

Professional Curriculum Committee [04/24/2024]

The PCC met from 1:00pm to 2:30pm via Zoom teleconferencing.

Attendees

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

Liaisons Present: Bullock, Casey; Gater, Cheryl; Green, Kathy; Hull, Diana Leite, Maria; McKenna; Shorey, Toby

Guests Present: Gutti, Jishnu; Hack, George; Harrell, Heather; Luke, Charlene; McIlhenny, Ruth; Tai, Frankie; Takada, Marilia; Wallace, Stacey

Welcome

Welcome | Karen Whalen and Lauren Solberg
Approval of minutes of the [March Minutes](#) meeting.

- **Approved**

Policies

- None

Programs

1. [MD Medicine - General Medicine - Programmatic Adjustments](#)
 - **Approved**
2. [PAS Masters - School of Physician Assistant Studies - Curriculum Updates](#)
 - **Approved**
3. [LLM Masters - Laws in US Law - Curriculum Changes](#)
 - **Approved**

Certificates

Proposed new professional certificates.

- None

Proposed changes to professional certificates.

- None

Courses

Proposed new professional courses.

Medicine

3. [BMS 6XXX - Health Systems Science 1A](#)
 - **Approved**
4. [BMS 6XXX - Health Systems Science 1B](#)
 - **Approved**
5. [BMS 6XXX - Health Systems Science 2A](#)

- **Approved**
6. [BMS 6XXX - Health Systems Science 2B](#)
 - **Approved**

Law

7. [LAW 6XXX Public Health Law](#)
 - **Conditionally Approved**
8. [LAW 7XXX AI and Taxation](#)
 - **Conditionally Approved**
9. [LAW 7XXX European Taxation](#)
 - **Conditionally Approved**
10. [LAW 7XXX International Tax III](#)
 - **Conditionally Approved**
11. [LAW 7XXX International Tax Planning](#)
 - **Conditionally Approved**
12. [LAW 7XXX Probate & Estate Administration: Tax Considerations](#)
 - **Conditionally Approved**
13. [LAW 7XXX Taxation of Financial Instruments](#)
 - **Conditionally Approved**

Veterinary

14. [VEM 5XXX - Intentional Living: Developing a Wellness Mindset](#)
 - **Tabled**
15. [VEM 5XXXC - Veterinary Radiation Oncology Elective Clerkship](#)
 - **Approved**

Proposed changes to professional courses.

Medicine

16. [BMS 6091 - Health Outcomes and Policy - Course Closure](#)
 - **Approved**
17. [BMS 6810 - Introduction to Clinical Medicine 1A](#)
 - **Approved**
18. [BMS 6812 – Introduction to Clinical Medicine 1B](#)
 - **Approved**
19. [BMS 6813 – Introduction to Clinical Medicine 2A](#)
 - **Approved**
20. [BMS 6814 – Introduction to Clinical Medicine 2B](#)
 - **Approved**
21. [BMS 6863 - Population Health in Medicine - Course Closure](#)
 - **Approved**
22. [MDC 7940 - Transition to Residency - Title Change](#)
 - **Approved**
23. [PAS 5003C - Medical Communications - Course Closure](#)
 - **Approved**

Subcommittees

Professionalism – Discussed proposed questions to define a professional program, aiming to streamline review process between professional and graduate programs. Feedback on the survey is welcomed, and it was expected to continue into the fall.

Catalog – A potential transition from Course Leaf to Course Dog for managing the university's curriculum and catalog. The team also learned about ongoing efforts to adapt the curriculum management system for professional programs and the application of demos for the new system.

Meeting adjourned at 2:33 p.m.

