

**Team Charges:** Linda J. Emanuel Teaching Learning Center  
Academic Year 2008-2009

**Program Coordinator - Paddy O'Hara-Mays** [poharama@lhup.edu](mailto:poharama@lhup.edu)

1. Research possible topics for workshops and conferences by polling faculty, contacting other TLC organizations, reading professional journals, and finding information from other sources as appropriate.
2. Find possible speakers for workshops and conferences by similar research techniques.
3. After consulting with the TLC Executive Committee, establish links speakers and finalize a contract.
4. Organize and conduct the workshop and conference.
5. Plan other campus TLC events as deemed appropriate by the Program Teams
6. Coordinate with TLC Treasurer and for budget approvals.
7. Coordinate with other TLC Teams.
8. Provide minutes and/or record of Team decisions to the TLC Executive Committee

**Grants and Liaison Team** - Ed Jensen [ejensen@lhup.edu](mailto:ejensen@lhup.edu) and Cindy Allen [callen2@lhup.edu](mailto:callen2@lhup.edu)

1. Advertise and disseminate travel grant forms to faculty.
2. Evaluate and award travel grants for conferences focusing on teaching.
3. Coordinate with TLC Treasurer for budget approvals.
4. Coordinate follow-up presentation of faculty member (presentation within 90 days). Establish liaisons with AAHE, POD and other faculty development organizations.
5. Establish and maintain liaisons with other State System University TLC organizations.
6. Attend conferences and workshops as necessary, using TLC Travel Grant funds.
7. Perform other tasks deemed appropriate by the Team.
8. Provide minutes and/or record of Team decisions to the TLC Executive Committee.

**Recognition and Awards Team** - Jim Bean [jbean@lhup.edu](mailto:jbean@lhup.edu)

1. Advertise and conduct searches for candidates for TLC awards: teaching and mentoring.
2. Finalize recipients in committee.
3. Coordinate with TLC Treasurer for budget approvals.
4. Arrange for payment of awards and making of plaques to be presented at Fall Convocation.
5. Perform other tasks deemed appropriate by the Team.
6. Provide minutes and/or record of Team decisions to the TLC Executive Committee.

**Technology and Web Team - Paddy O'Hara-Mays [poharama@lhup.edu](mailto:poharama@lhup.edu)**

1. Develops technology enhancement plans.
2. Coordinate TLC technology training and activities.
3. Coordinate with Program Coordinator on workshops and conferences on campus.
4. Coordinate with TLC Treasurer for supply approvals.
5. Using the TLC Web page, publicize TLC activities, including writing articles, sending out announcements and email messages.
6. Coordinate with Program and Grants Teams to advertise TLC workshops, conferences, and presentations.
7. Develop and update the TLC web page.
8. Coordinate with other TLC Teams.
9. Perform other tasks deemed appropriate by the Team.
10. Provide minutes and/or record of Team decisions to the TLC Executive Committee.

**Service Learning Team - Ann Marie Turnage [aturnage@lhup.edu](mailto:aturnage@lhup.edu)**

1. Coordinate service learning activities on the LHUP campus.
2. Promotes service learning by holding workshops, coordinating with the Program Coordinator.
3. Attends conferences and workshops as necessary, using TLC Travel Grant funds.
4. Represent LHUP in SSHERSERVE.
5. Coordinate with the Americorps Director, Anne-Marie Turnage.
6. Perform other tasks deemed appropriate by the Team.
7. Provide minutes and/or record of Team decisions to the TLC Executive Committee.

**Advisement Team - Lisa Weaver [lweaver@lhup.edu](mailto:lweaver@lhup.edu)**

1. Research advisement and mentoring innovations.
2. Conducts workshops on advisement.
3. Gives awards and recognition for outstanding faculty advisors.
4. Perform other tasks deemed appropriate by the Team.
5. Provide minutes and/or record of Team decisions to the TLC Executive Committee.

**Publications Team - Tara Mitchell [tmitchel@lhup.edu](mailto:tmitchel@lhup.edu)**

1. Poll faculty and other TLC organizations for collection suggestions.
2. Coordinate with TLC Treasurer for budget approvals.
3. Order new additions to the TLC collection.
4. Provide minutes and/or record of Team decisions to the TLC Executive Committee.
5. Promote Action and Community-Based Research on campus.
6. Solicit manuscripts and publish the TLC action research online, peer-reviewed journal.
7. Perform other tasks deemed appropriate by the Team.
8. Provide minutes and/or record of Team decisions to the TLC Executive Committee.

**Professional Development and Peer Coaching Team - Jim Bean [jbean@lhup.edu](mailto:jbean@lhup.edu)**

1. Coordinate faculty peer-pairing and mentoring interactions to facilitate pedagogical growth and an appreciation of other disciplinary pedagogy and content.
2. Work with faculty members to develop their professional portfolios for electronic presentation.
3. Develop and coordinate formal procedures for obtaining credit for taking teaching and learning workshops and courses.
4. Perform other tasks deemed appropriate by the Team.
5. Provide minutes and/or record of Team decisions to the TLC Executive Committee.

**Ethics Team - Joan Whitman Hoff [jhoff@lhup.edu](mailto:jhoff@lhup.edu)**

1. Coordinate with and complement the activities of the Ethics Center.
2. Promote and enhance programs such as the EC's 'Ethics across the Curriculum' project.
3. Work with faculty to identify pedagogical methods to enhance VEC for students in the various disciplines and professions
4. Attend conferences on teaching and VEC so that peer mentoring in this area can be undertaken from a more informed perspective
5. Sponsor, or co-sponsor, workshops and speakers that will enhance knowledge and skills in VEC across the curriculum
6. Perform other tasks deemed appropriate by the Team.
7. Provide minutes and/or record of Team decisions to the TLC Executive Committee.