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## TRANSFER OF CREDIT COMMITTEE Minutes of 14 March 2024

### Call to Order

The regular meeting of the Western Michigan University Faculty Senate Transfer of Credit Committee was called to order at 2:11 p.m. on 14 March 2024, via Webex by Melinda Holohan, chair.

**Members in Attendance:** Lisa DeChano-Cook, Kenneth Franks, Kerrie Harvey, Scott Hennessy, Melinda Holohan, Edward Kudzia, Steve Miller

**Members Absent:** Mitchel Keil, Kenneth Smith, M.K. Mohanan, Jeffrey Xie

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

**Ex Officio:** Carrie Cumming

### Quorum

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

### Agenda

**[MOTION]** It was moved by Franks, seconded by Cumming, to accept the agenda. The motion carried unanimously.

### Minutes

**[MOTION]** It was moved by Harvey, seconded by Xie, to approve the 8 February 2024 minutes as presented. The motion carried unanimously.

### Reports of Officers

Chair Holohan did not provide a report.

Ex Officio Cumming reported that the Undergraduate Studies Council approved Memorandum of Action (MOA) 24/04 *Definition and Procedures for Cross-level Linked Courses*. Ex Officio Cumming encouraged TCC to visit the renovated Dunbar Hall.

### 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 the work on the glossary of terms in the guide and requested TCC members to review. There was a discussion on how to compile information and on the potential layout.
- Graduate General - Ex Officio Cumming reported that there were no new updates.
- High School/Early College – Chair Holohan reported that Beuchler added some glossary terms to the Teams folder.
- Military – Franks reported that a glossary of terms has been placed in the Teams folder with updates and encouraged TCC to review the information.
- International – There were no work group members present. Chair Holohan reported that there was an upload of the workflow process of how credits are approved for international students.
- Credit by Department Recommendation Only (CBDRO) – There are no updates. The MOA will be reviewed later in the agenda.

Chair Holohan would like to have the links and related items for the guide to be completed by the 11 April meeting, and for TCC to review the information in Teams. Chair Holohan will work on grouping the information before the 11 April meeting. There was a discussion on whether to compile information by category or work group.

### **New Business**

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

DeChano-Cook presented the draft proposal of the MOA for the granting of credit, answering questions that had been raised. A discussion was held regarding the MOA. Chair Holohan asked TCC to review the MOA and make comments, ask questions, etc. by 28 March. DeChano-Cook will have responses by 4 April with a final review by TCC at the 11 April meeting. Based on this discussion, Chair Holohan suggested that the 11 April meeting be extended by one hour to complete the full review in order to submit the MOA.

### **Announcements**

DeChano-Cook reminded TCC that the end-of-the-year report is due by the end of March. Chair Holohan will distribute via email for review and submit by the end of the month.

### **Adjournment**

**[MOTION]** It was moved by Hennessy, seconded by Harvey, to adjourn the meeting at 3:18 p.m. The motion carried unanimously. The Transfer of Credit Committee will meet next on 11 April 2024 via Webex.

### **Approval**

Submitted by Steve Miller, Secretary

Minutes approved on 11 April 2024.