ADDENDUM

Compiled Before the Meeting

Professional Curriculum Committee Program and Course Recommendations

April 24, 2024

Programs

Medicine

1. MD Medicine – General Medicine - Programmatic Adjustments

[CA]

URL: <https://secure.aa.ufl.edu/Approval/reports/19852>

Summary:

Comments: CA on courses

- ~~Current and proposed curriculum changes on PCC form are the same. Current should include the “old” course names and no HSS courses.~~ **Must turn on and off track change by clicking red bar on left side to compare differences.**
- ~~With overall decrease in 8 total credits for MD degree, would be helpful for PCC to know if there are any accreditation/tuition impacts (e.g. what does LCME expect re: total # of credits, no impact on tuition because it’s in block, etc).~~ **There are no tuition or accreditation impacts. The program is block tuition. We are above minimum required for accreditation. Accreditor requires 130 weeks, and COM is above that threshold.**

2. PAS Masters - School of Physician Assistant Studies – Curriculum Updates

[CA]

URL: <https://secure.aa.ufl.edu/Approval/reports/19845>

Summary:

Comments: ~~OK. All looks consistent with March submissions/discussion.~~

- Please remind me: what is the break down of clinical hours per credit hour in the second year.

Law

3. LLM Masters – Laws in US Law - Curriculum Changes

[CA]

URL: <https://secure.aa.ufl.edu/Approval/reports/19665>

Summary:

Comments: Pedagogical rationale/justification appears cut off in PCC form p. 3; looks like there should be a link to NY Bar info.

- Be sure to submit a separate request to change the AAP if the course being removed or the writing assignment were used to assess SLOs.

Certificates

New Professional Certificates

- **None**

Changes to Existing Certificates

- **None**

Course Recommendations

Proposed New Courses

Approved	Conditionally Approved	Recycle
BMS 6XXX - Health Systems Science 1A	LAW 6XXX - Public Health Law	
BMS 6XXX - Health Systems Science 1B	LAW 7XXX - AI and Taxation	
BMS 6XXX - Health Systems Science 2A	LAW 7XXX - European Taxation	
BMS 6XXX - Health Systems Science 2B	LAW 7XXX - International Tax III	
	LAW 7XXX - International Tax Planning	
	LAW 7XXX - Probate & Estate Administration: Tax Considerations	
	LAW 7XXX Taxation of Financial Instruments	
	VEM 5XXX - Intentional Living: Developing a Wellness Mindset	
	VEM 5XXXC - Veterinary Radiation Oncology Elective Clerkship	

Medicine

4. BMS 6XXX - Health Systems Science 1A [A]

URL: <https://secure.aa.ufl.edu/Approval/reports/19800>

Comments: Typo in Rationale and Placement in the curriculum? Says HAA1B, I think this should be HSS1B. **Updated**

- Is the class effectively only 8 weeks? If students are required to participate in only 1 EAC session during the course, what do they do during weeks 9-17 where they aren't in PFF or another required activity? If the course is 18 weeks, will it grade at the same time as other courses? If the intention is to run it over two semesters, it may need to be broken up into ½ credit pieces. **Entire term course, with block tuition. Spring tuition covers Spring and Summer. HSS and ICM will run entire term.**
- Note – good way to handle scheduling of office hours for professional courses!
- Make up of material missed due to religious holidays could be during a vacation time. This appears throughout COM syllabi. **COM policy no remediation during another course, so remediation may happen over breaks. College has and will continue to work with students to make arrangements if there are any holiday conflicts.**
- Is PFF moving under HSS 1A and 1B rather than ICM? **Putting Families First is moving into HSS course curriculum to recognize faculty and student effort.**

- ~~Are there LAC activities for HSS 1A? Syllabus mentions them but they aren't listed in the table with % breakdown of the grade.~~ **Simulation and Assessment Center. LAC activities under formal assessments – instructors will take a couple of questions from ICM experience so that monitoring and assessing will occur in the HSS for work done in the ICM**
- Tied to request 19782

5. BMS 6XXX - Health Systems Science 1B [A]

URL: <https://secure.aa.ufl.edu/Approval/reports/19801>

Comments: ~~Same question as HSS 1A re: how EAC works in relation to total course hours.~~

- ~~Same question as HAA 1A re: LAC, if included in the grade.~~ **See responses above**

