
**Transfer of Credit Committee
Minutes of 5 March 2026**

Call to Order

The regular meeting of the Western Michigan University Faculty Senate Transfer of Credit Committee was called to order at 2:03 p.m. on 5 March 2026 via Webex video conference by Marie Moreno, Chair.

Members Present: Ryan Downing, Kenneth Franks, Kerrie Harvey, Melinda Holohan, Randall Janes, Melinda Koelling, Marie Moreno

Members Absent: Lisa DeChano-Cook, Scott Hennessy, Mitchel Keil, Edward Kudzia, Karen Lancendorfer, Kenneth Smith

Advisory Members Present: Kimmy Beuchler, Randy Ott

Advisory Members Absent: Carrie Cumming

Ex Officio Present: Jessica Cataldo, Undergraduate Studies Council Representative

Guests: Tammi Maner, Assistant Director of Course Evaluation and Credit Evaluation, Admissions

Quorum

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

Acceptance of the Agenda

[MOTION] It was moved by Downing, seconded by Koelling, to accept the agenda as provided. The motion carried unanimously.

Approval of Minutes

[MOTION] It was moved by Janes, seconded by Harvey, to approve the 12 February 2026 minutes as provided. The motion carried unanimously.

Reports of Officers

Chair Moreno did not provide a report.

Ex Officio Cataldo reported that the final version of the Transfer Guide has been sent to the Faculty Senate office for publication on the curriculum review web page. Following the conclusion of spring break, Cataldo will confirm that it has been published.

Unfinished Business

Holohan suggested possible additional options for publishing the Transfer Guide, preferably a side menu link.

New Business

Ott provided an update on the Academic Affairs Transfer Working Group:

- Several recommendations have been submitted to Interim Provost Cheatham and President Kavalhuna and have been received positively. Specific details are not yet available due to ongoing alignment efforts across campus. Additional components of the initiative remain under development but are progressing in a positive direction.
- MiLEAP Transfer Success Project:
 - Initiative aims to establish approximately 10 to 12 new transfer pathways across the state. Focus areas include cybersecurity, health fields, and computer information systems. The objective is to streamline transfer from community colleges to four-year institutions. Multiple stakeholders representing the University are actively participating in ongoing discussions. Final outcomes are not yet guaranteed.

Koelling raised a question regarding the scope of transfer expectations in Michigan:

- Inquiry focused on whether current efforts represent an incremental step toward fully standardized, statewide transfer pathways similar to models in other states.

- Ott responded that a definitive determination cannot yet be made, as the initiative remains under development and key decisions are still pending.

Maner provided an overview of responsibilities, coordination of credit evaluation, processing, and articulation teams. Primary tools utilized include the Transfer Evaluation System (TES) and Transferology platforms.

- Transfer credit evaluation process:
 - Upon admission, coursework is categorized as:
 - Credit granted
 - No credit granted
 - Credit by Department Recommendation Only (CBDRO)
 - Students are informed whether credit transfers, but not how it will apply toward degree requirements.
- Discussion of course applicability and academic preparedness. Example raised regarding older coursework (e.g., algebra completed many years prior) meeting prerequisites despite potential skill gaps. It was noted that credits older than ten years cannot be applied toward degree completion.
- Consideration of policy implications, discussion regarding the potential implementation of a “statute of limitations” on older coursework. No current system exists to automatically flag course age during transfer evaluation.
- CBDRO designation applied to coursework from non-regionally accredited institutions. Also used for courses spanning multiple disciplines requiring departmental review.
- Michigan Community College courses are pre-vetted to support informed faculty decision-making in transfer evaluations.
- Curriculum alignment: Newly approved WMU Essential Studies courses will automatically transfer as WMU Essential Studies equivalents beginning the following semester.

Announcements

None.

Adjournment

[MOTION] It was moved by Moreno, seconded by Downing, to adjourn the meeting at 3:02 p.m. The motion carried unanimously.

The Transfer of Credit Committee will meet next on 9 April 2026 via Webex at 2 p.m.

Approval

Submitted by Ryan Downing, Secretary

Minutes were approved on 9 April 2026.