

# Professional Curriculum Committee [August 28<sup>th</sup>, 2024]

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The PCC met from 1:00 p.m. to 3:00 p.m. via Zoom teleconferencing.

## Attendees

**Members:** Lauren Solberg, Kim Dunleavy, Melissa Mellon, Toby Shorey, Melissa Turley, Silvia Menendez, Karen Whalen, Amanda House, Chris Brown, Patricia Pereira

**Liaisons:** Madison Henry, Leslie McKenna, Casey Bullock, Frankie Tai, Stacy Wallace, Maria Leite, Diana Hull

**Guests:** Charlene Luke, Ruth McIlhenny

## Welcome

Updates | Dr. Toby Shorey

- Request from colleges that are offering their versions of [VEM 5XXX - Intentional Living: Developing a Wellness Mindset](#)
  - Health Science is waiting on two others and then will submit.
- October Meeting in Person in the Reitz Union Chambers
  - Reminders will be sent out
- December Meeting
  - Suggested December 11<sup>th</sup>, if there is a meeting, but will consider in November.
- Vote for Co-Chair
  - Nominations will be accepted, and vote will be held in September's meeting.

Faculty Senate Updates - No Updates

Approval of [July Minutes](#)

- **Approved**

## Program Recommendations

### Programs

1. [Medicine \(MD\) – Change Total Credits to 184](#)

- **Approved**

### Certificates

- None

## New Course Requests

### Law Master's Degree for non-lawyers

- Master of Study will be mainly at the Jacksonville campus; however, the mode of delivery is flexible.
- This is ABA Accreditation
- Grading Scale – Undergraduate Grading Scale i.e.) 93% - 100% A
  - Send an example of Undergraduate Grading Scale Rubric

### Law

2. [LAW 5XXX - Advanced Contracts for Non-Lawyers](#)
  - **Conditionally Approved**
3. [LAW 5XXX - Advanced Elder Law for Non-Lawyers](#)
  - **Conditionally Approved**
4. [LAW 5XXX - Advanced Health Law Survey for Non-Lawyers](#)
  - **Conditionally Approved**
5. [LAW 5XXX - Advanced Taxation of Business Entities for Non-Lawyers](#)
  - **Conditionally Approved**
6. [LAW 5XXX - Bioethics and the Law for Non-Lawyers](#)
  - **Conditionally Approved**
7. [LAW 5XXX - Elder Law Survey for Non-Lawyers](#)
  - **Conditionally Approved**
8. [LAW 5XXX - Ethics and Professional Standards for Non-Lawyers](#)
  - **Conditionally Approved**
9. [LAW 5XXX - Federal Tax Withholding & Reporting Obligations](#)
  - **Conditionally Approved**
10. [LAW 5XXX - Fiduciary Administration for Non-Lawyers](#)
  - **Conditionally Approved**
11. [LAW 5XXX - Health Law Survey for Non-Lawyers](#)
  - **Conditionally Approved**
12. [LAW 5XXX - Income Taxation for Non-Lawyers](#)
  - **Conditionally Approved**
13. [LAW 5XXX - Incorporated Business for Non-Lawyers](#)
  - **Conditionally Approved**
14. [LAW 5XXX - Introduction to Administrative Law](#)
  - **Conditionally Approved**
15. [LAW 5XXX - Introduction to Bankruptcy Law](#)
  - **Conditionally Approved**
16. [LAW 5XXX - Introduction to Business Entity Taxation](#)
  - **Conditionally Approved**
17. [LAW 5XXX - Introduction to Contracts](#)
  - **Conditionally Approved**
18. [LAW 5XXX - Introduction to Corporate Finance and Securities Regulation](#)
  - **Conditionally Approved**
19. [LAW 5XXX - Introduction to Insurance Law](#)
  - **Conditionally Approved**
20. [LAW 5XXX - Introduction to the U.S. Legal System](#)
  - **Conditionally Approved**
21. [LAW 5XXX - Privacy Law for Non-Lawyers](#)

