



**TRANSFER OF CREDIT COMMITTEE
Minutes of 16 March 2023**

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 16 March 2023, via Webex by Melinda Holohan, chair.

Members in Attendance: Robert Bensley, Lisa DeChano-Cook, Kerrie Harvey, Scott Hennessy, Melinda Holohan, Mitchel Keil, Edward Kudzia, Steve Miller, M.K. Mohanan, Jeffrey Xie

Member Absent: Kenneth Franks, Kenneth Smith

Advisory Members Present: Randy Ott

Advisory Members Absent: Alice Molvern

Ex Officio Absent: Nicolas Witschi

Quorum

A quorum was present.

Agenda

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

Minutes

[MOTION] It was moved by DeChano-Cook, seconded by Harvey, to approve the 9 February 2023 minutes as presented. The motion carried unanimously.

Reports of Officers

Chair Holohan informed TCC that Carrie Cumming agreed to serve as an Ex Officio member. After some discussion, the committee decided to request a specific position rather than person specific.

[MOTION] It was moved by DeChano-Cook, seconded by Holohan, to request that a Registrar-specific position be added to the committee roster. The motion carried unanimously.

Report of University Representative

Due to his absence, Ex Officio Witschi did not provide a report.

Unfinished Business

Ott reported that he followed up with a staff member from Early College Programs to join TCC. DeChano-Cook reported that a request to add a member will need to go through both the USC and GSC.

There were no updates at this time on the Joint Services Transcripts.

The initiatives currently underway are general credit, credit by recommendation only, and military minors.

New Business

Chair Holohan provided a link for TCC to review a rough draft of the year-end report. Discussion was held.

[MOTION] It was moved by DeChano-Cook, seconded by Mohanan, to accept the draft as presented. The motion carried unanimously.

TCC is going to use Teams to serve as a depository for information as it relates to the creation of a Transfer Credit Handbook/Guide.

Hennessy provided a review of the WMU transfer process, procedures, and resources.

Announcements

None.

Adjournment

[MOTION] It was moved by DeChano-Cook, seconded by Harvey, to adjourn the meeting at 3:06 p.m. The motion carried unanimously. The Transfer of Credit Committee will meet next on 13 April 2023 via Webex videoconferencing.

Approval

Submitted by Steve Miller, Secretary

Minutes approved on 13 April 2023.