions. These dates will be supplied by the School of Physician Assistant Studies to all students prior to start of the course. Scored, graded and mandatory course elements that are missed without an excused absence may not be made up. Additional attendance policies for class events that are not mandatory are available in Program Manual. [Program Manual](#) –
 - Requirements for make-up exams, assignments, and other work in this course will follow the guidelines outlined by the University <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.
 - Class demeanor expectations include on-time arrival, minimizing disturbance to the presenter and surrounding students, and using electronic devices for academic purposes that are productive and on task while in the classroom.

Public Health and Health Professions

OTH 6XXXC- Hand and Upper Extremity Rehabilitation

[A]

- <https://secure.aa.ufl.edu/Approval/reports/19611>
- Comments:
 - What is the difference between Orthotic Creation (50% of grade) and Competency (20% of grade)? Per D. Oneal Orthotic creation is completed weekly. Students learn a new orthotic each week and then practice fabricating it. For the competency assignment, they get to choose from four options of orthotics they have previously practiced. They then create the orthotic independently. The description of the competency has been updated to reflect the focus on “independent” fabrication.
 - Great text for Professional Behavior and Communication!
 - ~~Late submissions for excused reasons should be allowed without penalty.~~ This has been edited on the syllabus to say “except in the case of an excused absence.”
 - ~~URL at end of syllabus—office name has changed. Syllabus needs updating.~~ Updated to the Center for Inclusion & Multicultural Engagement on syllabus
 - ~~Prerequisite—Completed year 1 of the OTD program.~~ This prerequisite has been revised.
 - ~~Course objectives—should these be listed as Required/Recommended?~~ All course objectives are required.
 - ~~Syllabus—notes prerequisite that aligns with corequisite on submission~~ This is an error. The prerequisite has been changed to “Completed year 1 of the OTD program or instructor approval.”
 - ~~Submit rubrics as separate attachments for the 3 assessments~~ The syllabus indicates that all assignments will have rubrics available on Canvas.

4. Modify Course Requests

| Approve | Conditionally Approve | Recycle |
|------------------------------------------------------------------------------------------------------|----------------------------------------|---------|
| LAW 6461- Finance for Lawyers | LAW 6067- Mergers and Acquisitions | |
| LAW 7805- Legal Writing and Research for LL.M. in Comparative Law | LAW 6520- Administrative Law | |
| LAW 7932- Introduction to the Legal System of the United States for LL.M. in Comparative Law, Part I | PAS 5008C- Advanced Clinical Practicum | |
| PAS 5013- Evidence Based Medicine | | |
| PAS 5026 – Pharmacotherapeutics – Reduction of Credit Hours Request - 2024 | | |

Law

LAW 6067- Mergers and Acquisitions

[CA]

- <https://secure.aa.ufl.edu/Approval/reports/19659>
- Comments:
 - Is there an exception for excused absences? Students are allowed six absences during the course of the semester
 - ~~Please indicate the difference between two credit and three credit versions of the course clearly in the syllabus.~~ Per McIlhenny - **Please indicate the difference between two credit and three credit versions of the course clearly in the syllabus. Please be specific to assignments, tests, quizzes, and required readings. I will ensure that the 2 credit syllabus has been submitted. It registered as submitted on the report.**

LAW 6461- Finance for Lawyers

[A]

- <https://secure.aa.ufl.edu/Approval/reports/19661>
- Comments:
 - ~~Please clarify how 1/3 adjustment for exceptional participation will be evaluated.~~ Per McIlhenny - **This is at the professor's discretion pursuant to ABA Standards. Often, there are certain students who are always prepared and volunteer to be called on rather than wait to be called on.**

- ~~Class meeting time on the syllabus has a typo—it reflects class is 25 min. Long.~~ Updated
- Required texts authored by the instructor.
- ~~Typo (need a space) in the course expectations section—network—I assume it’s “not work” rather than something else like “network”.~~ Updated
- 6 absences permitted – does this mean unexcused absences?
- ~~It seems this is an in-person class. Are the module lessons on the syllabus with times listed for purposes of class preparation?~~ Yes, that is correct.
- ~~Is there any potential impact to students who completed the 1 credit course vs the proposed 3 credit course?~~ The 1 credit course is no longer offered. Any students who have taken the 1 credit course have long since graduated. There is no impact on them.

LAW 6520- Administrative Law

[CA]

- <https://secure.aa.ufl.edu/Approval/reports/19657>
- Comments:
 - Is there an exception for excused absences? Students are allowed two absences during the course of the semester
 - Please indicate the difference between three credit and four credit versions of the course clearly in the syllabus.
 - ~~Can students take either the 3 or 4 credit version in addition to Legislation?~~ Per McIlhenny - “Administrative law is a vast area of law; the course is generally structured at all law schools so as to provide both an overview of selected topics and provide in depth treatment of a smaller subset of topics. The main difference between a 3- and 4- credit version will be in the number of topics covered and in the depth to which the topics are discussed. For example, in the 4-credit version, the faculty member would be able to touch on issues relating to subdelegation by agencies and staffing by agencies, whereas the 3-credit version would not allocate reading to these topics. In addition, the 4-credit version is able to spend more time on topics such as judicial review and internal agency review processes. Under Standard 310, the ABA requires that each 1 hour of in-class instruction have associated with it a minimum of 2 hours of out-of-class individual study. Thus, an additional difference will be that students will be expected to spend approximately 42 hours in a semester on individual study outside of the classroom for the 3-credit version and approximately 56 hours per semester for the 4-credit version. The law school closely monitors for compliance with this ABA Standard. The length of the final exam will also be increased for the 4-credit versus the 3-credit version. Each professor has discretion when it comes to assessing grades, under ABA Standard 314. This assessment can be determined at the start of each semester. ABA Standard 314 allows law professors to choose their own rubrics for assessing components. “Standard 314. ASSESSMENT OF STUDENT LEARNING A law school shall utilize both formative and summative assessment methods in its curriculum to measure and improve student learning and provide meaningful feedback to students. Interpretation 314-1 Formative assessment methods are measurements at