- **Conditionally Approved**
- 22. [LAW 5XXX - Regulation of Brokers & Dealers](#)
  - **Conditionally Approved**
- 23. [LAW 5XXX - Regulation of Compensation & Retirement Benefits](#)
  - **Conditionally Approved**
- 24. [LAW 5XXX - Secured Transactions for Non-Lawyers](#)
  - **Conditionally Approved**
- 25. [LAW 5XXX - Tax Exempt Public Organizations and Private Foundations](#)
  - **Conditionally Approved**
- 26. [LAW 5XXX - Taxation of Compensation and Retirement Benefits](#)
  - **Conditionally Approved**
- 27. [LAW 5XXX - Taxation of Trusts and Estates for Non-Lawyers](#)
  - **Conditionally Approved**
- 28. [LAW 5XXX - Unincorporated Businesses for Non-Lawyers](#)
  - **Conditionally Approved**

#### Modify Course Requests

- None

#### Subcommittees

- Professionalism
  - When there are updates to give, we will bring them to the committee.

#### Floor Discussion

- Vet Med is moving to S/U; however, the Grad School doesn't count those courses for any Grad Courses
  - Dr. Steadman is aware of this and working on addressing matter
- Request that a representative from the Grad School be on each of the committees, such as Approval System, Catalog, Policy & Procedures.
  - These updates are to streamline and lift the administrative burden.

Meeting adjourned at 1:45 p.m.

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ADDENDUM

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*Compiled Before the Meeting*

# Professional Curriculum Committee Program and Course Recommendations

[August 28, 2024]

## Programs

1. **Medicine (MD) – Change Total Credits to 184**

[A]

- <https://secure.aa.ufl.edu/Approval/reports/19799>
- Summary:
  - The request will reduce the number of credits for graduation 192 to 184 (or 4%) and will reduce the number of weeks (per LCME accreditation) from 152 to 151, which is above the 130 weeks required by the LCME.
- Comments:
  - None.

## Certificates

### New Professional Certificates

- **None**

### Changes to Existing Certificates

- **None**

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## Course Recommendations

### Proposed New Professional Courses

<b>Approved</b>	<b>Conditionally Approved</b>	<b>Recycle</b>
LAW 5XXX - Advanced Contracts for Non-Lawyers	LAW 5XXX - Advanced Elder Law for Non-Lawyers	
LAW 5XXX - Bioethics and the Law for Non-Lawyers	LAW 5XXX - Advanced Health Law Survey for Non-Lawyers	
LAW 5XXX - Introduction to Bankruptcy Law	LAW 5XXX - Advanced Taxation of Business Entities for Non-Lawyers	
LAW 5XXX - Introduction to Corporate Finance and Securities Regulation	LAW 5XXX - Elder Law Survey for Non-Lawyers	
LAW 5XXX - Introduction to Insurance Law	LAW 5XXX - Ethics and Professional Standards for Non-Lawyers	
LAW 5XXX - Regulation of Brokers & Dealers	LAW 5XXX - Federal Tax Withholding & Reporting Obligations	
LAW 5XXX - Taxation of Trusts and Estates for Non-Lawyers	LAW 5XXX - Fiduciary Administration for Non-Lawyers	
LAW 5XXX - Income Taxation for Non-Lawyers	LAW 5XXX - Health Law Survey for Non-Lawyers	
LAW 5XXX - Introduction to Contracts	LAW 5XXX - Incorporated Businesses for Non-Lawyers	
LAW 5XXX - Privacy Law for Non-Lawyers	LAW 5XXX - Introduction to Administrative Law	
LAW 5XXX - Tax Exempt Public Organizations and Private Foundations	LAW 5XXX - Introduction to Business Entity Taxation	
	LAW 5XXX - Introduction to the U.S. Legal System	
	LAW 5XXX - Regulation of Compensation & Retirement Benefits	
	LAW 5XXX - Secured Transactions for Non-Lawyers	
	LAW 5XXX - Taxation of Compensation and Retirement Benefits	
	LAW 5XXX - Unincorporated Businesses for Non-Lawyers	

