



**TRANSFER OF CREDIT COMMITTEE
Minutes of 14 September 2023**

Call to Order

The regular meeting of the Western Michigan University Faculty Senate Transfer of Credit Committee was called to order at 2:04 p.m. on 14 September 2023, via Webex by Melinda Holohan, chair.

Members in Attendance: Lisa DeChano-Cook, Kenneth Franks, Scott Hennessy, Melinda Holohan, Mitchel Keil, Edward Kudzia, Steve Miller, Kenneth Smith, Jeffrey Xie

Members Absent: Robert Bensley, Kerrie Harvey, M.K. Mohanan

Advisory Members Absent: Randy Ott

Ex Officio: Carrie Cumming

Guests: Diane Riggs, Undergraduate Studies Council

Quorum

A quorum was present with 10 members in attendance, of the eight needed to establish a quorum.

Agenda

An amendment was made to add Diane Riggs as a guest and to deliver Transfer of Credit Committee charges.

[MOTION] It was moved by Holohan, seconded by Xie, to accept the agenda as amended. The motion carried unanimously.

Minutes

[MOTION] It was moved by Franks, seconded by Kudzia, to approve the 13 April 2023 minutes. With one abstention, the motion carried.

Reports of Officers

Riggs charged the committee.

Chair Holohan reported that a request to add two new positions to TCC, one member from the Registrar and one member from Early College Programs, was approved by the Undergraduate Studies and Graduate Studies Councils. Cumming will be serving as Ex Officio. One additional seat remains open. A representative from Arts & Sciences is currently being sought to fill the position.

Ex Officio Cumming did not provide a report.

Riggs left the meeting at 2:16 p.m.

Reports of University Representatives

DeChano-Cook reported the changes made to the college curriculum process, including a checklist, appeal process, and moving concentrations to majors.

Unfinished Business

Chair Holohan reminded TCC members to find a substitute if they will be unable to attend a meeting in order to reach a quorum and continue business.

Chair Holohan encouraged members to continue to collect terminology and information for the future Transfer of Credit Handbook. Materials should be deposited in the TCC Teams folder.

New Business

None.

Announcements

Hennessey extended an invitation to TCC to witness the signing of over 40 agreements with chairs and deans from Kalamazoo Valley Community College and Western Michigan University. The event will take place at 10 a.m. on 6 November in the WMU Student Center.

Adjournment

[MOTION] It was moved by Hennessey, seconded by Smith, to adjourn the meeting at 3:01 p.m. The motion carried unanimously. The Transfer of Credit Committee will meet next on 5 October 2023 via Webex.

Approval

Submitted by Steve Miller, Secretary

Minutes approved on 5 October 2023.