different points during a particular course or at different points over the span of a student's education that provide meaningful feedback to improve student learning. Summative assessment methods are measurements at the culmination of a particular course or at the culmination of any part of a student's legal education that measure the degree of student learning. Interpretation 314-2 A law school need not apply multiple assessment methods in any particular course. Assessment methods are likely to be different from school to school. Law schools are not required by Standard 314 to use any particular assessment method."

- Course requires use of textbook authored by instructor.
- ~~Is final exam open book?~~ This will be announced during the course. We will work with the professor to get you a supplemental response about the difference between three and four credits; in general, in law school courses, the main difference will be in the number of required readings and the length of the final exam.

LAW 7805- Legal Writing and Research for LL.M. in Comparative Law

[A]

- <https://secure.aa.ufl.edu/Approval/reports/19655>
- Comments:
 - Name change because LLM no longer offers comparative law program
 - Course description change proposed too.
 - OK. No syllabus submitted. It's up to the law school but do they not want a more formal course title?
 - Any changes to course objectives?
 - Syllabus is a required submission for course modification request

LAW 7932- Introduction to the Legal System of the United States for LL.M. in Comparative Law, Part I

[A]

- <https://secure.aa.ufl.edu/Approval/reports/19654>
- Comments:
 - Name change because LLM program's name and emphasis has changed
 - Change to course description and objectives too.
 - It's up to the law school but do they not want a more formal course title?
 - Not much info in the syllabus on course assignments.
 - Consider modifying objectives to align with Bloom's verbs
 - <https://media.citt.ufl.edu/resources/blooms/index.html>
 - <https://citt.ufl.edu/resources/the-learning-process/designing-the-learning-experience/blooms-taxonomy/>
 - ~~What is the threshold for the pass/fail for the essay project?~~ Per McIlhenny - This is at the professor's discretion. The ABA provides substantial flexibility in grading determinations, which is consistent with what the students will encounter in the practice of law (e.g., law partners and judges establishing practices within law firm or within judicial chambers).

Medicine

PAS 5008C- Advanced Clinical Practicum

[A]

- <https://secure.aa.ufl.edu/Approval/reports/19674>
- Comments:
 - ~~Recording policy in syllabus probably needs updating to reflect newer UF policy. Per Dr. Fromm~~ **Recording policy updated to suggested wording, syllabus re-submitted.**
 - There is a link to undergrad attendance/make-up policy in syllabus.
 - ~~Per syllabus Genetics assignment requires 80% or better to be considered passing. Is 80 correct or should it be 70?~~
 - **The higher expectation is intentional as this course work is student-paced and the assessment is with open-book resources available. A score above 80% will constitute a “pass” for this material. A score less than 80% will require submission of an ILP, review of material and ILP with faculty and repeat of the assessment. Here is the wording from the syllabus:**

“Genetics:

There is no formal classroom/Zoom time or lecture associated with this assignment. This is an online assignment and should be completed on your own time, at your own pace before the semester is over. An assessment of your completion of the objectives, which will take the form of a pass/fail open book quiz, will be released on Canvas during the early part of the semester and should be completed individually. Passing is considered to be 80% or higher. Although this section does not contribute to the final average for the Advanced Clinical Practicum course, a passing score on this assignment is necessary to successfully pass the course. Remediation will be submission of learning plan, review with faculty and retake the quiz.

Each student should enroll in the genetics course and review the material located at the following website: “[Genetics in the Physician Assistant’s Practice](#)” Start with the “Genetics Primer” section, and then move to the “Family History Exercises”, and finally to the “Genetics Testing” section (located at the top of the page). After completion of these, complete the “Case Studies”.”

- ~~Is there a rubric for the reflective paper?~~ **Yes. Rubric added to syllabus and attached to this email**
- ~~Probably don’t need to require it but a track-changed syllabus would be helpful to compare previous version to proposed version.~~

PAS 5013- Evidence Based Medicine

[A]

- <https://secure.aa.ufl.edu/Approval/reports/19673>
- Comments:
 - ~~Syllabus attendance policy refers to undergrad catalog.~~ Per Dr. Fromm **Recording Policy Updated**

PAS 5026 – Pharmacotherapeutics – Reduction of Credit Hours Request - 2024

[A]

- <https://secure.aa.ufl.edu/Approval/reports/19676>
- Comments:
 - ~~Needs to be submitted with new course request #19677 above~~ Per Dr. Fromm **Attendance and recording policies updated.**

DRAFT