## Law

- Is 25 hours of class time sufficient for 2 credits for College of Law? **Yes, 25 hours of class equal two credits for the Levin College of Law. The American Bar Association, the CoL's national accreditor defines the minimum needed for each credit hour as "...one hour of classroom or direct faculty instruction as fifty minutes under ABA Standard 310(b), Interpretation 310-1."** Each hour long credit is equivalent to 15 weeks of instruction or the equivalent amount of work over a different amount of time under Standard ABA Standard 310(b). 25 hours of class time is the equivalent of 2 credits under this standard.  $15 \times 50 \text{ minutes} \times 2 \text{ credits} = 1500 \text{ minutes}$ .  $1500/60 = 25 \text{ hours of class time}$ .
  - ~~On the submitted form under Rational and Placement in Curriculum: Modify Master of "Study" to Master of "Science". Is there a difference between the two distinctions?~~ **I made a mistake! The PCC submissions have ben updated to read "Science."**
  - ~~For Delivery Method(s), is there any difference between the on-campus, off-campus, and online options?~~ **We have submitted these courses in anticipation of a new degree program in the Levin College of Law, to begin in the fall 2025 semester, in the new Jacksonville campus. As this is a new degree, we are still determining the mode of delivery.**
  - ~~Please check all the links on they syllabi, the links are either not working or missing, especially on the syllabus the work "here" is not hyperlinked and the very last link is a 404 Not Found, "On-Line Students Complaints: View the Distance Learning Student Complaint Process."~~ **All syllabi have been revised and resubmitted with working links.**
  - How is final exam administered/proctored? **TBD**
2. **LAW 5XXX - Advanced Contracts for Non-Lawyers** **[A]**
- URL: <https://secure.aa.ufl.edu/Approval/reports/20180>
  - Comments: None.
3. **LAW 5XXX - Advanced Elder Law for Non-Lawyers** **[CA]**
- URL: <https://secure.aa.ufl.edu/Approval/reports/20207>
  - Comments: ~~Suggest renaming Small Group Project #1 to just Small Group Project (looks like there also should be a project #2 and there isn't).~~ **I double checked and there is a second project under "Medicare (cont.). I have left it as it is.**
  - ~~Delete parenthetical instructions from Grading Policy section of syllabus.~~ **Done.**
  - ~~Syllabus should also include grading scale (what is an A, A-, etc).~~ **This info is not part of the law student handbook. Handbook only addresses the curve, which is N/A in this course. We will discuss this during the meeting.**
  - ~~May not be a need to specifically identify religious holidays and illness in the syllabus since there is a link to the UF policy re: excused absences/late submissions.~~ **We have opted to be overinclusive.**
  - How is final exam administered/proctored? **TBD**

4. **LAW 5XXX - Advanced Health Law Survey for Non-Lawyers** [CA]
- URL: <https://secure.aa.ufl.edu/Approval/reports/20204>
  - Comments: Is this course required for all students in this master's program? Is it part of one of the specializations? **We will discuss the structure of this new degree program at the meeting.**
  - PCC form notes on campus, off campus, and online formats. Looks like this is solely a distance learning course. Please confirm how this course is delivered. Syllabus mentions expectations for any synchronous portions of the course but it's not clear that there are any synchronous portions. **Please see Question 3<sup>rd</sup> bullet point above.**
5. **LAW 5XXX - Advanced Taxation of Business Entities for Non-Lawyers** [CA]
- URL: <https://secure.aa.ufl.edu/Approval/reports/20190>
  - Comments: The group project is described as follows: "Each group will prepare a presentation consisting of 8-10 slides." This course, like others in the MSL, appears to be an online asynchronous course. Does a "presentation" then consist solely of the slides, or is a video recording expected, or a live, synchronous presentation? **We will discuss this at the meeting.**
  - On the syllabus the word "here" is not hyperlinked. **Fixed.**
  - Is this course required for all students in this master's program? Is it part of one of the specializations? **We will discuss the structure of this new degree program at the meeting.**
  - Same question about format. PCC form notes on campus, off campus, and online formats. Looks like this is solely a distance learning course. **We will discuss the structure of this new degree program at the meeting.**
6. **LAW 5XXX - Bioethics and the Law for Non-Lawyers** [A]
- URL: <https://secure.aa.ufl.edu/Approval/reports/20179>
  - Comments: The link for the article under Assignments 12. Ethics and Law of Assisted Suicide the link is not found "When Death is Sought: Assisted Suicide and Euthanasia in the Medical Context by NY Task Force on Life and the Law (1994) (Executive Summary) ([http://www.health.ny.gov/regulations/task\\_force/reports\\_publications/when\\_death\\_is\\_sought/preface.htm](http://www.health.ny.gov/regulations/task_force/reports_publications/when_death_is_sought/preface.htm))" **This article will be distributed as a file on Canvas. The syllabus has been updated to reflect that.**
7. **LAW 5XXX - Elder Law Survey for Non-Lawyers** [CA]
- URL: <https://secure.aa.ufl.edu/Approval/reports/20192>
  - Comments: Would be helpful to clarify if each quiz has same value (5% of grade for total of 40%). **Done.**
  - Suggest renaming Small Group Project #1 to just Small Group Project (looks like there also should be a project #2 and there isn't). **Done.**
  - Delete parenthetical instructions from Grading Policy section of syllabus. **Done.**
  - Syllabus should also include grading scale (what is an A, A-, etc). This info is not part of the law student handbook. Handbook only addresses the curve, which is N/A in this course. **We will discuss this at the meeting.**
  - May not be a need to specifically identify religious holidays and illness in the syllabus since there is a link to the UF policy re: excused absences/late submissions. **We have opted to be overinclusive.**



