

**TLC Section Business Meeting Agenda**  
2012 AAEA Meetings  
9:00 am–10:30 am, Sunday, August 12  
*Washington State Convention Center, Room 303*

1. Welcome and Introductions -Penny Diebel, Chair
2. Report from the AAEA Board Liaison – Lori Lynch
3. Officer reports
  - a. Secretary/ Treasurer – Joan Fulton
    - i. Approval of the minutes from 2011 meeting
    - ii. Current financials
  - b. Chair –Penny:
    - i. 2012 Election results
    - ii. Nomination process for 2012
  - c. Chair-Elect – Michael Gunderson
    - i. TLC track sessions
    - ii. Review track proposal process
4. Old Business
  - a. Other?
5. New Business
  - a. Graduate Student Teaching Award - Penny
    - i. Presentation of Award
  - b. Other proposed activities
    - i. Proposed Book of Teaching Essays from Award Winners
  - c. Pre-conference for 2013 -Michael
    - i. Time
    - ii. Topics
6. Future Meeting
  - a. 2013 AAEA Annual Meeting in Washington D.C. - August 4–6, 2013
  - b. 2014 AAEA Annual Meeting in Minneapolis - July 27–29, 2014
  - c. 2015 AAEA Annual Meeting in San Francisco - July 26–28, 2015
7. Summary of Action Items – Penny
8. Acknowledgement of 2012-13 Chair
9. Move to Adjourn

## *Teaching, Learning, and Communications Section*

*The TLC is an active group of AAEA members interested in the theory, scholarship and practice of learning, teaching, and communication. Given that a large majority of AAEA members have responsibilities in these three areas, the TLC's activities are developed to enhance members' skills in the on-campus classroom, off-campus workshop, and in a presentation to a community group. Activities include:*

- *Pre-conference workshops on teaching strategies, learning styles, and teaching technologies and innovations.*
- *Track sessions where practitioners share their knowledge, frustrations, and successes.*
- *Annual meetings that facilitate idea exchange and dialogue.*
- *Networking opportunities for scholarly collaboration.*
- *TLC's programs are designed for undergraduate, graduate, and life-long learning environments. The TLC encourages AAEA members to transform their interest in teaching into a passion for excellence in pedagogy.*

### **TLC Officers and duties as specified by Section operating policies**

Duties of Penelope L Diebel, Chair 2011-2012, [Penelope.diebel@oregonstate.edu](mailto:Penelope.diebel@oregonstate.edu), 541.737.5317

- Serve as the sole Section liaison with the AAEA Business Office
- Execute the decisions and recommendations of the Section executive committee
- Facilitate Section conference calls
- Oversee all Section operations
- Assist the Secretary/Treasurer in the development of annual budgets
- Create business meeting agenda
- Facilitate and preside over business meetings
- Oversee special events held during the AAEA Annual Meeting
- Oversee other special non-AAEA meeting events (e.g., workshops)
- Facilitate communication on the Section listserv and/or online forum

Duties of Mike Gunderson, Chair-Elect 2011-2012, [mag79@ufl.edu](mailto:mag79@ufl.edu), 352.392.1826 ext. 301

- Organize Track Sessions for the Annual Meeting
- Organize annual election
- Draft AAEA Foundation proposals on behalf of the Section
- Assist Chair in planning AAEA Annual Meeting special events
- Facilitate communication on the Section listserv and/or online forum
- Participate in conference calls and other Section activities

Duties of Joan Fulton, Secretary/Treasurer 2011-2012, [fultonj@purdue.edu](mailto:fultonj@purdue.edu), 765.494.0594

- Take Section Minutes at all official Section Meetings
- Lead the development of the annual budget
- Maintain Section Web site
- Facilitate communication on the Section listserv and/or online forum
- Participate in conference calls and other Section activities

Duties of James Sterns, Immediate Past-Chair, , [jasterns@ufl.edu](mailto:jasterns@ufl.edu), 352.392.1826 ext. 222

- Chair the nominating committee and coordinate the elections
- Participate in conference calls and other Section activities