

School of Law
Information Technology Vision Plan
2003-2004

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ITAC-Eligible Funding Request for FY 2004

Multimedia Equipment for 5 Large Classrooms and Auditorium \$355,000

During the summer of 2002, the law school installed permanent multimedia equipment in two large classrooms (seating capacity in excess of 75). Other classrooms must use portable equipment, which requires media services employees to move and set up equipment for each class. Existing equipment and manpower is not sufficient for the steadily increasing demand. We originally planned to install equipment in a number of classrooms during the summer of 2003; however, due to budget constraints and unexpected infrastructure expenses, we are unable to do so. Thus, we would like to install the equipment in the five remaining large classrooms during Summer 2004.

Three classrooms and the auditorium will require dual projection systems. We estimate the auditorium equipment will cost \$70,000, and the other three classrooms will cost \$60,000 each. The three smaller classrooms require single projection systems, which we estimate costing \$35,000 each. This includes installation costs.

Complete Wireless Network Access \$25,000

In FY2002 and 2003, the law school installed wireless network access in most of the public areas of the building and throughout the Law Library. We would like to complete the installation throughout the building. Student response to wireless access has been overwhelmingly positive.

Network switch upgrade for Computer Learning Center \$3,000

One 22-port switch serving the Computer Learning Center is nearing the end of its useful life and is in need of replacement.

Laptops for Student Loan Program \$6000

We allow students to borrow a laptop for a 24-hour period. This is a very popular program, and we need two additional laptops.

TOTAL REQUEST \$389,000

ITAC expenditures for 2001/02 & 2002/03

ITAC Expenditures for FY 2002 (\$63,000 recurring, \$114,000 one-time)

In Fiscal Year 2002, the ITAC one-time allocation was used to install classroom multimedia technology in two classrooms—one with a 138-seat capacity, the other with a 99-seat capacity. Each room has a wireless network access for students, and for the instructor a computer with wired network access and CD/DVD player, videotape player, wireless microphone, sound system, and projection system. One room was completely renovated with electric outlets provided at each seat for laptops. The recurring portion of the allocation was used for salary for instructional technology staff.

ITAC Expenditures for FY 2003 (\$69,300 recurring, \$98,884 one-time)

We had planned to renovate three classrooms (138 and 114 capacity) to match the renovation completed in FY 2002. However, ITS has recently informed us that our network router and switches are probably about 10 years old and in an extremely fragile state. Budget constraints have caused the law school to cancel plans for classroom renovation for summer 2003. Thus, ITAC funds probably will be used to fund the portion of the router and switches allocable to student use. The balance of ITAC funds will be used for other expenses related to instructional technology. The recurring portion of the allocation will be used for salary for instructional technology staff.

Infrastructure and services supported by local/special funds

In January 2001, the Law School Information Technology Department was created, bringing together networking and workstation support, database management, Web development, instructional technology and media services. In Fiscal Years 2001, 2002 and 2003, we expended significant efforts and funds to upgrade the Law School's technology infrastructure, which had been virtually ignored for many years.

Funding

Until FY 2002, resources for information technology were limited to the ITAC allocation and a fee designated for support of the Law School student computer lab. Beginning with the Fall 2001 semester, all law students are assessed an Information Technology Fee of \$200 per student per semester. With approximately 1430 students, this fee provides \$584,500 for the IT budget. Law students also pay a Computer Learning Center Services and Automation fee of \$130 per semester (\$30 per summer session) that supports the Computer Learning Center, the student computer lab and classroom located in the Law Library, generating approximately \$400,000 annually. The state-funded construction budget for the John B. Connally Center for the Administration of Justice contained a \$500,000 allocation for audio-visual equipment. This equipment was purchased during Fiscal Years 2000 and 2001.

Infrastructure and Services

The Associate Dean for Students and Technology manages the IT Department of the Law School. This department was created in January 2001. There are four different offices that make up the department:

1. Internet Initiatives—database services, web services and instructional technology
2. Media Services—audio visual services and instructional support
3. Computer Information Center—networking, file-sharing, and desktop services
4. Computer Learning Center—student lab and computing classroom, located in the Law Library.