- How is final exam administered/proctored? **TBD**
8. **LAW 5XXX - Ethics and Professional Standards for Non-Lawyers** **[CA]**
- URL: <https://secure.aa.ufl.edu/Approval/reports/20195>
  - Comments: Is this course required for all students in this master's program? **Yes.**
  - Rubric for participation? Generally students will get full credit but what apparent lack of effort/quality will result in grade deduction? And how much of a grade deduction? **ABA Standard 314-1 allows law professors broad discretions in grading.**
  - Discussion question #s are blank on syllabus. Suggest filling those in (or delete the #). **Question numbers added.**
  - Per UF policy, other reasons for absences/late submissions besides religious holidays and illness must be excused—e.g. jury duty, military service, etc. Need to ensure syllabus and course conform to UF Policy. **We have opted to be overinclusive.**
  - Syllabus should also include grading scale (what is an A, A-, etc). This info is not part of the law student handbook. Handbook only addresses the curve, which is N/A in this course. **We will discuss this at the meeting.**
  - How are exams administered/proctored? **TBD**
9. **LAW 5XXX - Federal Tax Withholding & Reporting Obligations** **[CA]**
- URL: <https://secure.aa.ufl.edu/Approval/reports/20206>
  - Comments: Is this course part of the 12 credits required or is it part of the elective credits? **We will discuss the structure of this new degree program at the meeting.**
10. **LAW 5XXX - Fiduciary Administration for Non-Lawyers** **[CA]**
- URL: <https://secure.aa.ufl.edu/Approval/reports/20188>
  - Comments: What % of total grade is each quiz and practical assignment? **The syllabus and application have been updated to reflect each quiz's worth.**
  - Suggest listing assessments in the weekly schedule; only readings, quizzes and exams are currently listed. **This is explained in grading that it's at the end of each chapter.**
  - How are exams administered/proctored? **TBD**
  - May not be a need to specifically identify religious holidays and illness in the syllabus since there is a link to the UF policy re: excused absences/late submissions. **We have opted to be overinclusive.**
  - Syllabus should also include grading scale (what is an A, A-, etc). This info is not part of the law student handbook. Handbook only addresses the curve, which is N/A in this course. **We will discuss this at the meeting.**
11. **LAW 5XXX - Health Law Survey for Non-Lawyers** **[CA]**
- URL: <https://secure.aa.ufl.edu/Approval/reports/20203>
  - Comments: For the Delivery Method(s), is there any difference between the on-campus, off-campus, online options? **We will discuss the structure of this new degree program at the meeting.**
  - On submitted form under Rationale and Placement in Curriculum:
    - **Modify Master of "Study" to Master of "Science" Done**
  - Is this course part of the 12 credits required for (2) Healthcare Compliance and Fiduciary Obligations or is it part of the elective credits? **We will discuss the structure of this new degree program at the meeting.**