6. BMS 6XXX - Health Systems Science 2A [A]

URL: <https://secure.aa.ufl.edu/Approval/reports/19802>

Comments: ~~Same question as HSS 1A re: how EAC works in relation to total course hours.~~

- ~~Same question as HAA 1A re: LAC, if included in the grade.~~ **See responses above**

7. BMS 6XXX - Health Systems Science 2B [A]

URL: <https://secure.aa.ufl.edu/Approval/reports/19803>

Comments: ~~Same question as HSS 1A re: how EAC works in relation to total course hours.~~

- ~~Same question as HAA 1A re: LAC, if included in the grade.~~ **See HSS1A answers**

Law

8. LAW 6XXX - Public Health Law [CA]

URL: <https://secure.aa.ufl.edu/Approval/reports/19808>

Comments: Students are allowed 2 absences per syllabus; does this refer to unexcused absences?

- Class recordings statement in syllabus should be updated (per March PCC meeting).
- Grade adjustments up and down based on participation; seems ok based on prior discussion and mandatory curve.

9. LAW 7XXX - AI and Taxation [CA]

URL: <https://secure.aa.ufl.edu/Approval/reports/19794>

Comments: Course description is cut off on PCC form.

- PCC form prereq question says N/A; are students in any LLM permitted to enroll?
- Class recordings statement in syllabus should be updated (per March PCC meeting).
- Some items are highlighted in the course schedule; is that intentional?

10. LAW 7XXX - European Taxation [CA]

URL: <https://secure.aa.ufl.edu/Approval/reports/19791>

Comments: Course description is cut off on PCC form.

- Is enrollment limited to students in International Taxation LLM? Any LLM? Prereq on PCC form says N/A.
- Syllabus says 1 absence is allowed during the semester. Does this refer to 1 unexcused absence?
- Class recordings statement in syllabus should be updated (per March PCC meeting).
- P. 3 of syllabus refers to “reading recommendations” but p. 1 of syllabus notes this text is required. Please clarify.
- Course modules listed vs. weekly topics, seems ok given explanation of pacing.

11. LAW 7XXX - International Tax III

[CA]

URL: <https://secure.aa.ufl.edu/Approval/reports/19793>

Comments: Note – this is an LLM course, prereqs are 7000-level and thus limited to LLMs.

- Topics are listed as units, not weekly. Seems OK given context offered re: pacing.
- Syllabus says 1 absence permitted; does this refer to 1 unexcused absence?
- Class recordings statement in syllabus should be updated (per March PCC meeting).
- Syllabus refers to Sakai, not Canvas.
- Contribution to class discussion is approx. 1/3 of grade; how is this assessed?
- Course Title – For consistency, is the course title “International Taxation III” or align with prerequisites, syllabus title, & weekly schedule of topics “International Tax III”?
- Syllabus states “The Course has 3 ‘classroom hours’ of in-class instruction each week, but the submission states 2 contact hours and the schedule states M/W 9:40-11:50 (~4 hours)
- Prerequisites – do the following courses have established course numbers?
 - International Tax I
 - International Tax II
 - Corporate Tax I
 - Corporate Tax II

12. LAW 7XXX - International Tax Planning

[CA]

URL: <https://secure.aa.ufl.edu/Approval/reports/19796>

Comments: Open to any LLM student? Limited to International Taxation?

- 2 absences permitted – does this refer to unexcused absences?
- Class recordings statement in syllabus should be updated (per March PCC meeting).
- How are participation and attendance assessed? Syllabus notes requirement to lead and participate in discussion in class; this may be sufficient since class is subject to mandatory curve.

13. LAW 7XXX - Probate & Estate Administration: Tax Considerations

[CA]

URL: <https://secure.aa.ufl.edu/Approval/reports/19797>

Comments: Course description is cut off on PCC form.

- No prereqs listed on PCC form; LLM enrollment required? This is listed as co-req.