Since January 2001, staff has spent significant resources and time evaluating the existing infrastructure, which had been neglected for at least 5 years, and replacing aging systems and equipment. Much of our faculty/staff infrastructure simply was no longer working—for example, during the examination period of May 2000, our primary faculty/staff server crashed. We say we have been conducting triage over the last two years, and it continues. The following lists the changes made from August 2002 through January 2003.

Student access to computing resources—Computer Learning Center

- Law students have access to the Computer Learning Center, an 82-workstation facility. Desktops are on a four-year replacement cycle. The desktop operating system was upgraded from Windows 98 to Windows XP Professional and the applications package from Windows Office 2000 to Office XP. One-third of the desktops were purchased in January 2002, the remaining two-thirds replaced in

January 2003. All computers now have Pentium 4 processors and 17" flat panel monitors.

- 5 laptops are available for 24-hour loan periods to law students. Five Cisco Aironet wireless cards are also available for student checkout.
- 56 public Ethernet ports are available for student use throughout the law school. In FY 2002 wireless ethernet was made available throughout the Law Library and in nearly all public areas of the law school.
- The Law School allows students to take in-school exams on personal laptops through the use of ExamSoft software. Each student that uses the software pays an annual \$35 license fee to ExamSoft.
- We participate in the Business School's laptop purchase initiative, by which our students can purchase a laptop computer with a 3-year on-site warranty at substantial discount.
- All students are eligible to receive one copy of Microsoft Office media to install on their personal computers.

Local online resources—Internet Initiatives

- A faculty/staff directory/database is being developed to connect people and their activities in a single database that will be accessible through UT Direct. The system will allow us to improve our course registration system and other online student services. It will generally simplify information updates and will make information more readily available to students, faculty and staff.
- Creating websites for law school sponsored conferences, including registration databases
- A complete redesign of the Law School web site was unveiled in August 2001. The design was updated in 2002, and we have made substantial progress in changing law school departmental websites to a unified design. An updated design of the Law School and Law Library websites will be unveiled in Spring 2003.
- Conducting various student surveys concerning technology at the law school
- An online Law School events calendar was made available in August 2001, and continues to be enhanced.
- Law Central is an online suite of administrative services for students, faculty and staff and includes online course registration, grade checking, and access to the Law School student directory. One component of Law Central is a communications vehicle called Law Mail, which allows student organizations to easily communicate with their members via email. We have many projects waiting in line to be included in Law Central, which will continue for the next several years.
- Conversion of existing UT Direct services to version 2 of UT Direct.
- Making needed upgrades to old web systems: converting from webAgent1 to webAgent2, replacing SSN's with EID's, and putting pages into the UT Direct format.
- Providing analyst support for online systems and automated processes in the areas of Student Affairs, Career Services and Special Programs. This involves handling data transfers to and from main campus, fixing bugs, making additions and enhancements to current systems and providing direct support to student and staff users.

- Freshlaw Central was developed to provide information via the Internet for first –year law students. Freshlaw Central was extremely successful, and has been enhanced for the 2003 entering class.

Computing infrastructure—CIC

- In FY 2001 and 2002, we significantly upgraded our network infrastructure
 - Replaced existing primary faculty/staff network server
 - Upgraded network software to the most current version of Novell Netware
 - Replaced student journal network server
 - Purchased a network server and desktops for the clinical instruction programs
 - Upgraded existing Type II cable with Cat 5e cable throughout the Law School
 - Installed network switches in all closets with new patch panels
 - Installed new e-mail server for faculty/staff
- In 2003, we have replaced a significant number of workstations, with plans to initiate a three-to-four year life cycle for faculty (participating in FCI and CLI), staff, student journals and clinics.
- Continued implementation of a single platform policy, with all administrative offices moving from Macs to PC for better utilization of resources.
- Provided additional applications training to staff and faculty. An applications specialist position was added to CIC, and 70 licenses for on-line training pilot project were purchased.
- Replaced the remaining Windows 95/Office 97 desktops with Windows 2000/Office XP desktops.

