



TRANSFER OF CREDIT COMMITTEE

Minutes of 12 September 2024

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 12 September 2024, via Webex by Melinda Holohan, chair.

Members in Attendance: Lisa DeChano-Cook, Kerrie Harvey, Melinda Holohan, Mitchel Keil, Edward Kudzia, Tammi Maner (substitute for Scott Hennessy), Steve Miller, Heather Smith, Jeffrey Xie

Members Absent: Kenneth Franks, Kenneth Smith

Advisory Members Present: Kimmy Beuchler, Randy Ott

Ex Officio: Carrie Cumming

Guest: Diane Riggs, Undergraduate Studies Council Chair

Quorum

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

Agenda

[MOTION] It was moved by Cumming, seconded by DeChano-Cook, to accept the agenda. The motion carried unanimously.

Minutes

[MOTION] It was moved by DeChano-Cook, seconded by Cumming, to approve the 11 April 2024 minutes as presented. The motion carried unanimously.

Reports of Officers

Riggs presented the 2024-25 Transfer of Credit Committee Charges.

Chair Holohan introduced Heather Smith, International Services and Admissions, with Haenicke Institute for Global Education assuming the membership role of M.K. Mohanan.

Ex Officio Cumming did not provide a report

Riggs left the meeting at 2:14 p.m.

Reports of University Representatives

DeChano-Cook reported the following:

1. Memorandum of Action (MOA) 24/03 Undergraduate Transfer Course Evaluation Policy approved in April is in effect since June; however, the university is looking for a Transfer Credit Coordinator as noted in the MOA.
2. Working with departments to get some blanket credit for some courses. The university is currently looking at Transferology regarding how credits will transfer to WMU.
3. Starting a project to evaluate transfer courses that have not been evaluated in a long time;
4. In the process of getting some community colleges' courses evaluated for transfer to WMU.

Unfinished Business

DeChano-Cook informed TCC that the implementation of a Transfer Credit Coordinator was added by the Faculty Senate, and without this position, the full implementation of MOA 24/03.

Chair Holohan reported that the glossary of terms is almost complete for the Transfer Guide. Franks added military terminology, and K Smith added some definitions relating to international credits. Chair

Holohan asked TCC members to review the information. The guide will eventually be posted to the Faculty Senate website to provide information as it relates to certain populations, i.e., military, international, domestic, etc. A suggestion was made that advising directors and perhaps Hennessy and Alicia Kornowa, Director of Admissions, review the information along with an International Admissions officer.

New Business

The following items were postponed:

1. Election of TCC vice chair until the October meeting.
2. The College of Education and Human Development Career and Technical Education Transfer Credit proposal.

Announcements

None.

Adjournment

[MOTION] It was moved by Harvey, seconded by Cumming, to adjourn the meeting at 3:02 p.m. The motion carried unanimously. The Transfer of Credit Committee will next meet at 2 p.m. on 24 October 2024 via Webex teleconferencing.

Approval

Submitted by Steve Miller, Secretary

Minutes approved on 24 October 2024.