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**Transfer of Credit Committee**

Minutes of 12 February 2026

**Call to Order**

The regular meeting of the Western Michigan University Faculty Senate Transfer of Credit Committee was called to order at 2:04 p.m. on 12 February 2026 via Webex video conference by Marie Moreno, chair.

**Members Present:** Lisa DeChano-Cook, Ryan Downing, Kenneth Franks, Melinda Holohan, Randall Janes, Mitch Keil, Melinda Koelling, Edward Kudzia, Marie Moreno, Kenneth Smith

**Members Absent:** Kerrie Harvey, Scott Hennessy, Karen Lancendorfer

**Advisory Members Present:** Kimmy Beuchler, Randy Ott

**Advisory Members Absent:** Carrie Cumming

**Ex Officio:** Jessica Cataldo

**Quorum**

A quorum was present with eleven members in attendance, of the six needed for a quorum.

**Agenda**

Memorandum of Action (MOA) 25/14 was removed to align with the decision to take no action from the November meeting.

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

Note: January meeting did not occur due to weather-related University closure.

**Minutes**

**[MOTION]** It was moved by DeChano-Cook, seconded by Holohan, to approve the 13 November 2025 minutes. The motion carried unanimously.

**Reports of Officers**

Chair Moreno welcomed Downing as TCC secretary and Ott as TCC vice chair.

Ex Officio Cataldo reported that two MOAs passed last week, establishing a cross-listed course policy and revising prior learning assessment. Undergraduate Studies Council (USC) met on 10 February 2026. There was discussion regarding faculty reviewing transfer courses and how frequently that does or should happen. Ex Officio Cataldo indicated at the USC meeting that the issue will be presented to TCC.

**Reports of Councils/Committees Standing Committee(s)**

MOA 26/05: *ACE Establish Equivalency Level Acceptance of American Council of Education (ACE) Military Credit Policy* - DeChano-Cook, Smith, and Moreno outlined a slight modification to the MOA that adds more information. Discussion centered around military students not able to bring as many college credits as non-military. Franks added that ACE provides a recommendation for college credit based on military service credit, and that WMU currently only accepts lower-level equivalency even if the recommendation includes upper-level. Often these credits are only for Credit by Department Recommendation Only (CBDRO) and not direct equivalency. The present MOA only establishes whether WMU might accept upper-level recommendations. Franks added that students are responsible for requesting an ACE evaluation and determining whether applying these credits is in their best academic interest.

**[MOTION]** It was moved by Koelling, seconded by Cataldo, to accept and approve MOA 26/05. The motion carried unanimously.

### **Unfinished Business**

Holohan reported on [Transfer Credit Resource \(TCR\) Guide link](#). Holohan shared that there has been a comprehensive review of TCR by a host of reviewers. Edits were implemented based on this feedback. It is largely completed and next steps are evaluating whether further actions or approvals are needed. Koelling suggested an accessibility check. Ott later received confirmation that TRC was reviewed for Americans with Disabilities Act (ADA) compliance by Cara Junghans. DeChano-Cook recommended TCC to call this issue completed and announce/publish. DeChano-Cook will send a link and email to deans, chairs, and advising partners when it is linked and built/publicized. Recommendation was made to ensure cross-listing is occurring as well. Ex Officio Cataldo will check and confirm where faculty senate will allow hosting. Downing shared that it served as a great on-boarding tool for new committee members, being one himself. Suggestion was made to utilize the guide as training or onboarding for chairs and advisors.

### **New Business**

Ott reported on the Transfer Working Group overall efforts. Ott outlined details of what has been completed and reasons. Transfer working group was established to review transfer-related campus wide in 2025 and quickly evolved into a broader mission. WMU has been reporting transfer numbers alongside state numbers. However, WMU is slightly heavier. The work is aligned with 60 by 30, MiLEAP, and the Community College Guarantee. Community college guarantee requires students to attend the community college in their high school's district. Kellogg Community College, Kalamazoo Valley Community College, Grand Rapids Community College students have seen an increase because of the Community College Guarantee. These are positive signs for WMU. Thirty-seven recommendations resulted from this effort and were reported to the provost in late fall 2025.

Koelling reported on Transfer Policies for WMU Essential Studies Courses. Koelling discussed with WMU Essential Studies Course Review and Approval committee chair, policy concerns and the question of how transfer credits are determined to qualify as WMU Essential Studies credits. It is the college advising director's responsibility to determine if a course suits a WMU Essential Studies category per a recent process approved by WMU Essential Studies Executive Advisory Committee. DeChano-Cook elaborated that departments will determine whether a course can come as transfer equivalent, department credit, etc. Advisors are allowed to give a one-time exception regarding WMU Essential Studies requirements. That course gets put on a list for review to determine if it stays on an approved list. If approved, the course goes into Transfer Evaluation System (TES) to stay there and get credit automatically. If requirements are not met, it is removed. This information would be helpful for deans to share chairs. It is not the chair's decision to put a course into WMU Essential Studies credit. Further discussion has been postponed to the next meeting.

### **Announcements**

None.

### **Adjournment**

**[MOTION]** It was moved by Koelling, seconded by Holohan to adjourn the meeting at 3:04 p.m. The motion carried unanimously. The Transfer of Credit Committee will meet next via Webex on 5 March 2026 at 2 p.m.

### **Approval**

Submitted by Ryan Downing, Secretary

Minutes were approved on 5 March 2026.