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**Transfer of Credit Committee  
Minutes of 2 October 2025**

**Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Transfer of Credit Committee was called to order at 2:05 p.m. on 2 October 2025 via Webex video conferencing by Lisa DeChano- Cook, Curriculum Manager.

**Members Present:** Lisa DeChano-Cook, Kenneth Franks, Scott Hennessy, Melinda Holohan, Melinda Koelling, Edward Kudzia, Karen Lancendorfer, Randy Ott, Kenneth Smith

**Members Absent:** Kimmy Beuchler, Carrie Cumming, Katie Harvey, Randall Janes, Mitchel Keil

**Ex Officio:** Vacant

**Guest(s):** Ryan Downing, Program Manager New Student Programs

**Quorum**

A quorum was present with nine members in attendance, of the six needed for a quorum.

**Agenda**

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

**Minutes**

It was clarified by the Faculty Senate office that the committee needs to elect officers at this meeting.

**[MOTION]** It was moved by Franks, seconded by Miller, to approve the 10 April 2025 minutes as provided. With two abstentions the motion carried.

**Reports of Officers**

None.

**Action Items**

DeChano-Cook accepted nominations for the chair, vice-chair and secretary positions after the committee was provided a brief outline of responsibilities. Chair and Secretary elections were postponed to the next meeting.

**[MOTION]** It was moved by Lancendorfer, seconded by Koelling, to approve Lacendorfer as Vice-Chair. The motion carried unanimously.

**Reports of University Representatives**

None.

**Unfinished Business**

Holohan reported a description of the Transfer Resource Guide and walked everyone through the current draft version. A small group will meet to review the draft with a layout designer. Once the layout has been updated, the draft will be sent to various partners for feedback. The committee was encouraged to review the document as well.

A discussion was held regarding WMU Essential Studies transfer credit. DeChano-Cook reported that a workgroup will be providing a guide for academic advisors to use when determining where to apply WMU Essential Studies transfer credit. This guide will also become a part of the Transfer Resource Guide once completed.

**New Business**

None.

**Announcements**

DeChano-Cook reported that Transferology is up and running for student use. The link for Transferology can be found at [wmich.edu/transfer/credit](http://wmich.edu/transfer/credit). Ott and Kristen Salmonson, Associate Vice President for Enrollment Management, are currently members of the Provost's committee for transfer credit with a focus of community college.

**Adjournment**

**[MOTION]** It was moved by Kudzia, seconded by Lacendorfer, to adjourn the meeting at 2:48 p.m. The motion carried unanimously. The Transfer of Credit Committee will meet next on 13 November 2025 at 2 p.m.

**Approval**

Submitted by Steve Miller, Secretary

Minutes were approved on 13 November 2025.