12. **LAW 5XXX - Income Taxation for Non-Lawyers** [A]
- URL: <https://secure.aa.ufl.edu/Approval/reports/20196>
  - Comments: Needs a participation rubric for 25% of grade. Rubric added.
13. **LAW 5XXX - Incorporated Businesses for Non-Lawyers** [CA]
- URL: <https://secure.aa.ufl.edu/Approval/reports/20191>
  - Comments: ~~Suggestion for course description to say what course is meant to do, not what course is NOT meant to do.~~ The language has been updated in the application and syllabus.
  - Syllabus should also include grading scale (what is an A, A-, etc). This info is not part of the law student handbook. Handbook only addresses the curve, which is N/A in this course. We will discuss this at the meeting
  - Per UF policy, other reasons for absences/late submissions besides religious holidays and illness must be excused—e.g. jury duty, military service, etc. Need to ensure syllabus and course conform to UF Policy. I have added clarifying language and a link.
  - Recommend including assessments in the weekly schedule on the syllabus. Can instructor provide info about the assessments? There is no description of them in the syllabus. Language has been updated in syllabus and application.
14. **LAW 5XXX - Introduction to Administrative Law** [CA]
- URL: <https://secure.aa.ufl.edu/Approval/reports/20178>
  - Comments: Suggest adding a link in the syllabus to the Cornell Law School Legal Information Institute website (rather than referring to how to Google it). Unfortunately, the CLSII does not have a good link. It reverts to the Cornell Law School homepage. Students will have to google it.
  - It's unclear what form assessments take—they're listed as Assessment 1, 2, 3 with the content covered. Are these quizzes? Extended homework assignments? Something else? These have been updated as Quizzes.
  - On the syllabus the word "here" is not hyperlinked. Fixed.
  - Same question about format. PCC form notes on campus, off campus, and online formats. From the syllabus it's unclear how it will be delivered. We will discuss the structure of this new degree program at the meeting.
15. **LAW 5XXX - Introduction to Bankruptcy Law** [A]
- URL: <https://secure.aa.ufl.edu/Approval/reports/20187>
  - Comments: None.
16. **LAW 5XXX - Introduction to Business Entity Taxation** [CA]
- URL: <https://secure.aa.ufl.edu/Approval/reports/20197>
  - Comments: What does this mean: "The case study will present stylized facts regarding a business and question prompts." The language has been updated to be clearer.
  - Is there a rubric for grading the group presentation? ABA Standard 314-1 allows law professors broad discretions in grading.
17. **LAW 5XXX - Introduction to Contracts** [A]
- URL: <https://secure.aa.ufl.edu/Approval/reports/20194>

- Comments: ~~Slides for group project— is a presentation required? Will there be a rubric for grading the group project?~~ **No presentation required as “presentation” means the slide deck. The syllabus states, “The presentations will be uploaded to Canvas and will be used by students in completing the short reflection essay.” Rubric TBD. ABA Standard 314-1 allows law professors broad discretions in grading**
18. **LAW 5XXX - Introduction to Corporate Finance and Securities Regulation** **[A]**
- URL: <https://secure.aa.ufl.edu/Approval/reports/20202>
  - Comments: None.
19. **LAW 5XXX - Introduction to Insurance Law** **[A]**
- URL: <https://secure.aa.ufl.edu/Approval/reports/20183>
  - Comments: None.
20. **LAW 5XXX - Introduction to the U.S. Legal System** **[CA]**
- URL: <https://secure.aa.ufl.edu/Approval/reports/20193>
  - Comments: ~~Assignments are not described beyond their percentage of the final grade. In particular, what is “Week 6 Assignment”? It’s worth 10% of the grade and there aren’t other assignments like it listed. Similarly, what’s involved in the one on one conference with the professor?~~ **“Paper Outline” was inadvertently left off of the Week 6 assignment language. It has been added. The on-on-one conference is a required part of the class, which falls under ABA Standard 314-1, which allows law professors broad discretions in grading.**
  - ~~Is this course required for all students in this master’s program? Is it part of one of the specializations?~~ **We will discuss the structure of this new degree program at the meeting.**
  - ~~Same question about format. PCC form notes on campus, off campus, and online formats. In this case, the syllabus explicitly states that it’s a fully online course.~~ **The structure of the new degree is still being determined. We will discuss the structure of this new degree program at the meeting.**
21. **LAW 5XXX - Privacy Law for Non-Lawyers** **[A]**
- URL: <https://secure.aa.ufl.edu/Approval/reports/20199>
  - Comments: ~~If participation points are to be taken for not fully participating, then a rubric is required.~~ **Language addressing this has been added.**
22. **LAW 5XXX - Regulation of Brokers & Dealers** **[A]**
- URL: <https://secure.aa.ufl.edu/Approval/reports/20205>
  - Comments: None.
23. **LAW 5XXX - Regulation of Compensation & Retirement Benefits** **[CA]**
- URL: <https://secure.aa.ufl.edu/Approval/reports/20209>
  - Comments: ~~Is this course required for all students in this master’s program? Is it part of one of the specializations?~~ **We will discuss the structure of this new degree program at the meeting.**
  - ~~PCC form notes on campus, off campus, and online formats. Looks like this is solely a distance learning course. Please confirm how this course is delivered. Syllabus mentions expectations for any synchronous portions of the course but it’s not clear that there are any~~

~~synchronous portions.~~ We will discuss the structure of this new degree program at the meeting.

