



TRANSFER OF CREDIT COMMITTEE Minutes of 24 October 2024

Call to Order

The regular meeting of the Western Michigan University Faculty Senate Transfer of Credit Committee was called to order at 2:01 p.m. on 24 October 2024, via Webex by Melinda Holohan, chair.

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

Members Absent: Kerrie Harvey

Advisory Members Present: Kimmy Beuchler, Randy Ott

Ex Officio: Carrie Cumming

Quorum

A quorum was present with 12 members in attendance of the eight needed to establish a quorum.

Agenda

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

Minutes

[MOTION] It was moved by DeChano-Cook, seconded by Xie, to approve the 12 September 2024 minutes as presented. The motion carried unanimously.

Reports of Officers

Chair Holohan introduced Mioara Diaconu from the College of Health and Human Services (CHHS) as a new committee member. This week is National Transfer Student Awareness Week, and Chair Holohan shared a little about the concept as noted from the National Institute for the Study of Transfer Students.

Ex Officio Cumming reported that there are approximately 200 curriculum proposals, and the deadline is 31 October.

Reports of University Representatives

DeChano-Cook reported that as of 1 October, all new Credit by Department Recommendation Only (CBDRO) work will be managed on the front end by going through the Transfer Equivalency System (TES) for approval, versus the use of email. The designated transfer person, as mentioned in the Memorandum of Action (MOA), will most likely be Tammi Maner from Admissions. Transferology had a soft launch this semester, with an official launch to occur by December and be fully functioning for the spring semester.

Ott suggested reviewing Transferology at the next meeting. Grand Rapids Community College and Delta Community College have renewed their institutional agreements with WMU. Ott had conversations with Kalamazoo Valley Community College and Southwest Michigan College to build stronger relationships with those institutions. Ott will be attending a conference in early November where all community colleges from across Michigan will be in attendance.

Unfinished Business

H. Smith uploaded a couple of documents to the international section of the Transfer Guide and is currently working to lay out the process of international credit approval process with the hopes of reviewing and adding the study abroad credit process as well, and adding these to the guide.

Chair Holohan discussed the next steps for the Transfer Guide. A suggestion was made to include an advising director in the review of the guide. Ott was asked to assemble a committee to work on the layout of the Transfer Guide, have it available online, and discuss how to distribute it to those who will benefit from it. Ott will reach out to TCC members for assistance. There was a conversation regarding the visual mapping of the guide. A suggestion was made that specific names not be used, but to rely on job titles, office phone numbers, and emails for contact.

New Business

Chair Holohan announced that Harvey has agreed to serve in the TCC 2024-25 vice chair position.

[MOTION] It was moved by Cumming, seconded by Hennessy, to elect Harvey as TCC 2024-25 vice chair. The motion carried unanimously.

Regarding the College of Education and Human Development Career and Technical Education Transfer Credit Proposal, Beuchler informed TCC that opening the approval of credits to all of the academic colleges will be a heavy load up front; however, it will be of benefit for WMU to do so. Currently, WMU does not appear in the statewide Career and Technical Education (CTE) programs as an institution that will accept credits. The benefit for WMU to support the effort is beneficial to both the institution and to students who might consider attending WMU. In addition, once approved by the academic colleges, the transfer of credit will appear the same for all 12 CTE sites.

Announcements

Ott, DeChano-Cook, and Cumming are on the committee to interview the next enrollment manager for WMU.

Franks is looking forward to the implementation of Transferology to see how it will benefit military students.

Adjournment

[MOTION] It was moved by DeChano-Cook, seconded by K. Smith, to adjourn the meeting at 2:59 p.m. The motion carried unanimously. The Transfer of Credit Committee will next meet at 2 p.m. on 14 November 2024 via Webex teleconferencing.

Approval

Submitted by Steve Miller, Secretary

Minutes approved on 9 January 2025.