- Class recordings statement in syllabus should be updated (per March PCC meeting).
- This is the first LLM course syllabus I've seen that says LLM courses aren't subject to law school mean/curve requirements. OK if this course doesn't conform to the law school curve, but would appreciate clarification re: LLM grading policy. PCC may want clarification on how participation assessed in this course if it's not adjusted based on the curve.

14. LAW 7XXX Taxation of Financial Instruments

[CA]

URL: <https://secure.aa.ufl.edu/Approval/reports/19789>

Comments: Transcript title looks a little awkward; is "Taxation of Financial Instrume" correct?

- No prereqs listed on PCC form; LLM enrollment required? Syllabus states non-LLM students can enroll with instructor permission. Don't recall seeing that in other syllabi (ok if this is the case, just confirming).
- Students who pass on being on call can't participate in class discussion that day.
- Class recordings statement in syllabus should be updated (per March PCC meeting).

Veterinary Medicine

15. VEM 5XXX - Intentional Living: Developing a Wellness Mindset

[CA]

URL: <https://secure.aa.ufl.edu/Approval/reports/19370>

Comments: Is the submission info the same (except for course prefix/numbering) for all participating colleges? Could this be "co-listed" like undergrad courses? Suggest submitting the syllabi for each participating college to go along with this submission and put all on this agenda.

- ~~Should prereqs be included, e.g. enrolled in select health professions programs?~~ Not necessary for our particular course, as only DVM students can enroll in our courses with VEM prefix, but we can agree to this if it's necessary.
- Offered just once per Spring semester as a 6-week, 1x/weekly course? I believe that is correct, Dr. House can you confirm?
- Clarify late assignment penalties only for unexcused late submissions. I believe that is correct, Dr. House can you confirm?

16. VEM 5XXXC - Veterinary Radiation Oncology Elective Clerkship

[CA]

URL: <https://secure.aa.ufl.edu/Approval/reports/19667>

Comments: ~~No prereqs? E.g. completion of yrs 1 and 2 of DVM program?~~ None of our clinical rotations have a requirement/prerequisite like this. Because our administrative office manages student enrollment, it has not been necessary to add the prerequisites. Students cannot enroll in clinical clerkships until they complete the first two years of the curriculum.

- ~~Appears clerkship is 1 week; just confirming that's correct.~~ All of the DVM clerkships are 2 weeks long. The syllabus can be edited so that it is more clear

Proposed Changes to Courses

Approved	Conditionally Approved	Recycle
BMS6091 - Health Outcomes and Policy - Course Closure	BMS 6812 – Introduction to Clinical Medicine 1B	
BMS 6810 - Introduction to Clinical Medicine 1A		
BMS 6813 – Introduction to Clinical Medicine 2A		
BMS 6814 – Introduction to Clinical Medicine 2B		
BMS 6863 - Population Health in Medicine - Course Closure		
MDC 7940 - Transition to Residency – Title Change		
PAS 5003C - Medical Communications – Course Closure		

Medicine

17. BMS6091 - Health Outcomes and Policy - Course Closure

[A]

URL: <https://secure.aa.ufl.edu/Approval/reports/19790>

Comments: OK (LBS)

18. BMS 6810 - Introduction to Clinical Medicine 1A

[A]

URL: <https://secure.aa.ufl.edu/Approval/reports/19782>

Comments: ~~Explanation says 12 contact hours from ICM 1A will be moved to HSS courses—but HSS courses aren't 12 credits total.~~ Weekly contact hours shifting to another course, which is the semester long course, so the contact hour is calculated at 1 per week (with ICM dropping from 8 to 7 credits).

- Is professionalism intended to be a % of the final grade?
- Is new professionalism process (1 lapse vs. 2 lapses, etc) going to be a part of this course too? If so, add to syllabus (possibility of linking to handbook with policies and adding that link to all syllabi?). **See responses above**
- Is course changing dept? **Yes. From Psychiatry to Medicine. NOTIFY REGISTRAR'S Office**

19. BMS 6812 – Introduction to Clinical Medicine 1B

[CA]

URL: <https://secure.aa.ufl.edu/Approval/reports/19783>

Comments: Note dept change to Registrar's Office!!

