
**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 chair, vice-chair, and secretary positions after the committee was provided with 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, [linked here](#). Ott and Kristen Salmonson, Associate Vice President for Enrollment Management, are currently members of the Provost's committee for transfer credit with a focus on 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.