



## TRANSFER OF CREDIT COMMITTEE

Minutes of 5 October 2023

### 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 October 2023, via Webex by Melinda Holohan, chair.

**Members in Attendance:** Lisa DeChano-Cook, Kenneth Franks, Kerrie Harvey, Melinda Holohan, Mitchel Keil, M.K. Mohanan, Steve Miller, Kenneth Smith, Jeffrey Xie

**Members Absent:** Robert Bensley, Scott Hennessy, Edward Kudzia

**Advisory Members Present:** Kimmy Beuchler, Randy Ott

**Ex Officio:** Carrie Cumming

### Quorum

A quorum was present with 10 members in attendance, of the eight needed to establish a quorum.

### Agenda

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

### Minutes

**[MOTION]** It was moved by Harvey, seconded by Xie, to approve the 14 September 2023 minutes as presented. The motion carried unanimously.

### Reports of Officers

Chair Holohan did not provide a report.

Ex Officio Cumming reported that the Undergraduate Studies Council added one charge for the coming year.

### Reports of University Representatives

DeChano-Cook did not provide a report.

### Unfinished Business

Chair Holohan encouraged members to continue to collect terminology and information for the future Transfer Credit Handbook. Materials should be deposited in the Transfer of Credit Committee Teams folder. A discussion was held regarding graduate-level versus undergraduate-level courses in terms of evaluation. An evaluation is taking place regarding new Advanced Placement/International Baccalaureate credit. Chair Holohan asked that members commit to a committee to help create the Transfer Credit Handbook.

Committees were assigned as follows:

1. Undergrad General
  - a. Lead: Hennessy
  - b. Members: Smith and Holohan
2. Graduate General
  - a. Lead: Cumming
  - b. Members: as needed
3. High School/Early College
  - a. Lead: Beuchler
  - b. Members: Harvey and Bensley
4. Military

- a. Lead: Franks
- b. Members: Keil and Kudzia
- 5. International
  - a. Lead: Monahan
  - b. Members: Xie and Bierlein
- 6. Credit by Department Recommendation Only (CBDRO)
  - a. Lead: Miller
  - b. Members: DeChano-Cook, Monahan, and Ott

Chair Holohan provided TCC with the next steps:

1. In place of the 9 November TCC meeting, work group leads will convene individual meetings to address the following considerations as related to their area of focus:
  - a. Best Practices/Processes/Procedures
  - b. Workflow/Key Personnel/Contacts
  - c. Helpful Resources
  - d. Definition of Terms
  - e. FAQ's
2. Work groups will share progress updates at the 30 November TCC meeting.

#### **New Business**

None.

#### **Announcements**

Ott invited TCC members to witness the signing of over 40 agreements with chairs and deans from Kalamazoo Valley Community College and Western Michigan University. The event will take place at 10 a.m. on 6 November in the WMU Student Center.

#### **Adjournment**

**[MOTION]** It was moved by Franks, seconded by Mohanan, to adjourn the meeting at 3 p.m. The motion carried unanimously. The Transfer of Credit Committee will meet next on 30 November 2023 via Webex.

#### **Approval**

Submitted by Steve Miller, Secretary

Minutes approved on 30 November 2023.