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## TRANSFER OF CREDIT COMMITTEE Minutes of 8 February 2024

### Call to Order

The regular meeting of the Western Michigan University Faculty Senate Transfer of Credit Committee was called to order at 2:02 p.m. on 8 February 2024, via Webex by Melinda Holohan, chair.

**Members in Attendance:** Lisa DeChano-Cook, Kerrie Harvey, Scott Hennessy, Melinda Holohan, Mitchel Keil, Edward Kudzia, Steve Miller, M.K. Mohanan, Jeffrey Xie

**Members Absent:** Kenneth Franks, Kenneth Smith

**Advisory Members Present:** Kimmy Beuchler, Randy Ott

**Ex Officio:** Carrie Cumming

### Quorum

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

### Agenda

An amendment was made to move the Evaluation of Transfer Course Policy with a Memorandum of Action to New Business.

**[MOTION]** It was moved by Harvey, seconded by DeChano-Cook, to accept the agenda as amended. The motion carried unanimously.

### Minutes

**[MOTION]** It was moved by Harvey, seconded by Xie, to approve the 11 January 2024 minutes as presented. The motion carried unanimously.

### Reports of Officers

Chair Holohan reported that Robert Bensley is no longer able to serve on TCC, and a search will take place to find a replacement. Chair Holohan will be attending the Undergraduate Studies Council meeting on 13 February to provide an update on TCC work.

Ex Officio Cumming did not provide a report.

### Reports of University Representatives

DeChano-Cook did not provide a report.

### Unfinished Business

Chair Holohan requested an update from the work groups.

- Undergraduate General - Chair Holohan reported that work is continuing.
- Graduate General - Ex Officio Cumming reported that materials have been placed in the Teams folder for TCC members to review.
- High School/Early College – Beuchler reported that not much movement has taken place and reported that students in the category follow the transfer protocol for credit. Currently, sorting out what falls under Career and Technical Education (CTE) and undergraduate.
- Military - DeChano-Cook reported that a glossary of terms has been placed in the Teams folder, and the group is currently working to determine what needs to be added to or go into the overall guide.
- International - Monahan reported that the group needs to hold a meeting to finalize documentation, and information is in the Teams folder.

- Credit by Department Recommendation Only (CBDRO) - Miller provided an update on the group's work to create a process for individuals to utilize the information contained in the guide to grant credit. DeChano-Cook reviewed with TCC the draft version of an MOA regarding this process.

### **New Business**

DeChano-Cook reviewed with TCC the draft proposal of the MOA for the granting of credit.

Chair Holohan reported that the work to discuss the College of Education and Human Development Career and Technical Transfer Credit Proposal has been postponed.

### **Announcements**

Chair Holohan reminded members to secure a substitute if unable to attend a TCC meeting.

### **Adjournment**

**[MOTION]** It was moved by DeChano-Cook, seconded by Mohanan, to adjourn the meeting at 3:01 p.m. The motion carried unanimously. The Transfer of Credit Committee will meet next on 14 March 2024 via Webex.

### **Approval**

Submitted by Steve Miller, Secretary

Minutes approved on 14 March 2024.