24. **LAW 5XXX - Secured Transactions for Non-Lawyers** [CA]
- URL: <https://secure.aa.ufl.edu/Approval/reports/20198>
  - Comments: ~~Under Class Schedule and Assignments, it's not clear how the modules align with dates/weeks. An earlier section on quizzes indicates there will be 5 throughout the semester, but in the Class Schedule, 11 are listed, including 2 for the same module/session.~~ This has been fixed on the syllabus and on the PCC application.
  - ~~On the syllabus the word "here" is not hyperlinked.~~ Fixed
  - Is this course required for all students in this master's program? Is it part of one of the specializations? We will discuss the structure of this new degree program at the meeting.
  - Same question about format. PCC form notes on campus, off campus, and online formats. Looks like this is solely a distance learning course. We will discuss the structure of this new degree program at the meeting.
25. **LAW 5XXX - Tax Exempt Public Organizations and Private Foundations** [A]
- URL: <https://secure.aa.ufl.edu/Approval/reports/20200>
  - Comments: Recommend moving grading to a separate section on syllabus instead of including under "Course Description and Objectives". Done.
26. **LAW 5XXX - Taxation of Compensation and Retirement Benefits** [CA]
- URL: <https://secure.aa.ufl.edu/Approval/reports/20181>
  - Comments: Any precedent for making a course a prereq OR a coreq? We will discuss the structure of this new degree program at the meeting.
  - PCC form notes on campus, off campus, and online formats. Looks like this is solely a distance learning course. Please confirm how this course is delivered. Syllabus mentions expectations for any synchronous portions of the course but it's not clear that there are any synchronous portions. We will discuss the structure of this new degree program at the meeting.
  - Would be helpful to clarify if each quiz has same value (5% of grade for total of 40%). Clarified in the application and syllabus.
  - How is final administered/proctored? TBD
  - ~~Syllabus due dates will need to be clarified if schedule is compressed (just a note—nothing needs to change now).~~
  - May not be a need to specifically identify religious holidays and illness in the syllabus since there is a link to the UF policy re: excused absences/late submissions. We have opted to be overinclusive
  - Syllabus should also include grading scale (what is an A, A-, etc). This info is not part of the law student handbook. Handbook only addresses the curve, which is N/A in this course. We will discuss this at the meeting
27. **LAW 5XXX - Taxation of Trusts and Estates for Non-Lawyers** [A]
- URL: <https://secure.aa.ufl.edu/Approval/reports/20189>
  - Comments: None.

28. LAW 5XXX - Unincorporated Businesses for Non-Lawyers

[CA]

- URL: <https://secure.aa.ufl.edu/Approval/reports/20201>
- Comments: PCC form notes on campus, off campus, and online formats. Syllabus says this course is fully online. **We will discuss this at the meeting**
- Suggestion for course description to say what course is meant to do, not what course is NOT meant to do. **Language has been updated.**
- Syllabus should also include grading scale (what is an A, A-, etc). This info is not part of the law student handbook. Handbook only addresses the curve, which is N/A in this course. **We will discuss this at the meeting**
- Per UF policy, other reasons for absences/late submissions besides religious holidays and illness must be excused—e.g. jury duty, military service, etc. Need to ensure syllabus and course conform to UF Policy. **I have added clarifying language and a link.**
- Recommend including assessments in the weekly schedule on the syllabus. Can instructor provide info about the assessments? There is no description of them in the syllabus. **Language has been updated in syllabus and application**

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Proposed Changes to Professional Courses

Approved	Conditionally Approved	Recycle

**College**

- None

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Proposed New Joint Courses

Approved	Conditionally Approved	Recycle

**College**

- None

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