Instructional support—Media Services and Internet Initiatives

- An Information Analyst in the Internet Initiatives department has been given primary responsibility to assist faculty with instructional technology, including Blackboard and Powerpoint.
- Network connections are available for instructors in all classrooms (except 3 large classrooms scheduled for complete renovation). Students have wireless ethernet available in most classrooms.
- Multimedia equipment installed in 2 large classrooms. Portable equipment is available on request in other classrooms.
- A 26-station classroom is used for instruction in computer-assisted legal research for Law School classes involving a computing component, and for one-on-one and group training sessions in the use of computer applications
- Wired Ethernet access at each of 60 seats in the Jeffers Courtroom, a classroom and courtroom facility
- We have a multimedia workstation and a high-volume scanner dedicated for faculty use
- We have a multiple CD burner to allow distribution of materials on CD-ROM where appropriate
- Media Services department with 4 employees available to produce video for classes and web. This department also sets up portable AV equipment in classrooms.
- Instructional Technology Team (collaboration of Internet Initiatives, Media Services and Library) is available to help faculty with multimedia presentations (including

video) and curriculum development utilizing technology. After infrastructure upgrade and equipment installed in classrooms, we plan to expand these projects.

- We have adaptive technology equipment, and continue to evaluate the Web site for ADA compliance

Access to information resources—Law Library and CLC

- Subscribe to numerous on-line databases, including LEXIS and Westlaw
- In collaboration with the General Libraries, installed proxy server for off-site access to Web-based database subscriptions
- Installed additional UTLOL stations in library (from 6 to 9)
- Renovated the Computer Learning Center, including installation of new ergonomic furniture and replacement of two-thirds of the existing desktops. The computer lab now meets ADA access requirements.

Appendix 1: Network Status

Over the past two years, the IT Department has made a concerted effort to replace all Type II cabling in the Law School with Category 5e cable, and to upgrade to a switched network. We have replaced all hubs in the network closets with Cisco Catalyst 2900 series network switches. All that remains is replacement of the router and associated switches that make up the law school's network backbone. The current router is very old and fragile. ITS has informed us recently that the router and switches must be replaced as soon as possible.

Faculty and staff computing is administered by the Computer Information Center (CIC), staffed and managed under contract by ITS User Services. A staff of 5 FTEs supports a network of over 300 Dell and Apple computers on a Novell Netware 5.0 network (upgraded 9/2001). The CIC also supports student computers located in student organization, clinic, and law review offices, and supports networking and file-sharing services for these computers.

CIC supports the following Dell PowerEdge servers (except MACS):

- SERVICES—running NIMS for email services, using both POP and IMAP protocols (installed 1/2002)
- QDT—main faculty/staff server for PCs (installed 9/2001)
- MACS—for faculty/staff Apple computers (will be retired when we achieve single platform)
- LIBRARY—for library staff (installed 1998)
- JOURNALS—for student journals and organizations (installed 9/2000)
- CLINICS—for clinics (installed 9/2000)

We are planning to change to a Windows 2000 network environment when the budget allows.

Student computing through the Computer Learning Center (student computer lab) is staffed and managed under contract by ITS Departmental Services. A staff of one FTE facility manager, 0.25 FTE lab technician and 3.65 FTE student proctors support the classroom and lab. The CLC runs one Dell PowerEdge server (installed 1/1999) running Windows NT.

