

11 March 2024

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

**FROM:** Melinda Holohan, Chair

**Transfer of Credit Committee  
AGENDA**

14 March 2024, 2-3 p.m.

[Webex Link](#)

1. **Call to Order**
2. **Acceptance of the Agenda**
3. **Approval of Minutes**
  - a. Transfer of Credit Committee – 8 February 2024
4. **Reports of Officers**
  - a. Chair Report – Holohan
  - b. Ex Officio Report – Cumming
5. **Reports of University Representatives**
  - a. Curriculum Manager Report –DeChano-Cook
6. **Unfinished Business**
  - a. Reports on Transfer Resource Guide Work Groups
    - i. Undergraduate: Hennessy, Holohan, Smith
    - ii. Graduate: Cummings
    - iii. High School/Early College: Beuchler, Harvey
    - iv. Military: Franks, Keil, Kudzia, DeChano-Cook
    - v. International: Monahan, Xie,
    - vi. CBDRO: Miller, DeChano-Cook, Ott
  - b. Next Steps for Transfer Resource Guide Content Development
    - i. Best Practices/Processes/Procedures
    - ii. Transfer Processes Workflow/Key Personnel/Contacts
    - iii. Helpful Resources
    - iv. Glossary/Definition of Terms
    - v. FAQ's
  - c. Next Steps for Transfer Resource Guide Design and Implementation Undergraduate Transfer of Credit MOA
7. **New Business**
  - a. 2018 CEHD Career & Technical Education (CTE) Transfer Credit Proposal
  - b. MOA-24/03: *Undergraduate Transfer Course Evaluation Policy* – DeChano-Cook
8. **Announcements**
9. **Adjournment**