



TRANSFER OF CREDIT COMMITTEE

Minutes of 10 April 2025

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 10 April 2025, via Webex by Melinda Holohan, chair.

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

Members Absent: Mioara Diaconu, Kerrie Harvey, Heather Smith, Kenneth Smith

Advisory Members Present: Randy Ott

Advisory Members Present: Kimmy Beuchler

Ex Officio Absent: Carrie Cumming

Quorum

A quorum was present with 9 members in attendance of the eight needed to establish a quorum.

Agenda

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

Minutes

[MOTION] It was moved by DeChano-Cook, seconded by Koelling, to approve the 20 March 2025 minutes. The motion to approve the minutes carried unanimously.

Reports of Officers

Chair Holohan reported that TCC will start the fall semester with a new chair. Chair Holohan will still participate until her term ends in December 2025. Miller also reported that he will no longer serve on the committee starting in the fall, as there will be a new staff member taking on this task.

Reports of University Representatives

DeChano-Cook reported that the Faculty Senate passed the MOA for the military, and currently in the 30-day minimum waiting period

Unfinished Business

Chair Holohan reviewed a working draft of the Transfer Resource Guide with TCC. Ott informed the committee that Franks, Hennessy, Tammi Maner from Admissions, Beuchler, and Cumming will be asked to review the document, as well as the Undergraduate Studies Council chair. DeChano-Cook suggested that an academic advisor review the document as well.

New Business

Chair Holohan discussed TCC membership for the 2025-26 academic year, which started with a review of current membership: names, titles, etc. A discussion ensued as to missing positions and the need to move some members to their appropriate departmental representation. Chair Holohan suggested that TCC make Ott, Pathways, and Partnerships a permanent member of the committee instead of in an advisory role. No action taken on the membership front; however, Chair Holohan will shore up questions with the Faculty Senate.

TCC will need a new chair and a secretary for the fall. Chair Holohan would like a new chair in place so that the new officer can get the desired training at the start of the fall semester. This will be on hold at this time.

Announcements

None.

Adjournment

[MOTION] It was moved by Franks, seconded by DeChano-Cook, to adjourn the meeting at 2:56 p.m.

The motion carried unanimously. The Transfer of Credit Committee will meet next September 2025 via Webex teleconferencing.

Approval

Submitted by Steve Miller, Secretary.

Minutes approved on 2 October 2025.