



## TRANSFER OF CREDIT COMMITTEE

Minutes of 11 January 2024

### 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 11 January 2024, via Webex by Melinda Holohan, chair.

**Members in Attendance:** Robert Bensley, Lisa DeChano-Cook, Kenneth Franks, Scott Hennessy, Melinda Holohan, Mitchel Keil, Edward Kudzia, Steve Miller, Kenneth Smith, Jeffrey Xie

**Members Absent:** Kerrie Harvey, M.K. Mohanan

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

**Ex Officio:** Carrie Cumming

### Quorum

A quorum was present with 11 members in attendance, of the eight needed to establish a quorum.

### Agenda

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

### Minutes

**[MOTION]** It was moved by Cumming, seconded by Smith, to approve the 5 October 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 reviewed the curriculum proposal received by TCC.

### Reports of University Representatives

DeChano-Cook reported that she took part in a committee as requested by the provost to discuss the transfer evaluation process and evaluate ways to make the process easier and faster.

### Unfinished Business

Chair Holohan asked each work group to provide an update on their progress toward completing the transfer guide and next steps. Reminding the committee that three meetings are remaining and the goal is to have something in place by the end of the spring semester. Chair Holohan encouraged work groups to place materials in their respective work folders for all to have access. There was a discussion about the final project.

As a reminder, work groups are as follows:

1. Undergraduate 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

Miller encouraged TCC to review relevant materials from [the American Association of Collegiate Registrars and Admissions Officers \(AACRAO\)](#). These materials have a best practice guide on items to consider for transfer credit, as well as documentation regarding the Transfer Student Bill of Rights.

#### **New Business**

None.

#### **Announcements**

None.

#### **Adjournment**

**[MOTION]** It was moved by Franks, seconded by Hennessy, to adjourn the meeting at 3:02 p.m. The motion carried unanimously. The Transfer of Credit Committee will meet next on 8 February 2024 via Webex.

#### **Approval**

Submitted by Steve Miller, Secretary

Minutes approved on 8 February 2024.