



**TRANSFER OF CREDIT COMMITTEE
Minutes of 13 April 2023**

Call to Order

The regular meeting of the Western Michigan University Faculty Senate Transfer of Credit Committee was called to order at 2:04 p.m. on 13 April 2023, via Webex by Melinda Holohan, chair.

Members in Attendance: Robert Bensley, Kerrie Harvey, Scott Hennessy, Melinda Holohan, Mitchel Keil, Edward Kudzia, Steve Miller, Jeffrey Xie

Member Absent: Lisa DeChano-Cook, Kenneth Franks, M.K. Mohanan, Kenneth Smith

Advisory Members Present: Randy Ott

Advisory Members Absent: Alice Molvern

Ex Officio Present: Nicolas Witschi

Guests: Kimmy Beuchler, Director of Early College Programs, Merze Tate College;
Tammi Maner, Assistant Director, Admissions

Quorum

A quorum was present.

Agenda

[MOTION] It was moved by Hennessy, seconded by Xie, to accept the agenda as presented. The motion carried unanimously.

Minutes

[MOTION] It was moved by Hennessy, seconded by Xie, to approve the 16 March 2023 minutes as presented. The motion carried unanimously.

Reports of Officers

Chair Holohan noted that the Transfer of Credit Committee annual report was forwarded to the Undergraduate Studies Council by the March deadline.

Ex Officio Witschi did not provide a report.

Unfinished Business

Chair Holohan reported that the request to add two new positions to TCC was approved by the Undergraduate Studies Council and Graduate Studies Council. The positions will be from the Registrar and Early College Programs.

[MOTION] It was moved by Bensley, seconded by Harvey, to appoint a Registrar-specific position and an Early Middle College-specific position to be added to TCC. The motion carried unanimously.

Chair Holohan encouraged members to continue to collect terminology and information for the future Transfer Credit Handbook.

New Business

Election of TCC officers for 2023-24 was held:

[MOTION] It was moved by Witschi, seconded by Hennessy, to elect Holohan as Chair for the 2023-24 academic year. The motion carried unanimously.

[MOTION] It was moved by Witschi, seconded by Hennessy to elect Harvey as Vice Chair for the 2023-24 academic year. The motion carried unanimously.

[MOTION] It was moved by Witschi, seconded by Hennessy, to elect Miller as Secretary for the 2023-24 academic year. The motion carried unanimously.

Discussion was held regarding the meeting mode for 2023-24.

[MOTION] It was moved by Harvey, seconded by Xie to meet virtually for the 2023-24 academic year. The motion carried unanimously.

Buechler provided information on programs that allow high school students to transfer credits.

Maner provided an overview of the course approval process.

Announcements

Ott reported that the WMU Essential Studies Executive Advisory Committee voted to create an ad hoc committee to be led by Ott and DeChano-Cook regarding the transfer of courses.

Adjournment

[MOTION] It was moved by Hennessy, seconded by Witschi, to adjourn the meeting at 3 p.m. The motion carried unanimously. The Transfer of Credit Committee will meet next in September with the date to be determined over the summer.

Approval

Submitted by Steve Miller, Secretary

Minutes approved on 14 September 2023.