Appendix 2: Computer Lab Status

Law students have access to the Computer Learning Center (CLC), an 82-station workstation facility located in the Law Library. The CLC was renovated in Summer 2002, including installation of new ergonomic furniture and replacement of two-thirds of the existing desktops. The computer lab now meets ADA access requirements

The facility is managed under contract with the Jamail Center for Legal Research by ITS Departmental Services. The CLC is open 99 hours a week, and is staffed by one FTE facility manager and 3.65 FTE student proctors. Access to the facility is limited to law students. Students have access to a full array of desktop applications (Microsoft Office XP, WordPerfect Suite 2000), Internet applications (Netscape Navigator and Internet Explorer) and specialized legal research programs (Westlaw, LEXIS, CALI). One computer is configured for scanning applications. Desktop computers consist of Dell OptiPlex GX240 (512 MB RAM, 40 GB hard drives, 1.7 GHz) and GX260 (512MB RAM, 80GB hard drives, 2.4 GHz) running Windows XP. A Dell PowerEdge 2300 serves at the network server.

Appendix 3: Classroom Technology Status

The Computer Learning Center in the Law Library contains a 26-station classroom used for instruction in computer-assisted legal research, for Law School classes containing a computing component, and for one-on-one and group training sessions in the use of computer applications. Classroom desktops were replaced in January 2002 and ergonomic furniture is scheduled for installation during the summer of 2002.

The Jeffers Courtroom is a 60-seat classroom with wired Ethernet ports at each seat. The classroom is set up as a courtroom for mock trials and moot court presentations, with four remote controlled studio cameras for videotaping.

The John B. Connally Center for the Administration of Justice (CCJ), which opened Fall 2000, has a fully functioning courtroom, occasionally used by the local state and federal courts. The courtroom contains state-of-the-art video equipment for recording trials, mock trials, moot court, and other presentations. The building also contains a distance learning classroom, practice courtrooms, a mediation/negotiation room, and an incredible array of video production equipment.

The Law School faculty uses the CCJ equipment and facilities for a number of classes, including trial advocacy classes. However, because of the lack of permanent projection equipment in other Law School classrooms, we have not been able to take full advantage of its production capabilities. Two classrooms (capacity 138 and 99) have permanently installed multimedia equipment. Currently, we use a limited number of portable projection equipment in the other classrooms, which the Media Services Department relocates between classes.

Appendix 4: Curriculum Innovation Status

This year we have given an Information Analyst in Internet Initiatives the primary responsibility for assisting faculty with instructional technology. This assistance has encouraged a number of faculty members to use the tools that are available. The two classrooms with permanently installed multimedia equipment are becoming increasingly popular.

Blackboard is being integrated into Law School courses and is currently in use in 57 courses (up from 30 last year). Last year, we began training all first year students how to use Blackboard and implemented it into our required Teaching Quizmasters program for all first years must participate. One of our lecturers is also using Blackboard to teach a small research class almost entirely online.

We use a Web-based, on-line tutorial to teach students how to use Westlaw and LEXIS, two computer-assisted legal research services. The tutorial, which was created by the Law Library and the Internet Initiatives group, teaches students the basics of Boolean searching, navigation, and printing using Westlaw and LEXIS. All first year students are required to complete the tutorial in January as part of a legal research course.

Video conferencing is now available in the Law School, and a number of law professors are using it to bring guest speakers from all over the world into their classes. Occasionally, faculty members use it to teach their class from a remote site. We are also investigating the possibility of distance education through video conferencing.

Appendix 5: IT Personnel

Funded from IT Budget

Salaries: \$310,151 (some IT salaries are funded partially from other lines—i.e. teaching, administrative, and library)

Departmental Services Contracts:

CIC (law school) \$287,739

CLC (lab) \$127,334

Personnel:

Associate Dean (50%)

Director of Computing and Technical Services (25%)

Director of Internet Initiatives

Asst. Dir. & Senior Systems Analyst (ACS Database Management)

Systems Analyst (ACS Database Management)

Systems Analyst (ACS Database Management)

Info. Analyst (Instructional Technology)

Info. Analyst (Web)

Student Assts

Director of Media Services (RTF V)

RTF IV

RTF III

Admin. Asst.

Media Temp/Student Assts (only during class meeting days)

ITS User Services

CIC: Senior Systems Analyst

Systems Analyst

Computer Programmer

Computer Programmer

Computer Programmer

CLC: Computer Programmer

Student Assistants (3.65 FTE)

Systems Analyst (0.25 FTE)