In 2011-2012, the Library, Technology and Learning Committee (LTLC) needed replacements for two members who were on sabbatical in successive semesters. Selected from the committee's reserve list, Kathryn Tomasek filled in for Scott Gelber in Fall 2011 and for Montse Perez in Spring 2012.

Following practice from the previous year, the committee included Susan Wawrzaszek, Associate VP of LIS, in all of our meetings.

In the fall semester, the committee collaborated with the Educational Policy Committee to organize a Faculty Working Group on the role of LIS in the Wheaton College Curriculum. Kathryn Tomasek led this working group. Membership was entirely voluntary. The working group met separately from LTLC and presented its report to the Educational Policy Committee in April 2012.

LTLC returned briefly to questions of email privacy. Sue Wawrzaszek continues to work with the administration to clarify/define an institutional policy regarding centralized retention of email correspondence. The committee sponsored an opportunity for members of the faculty and staff to participate in a webinar on the topic, but few attended.

Since one significant function of both LIS and LTLC addresses allocation of funds for hardware and software used in teaching and learning, the committee joined with Scott Hamlin in clarifying categories of funding for such technology. The following categories are excerpted from Hamlin’s email to the faculty of May 9, 2012; they reflect types of hardware and software that are generally considered standard equipment for teaching and learning, and their purchase, installation, and replacement is managed by LIS with some consultation from LTLC:

- **Technology for teaching and learning spaces**
  - Priorities for technology in classrooms and academic computer labs are set by LIS based on the technology’s age, its frequency and volume of use, and the impact the technology has on the curriculum.
- **Academic software**
  - Most of the academic software funds administered by LIS are already encumbered through renewal fees that must be paid every year. However, changes in software licenses may be accommodated by dropping some licenses in favor of others.
Faculty members who wish to add or remove software for the coming year, should contact their liaison or Scott Hamlin before May 31 each year. LIS can only make purchases out of the academic software budget once a year.

- **Other technology for teaching and learning**
  - Hardware and software that does not fit easily into any of the above categories (e.g. upgrades to research computing, instructional technology like clickers, etc.) are also administered by LIS.

In addition to these standard categories, LIS reserves a limited amount of academic technology funding for teaching and learning projects faculty members undertake to move beyond the uses now considered typical or standard in undergraduate education. For these proposals, as with all requests, priority is given to technology that has broad impact, serves a clear curricular or research need, and for which there is no other source of funding. LTLC joins with LIS in announcing calls for proposals, reviewing proposals, and allocating these funds in the fall and spring semesters.

In the spring semester, the committee began preliminary discussion of a proposed change in email services and online calendar services to Google Apps for Education. Informal discussions with colleagues around campus indicate enthusiasm for such a change.

The committee expects to work on the following items in the coming year:

- Continued collaboration with LIS in distribution of Academic Technology Funds for Innovation
- Continued collaboration with the Educational Policy Committee regarding the role of LIS in the Curriculum
- Continued discussion of the proposed shift to Google Apps for Education for email and online calendar services

Respectfully submitted,

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Jason Goodman
Scott Gelber
Montse Perez
Scott Hamlin