- Should transcript title have a capital B? **Updated**
- PCC form last page says no request to change credit hours for the course but p. 4 also says course is currently 12 credits but will be 7. **This course will be a 7 credit course (no change). The course change PDF is an older document.**
- Professionalism technically doesn't have a % value in calculating total grade. HSS 1A lists it at 5%. Just confirming this is correct. **As a graduation**

competency, it is not a percentage of the grade, but there are objective criteria by which students can be deemed to not meet professionalism requirements. We are submitting our HSS professionalism competencies as part of these courses. If these pass PCC muster, we plan to extend them throughout our didactic courses as a college policy.

- Is new professionalism process (1 lapse vs. 2 lapses, etc) going to be a part of this course too? If so, add to syllabus (possibility of linking to handbook with policies and adding that link to all syllabi?).
- Is course still using iClicker? There is a section on it in the syllabus but nothing in the syllabus refers to using iClicker for attendance tracking.

20. BMS 6813 – Introduction to Clinical Medicine 2A

[A]

URL: <https://secure.aa.ufl.edu/Approval/reports/19784>

Comments: ~~Is current credit 12 or 16? PCC form p. 4 says 12, other spots including top and bottom of PCC form and credit grid attachment submitted with curriculum change say 16.~~

- Is professionalism intended to be a % of the final grade? **16 credit course – the form maxes out at 12 credits. Need to work with Toby to update dropdowns.**
- Is new professionalism process (1 lapse vs. 2 lapses, etc) going to be a part of this course too? If so, add to syllabus (possibility of linking to handbook with policies and adding that link to all syllabi?). **See response above**
- Is course changing dept (per submission of last document on the list)? **No – staying in medicine**

21. BMS 6814 – Introduction to Clinical Medicine 2B

[A]

URL: <https://secure.aa.ufl.edu/Approval/reports/19785>

Comments: My email address on the syllabus is incorrect – should be lbsolberg@ufl.edu. **Updated**

- Is professionalism intended to be a % of the final grade?
- Is new professionalism process (1 lapse vs. 2 lapses, etc) going to be a part of this course too? If so, add to syllabus (possibility of linking to handbook with policies and adding that link to all syllabi?). **See responses above.**
- Is course changing dept (per submission of last document on the list)? **No**

22. BMS 6863 - Population Health in Medicine - Course Closure

[A]

URL: <https://secure.aa.ufl.edu/Approval/reports/19792>

Comments: ~~OK (LBS)~~

- Please let us know: is the intention to remove this course, and teach BMS6091 and BMS6XXX with no increase in credits for the program? **The content of this course will now be covered in HSS1B**

23. MDC 7940 - Transition to Residency – Title Change

[A]

URL: <https://secure.aa.ufl.edu/Approval/reports/19786>

Comments: NOTE: Registrar's Office needs to be aware of department change.

- ~~Proposed course description is cut off on the PCC form.~~ **Updated**
- ~~Do students choose a pathway for week 3 of the course?~~ **Yes**
- ~~Is new course director coming from Anesthesiology?~~ **Yes**

- ~~Does professionalism process apply in this course or only in Phase I of curriculum? Intent to include professionalism as % of S/U grade?~~ **See response above**

24. PAS 5003C - Medical Communications – Course Closure

[A]

URL: <https://secure.aa.ufl.edu/Approval/reports/19806>

Comments: This is tied to request 19586

- ~~OK, but unclear on what it means that fewer than 5 students passed the course and will be returning after deceleration. Based on curriculum submission, it sounds like this means 5 students could in theory have to take the course this is being replaced by, but COM won't ask them to do that. Correct?~~ **If a student has to remediate this year, they will NOT take the new course. If course approved, no new incoming students will take the old course. We are pending state number for new course.**