



6 February 2024

TO: **Transfer of Credit Committee Members:** Robert Bensley, Lisa DeChano-Cook, Kenneth Franks, Kerrie Harvey, Scott Hennessy, Mitchel Keil, Edward Kudzia, Steven Miller, M.K. Mohanan, Kenneth Smith, Jeffrey Xie
Advisory Member: Kimmy Beuchler, Randy Ott
Ex Officio: Carrie Cumming

FROM: Melinda Holohan, Chair

**Transfer of Credit Committee
REVISED AGENDA**

8 February 2024, 2 to 3 p.m.

[Webex Link](#)

1. **Call to Order**
2. **Acceptance of the Agenda**
3. **Approval of Minutes**
 - a. Transfer of Credit Committee – 11 January 2024 minutes
4. **Reports of Officers**
 - a. Chair Report – Holohan
 - b. Ex Officio Report – Cumming
5. **Reports of University Representatives**
 - a. Curriculum Manager – DeChano-Cook
6. **Unfinished Business**
 - a. Reports of Transfer Resource Guide Work Groups
 - i. Undergraduate – Hennessy, Holohan, Smith
 - ii. Graduate – Cumming
 - iii. High School/Early College – Beuchler, Harvey, Bensley
 - iv. Military – Franks, Keil, Kudzia
 - v. International – Monahan, Xie
 - vi. Credit by Department Recommendation Only – Miller, DeChano-Cook, Ott
 - b. Next Steps for Transfer Credit Resource Guide Content Development – Holohan
 - i. Best Practices/Processes/Procedures
 - ii. Transfer Processes Workflow/Key Personnel/Contacts
 - iii. Helpful Resources
 - iv. Definition of Terms
 - v. FAQ's
 - c. Next Steps for Transfer Resource Guide Design and Implementation – Holohan
7. **New Business**
 - a. Evaluation of Transfer Course Policy – Holohan
 - b. College of Education and Human Development Career and Technical Transfer Credit Proposal – Holohan
8. **Announcements**
9. **Adjournment**