

10 September 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  
**Guest:** Diane Riggs, Chair, Undergraduate Studies Council

**FROM:** Melinda Holohan, Chair

**Transfer of Credit Committee  
AGENDA**

12 September 2024, 2 - 4 p.m.

[Webex Link](#)

1. **Call to Order**
2. **Acceptance of the Agenda**
3. **Approval of Minutes**
  - a. Transfer of Credit Committee – 11 April 2024
4. **Reports of Officers**
  - a. Transfer of Credit 2024-25 Charges – Riggs
  - b. Chair Report – Holohan
  - c. Ex Officio Report – Cumming
5. **Reports of University Representatives**
  - a. Curriculum Manager Report – DeChano-Cook
6. **Unfinished Business**
  - a. Memorandum of Action 24/03 Undergraduate Transfer Course Evaluation Policy – Holohan
    - i. Awareness and Implementation
  - b. Transfer Resource Guide – Holohan
    - i. Compiled and Missing Content
    - ii. Organization and Implementation
7. **New Business**
  - a. 2024-25 Transfer of Credit Committee Election of Vice Chair – Cumming
  - b. 2024-25 Transfer of Credit Committee Initiatives:
    - i. 2018 College of Education and Human Development Career and Technical Education Transfer Credit Proposal – Holohan
    - ii. Transfer of Credit Member Recommendations – Holohan
8. **Announcements**
9. **Adjournment**