
**Transfer of Credit Committee
Minutes of 13 November 2025****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 13 November 2025 via Webex video conferencing by Marie Moreno, chair.

Members Present: Lisa DeChano-Cook, Ryan Downing, Kenneth Franks, Melinda Holohan, Melinda Koelling, Mitch Keil, Nick Rowe, Randall Janes

Members Absent: Katie Harvey, Scott Hennessy, Edward Kudzia, Karen Lancendorfer, Kenneth Smith

Advisory Members Present: Kimmy Beuchler, Carrie Cumming, Randy Ott

Ex Officio: Jessica Cataldo

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 Koelling, to accept the agenda. The motion carried unanimously.

Minutes

[MOTION] It was moved by DeChano-Cook, seconded by Downing, to approve the 2 October 2025. With two abstentions, the motion carried.

Reports of Officers

Chair Moreno introduced herself.

Ex Officio Cataldo did not provide a report.

Action Items

Ott accepted the position of TCC vice chair for 2025-26.

[MOTION] It was moved by DeChano-Cook, seconded by Downing to approve Ott as Vice-Chair. The motion carried unanimously.

The election for secretary was postponed until the January 2026 meeting.

Reports of Councils/Committees Standing Committee(s)

DeChano-Cook summarized an Undergraduate Studies Council (USC) meeting on 11 November 2025. Proposed name change on Service-Learning Committee will be replaced with Experiential Learning still including service learning in the description; TCC received charges but USC has a sub-committee on transfer students, TCC should have someone in Unaffiliated Units.

Koelling discussed issues with requiring specific timing for pre-requisites. Math department evaluates transfers since many courses have not been evaluated. In the catalog of the other institution states "must have taken this course (pre-req) within a certain time". Math instructors understand when it comes to math there can be a big gap. DeChano-Cook presented to USC since it is not student-friendly to get transfers in. Memorandum of Action (MOA) 25-14 states 70% of the course had to be equivalent to transfer, but no description of qualifications of the instructor of the class; the syllabus would suggest that the course is equivalent but sometimes instructors point out that the course's instructor would not be qualified to teach at WMU; for example, they may have industry experience but not a higher degree.

Rowe added that as long as the institution is an accrediting institution, it has similar mechanisms for quality assurance. TCC decided to take no action on this because institutions are responsible for their faculty qualifications.

Koelling added that some courses are taught separately, but at WMU, the course is together, so if students have half of the course, the student should have it fulfilled; TCC can revise the MOA. Tammy Maner was suggested as a guest to bring insight on how to transfer for math courses does not have to be evaluated manually.

Unfinished Business

Holohan reported on [transfer credit resource guide link](#). DeChano-Cook recommended consulting with advising director of College of Arts and Sciences Diana Blouin. Koelling recommended Tammi Smith from College of Engineering and Applied Sciences, or Tamika Brown who can provide a list. Chairs familiar with issues and experiences in their specific departments/subjects are able to comprehend the transfer guide.

New Business

Ott updated TCC on the Transfer Working Group and overall efforts. Kristen Salomonson, Dave Paul, Anthony Helms, Amanda Rutherford are members. Focus groups with Kalamazoo Valley Community College (KVCC), Grand Rapids Community College, Kellogg Community College; preliminary results show transfer students are generally satisfied. [Michigan Transfer Landscape Analysis link](#). WMU's numbers down about 15% is consistent with statewide trends. KVCC enrollment recently increased due to free tuition incentives. Work results to be shared at the academic forum.

Announcements

None.

Adjournment

[MOTION] It was moved by DeChano-Cook, seconded by Koelling to adjourn the meeting at 2:56 p.m. The motion carried unanimously. The Transfer of Credit Committee will meet next via Webex on 21 January 2026 at 2 p.m.

Approval

Submitted by Marie Moreno, Chair

Minutes were approved on 12 February 2026.