

**Office of Graduate Studies
Information Technology Vision Plan
2004-2005**

Executive Summary

The Office of Graduate Studies recently began reporting to the Office of the Executive Vice President and Provost. The Graduate School is comprised of over 11,000 students and is now under the leadership of Vice Provost and Dean of Graduate Studies, Victoria Rodriguez. The office is attempting to reach out to graduate students more than ever before. Process reviews are being conducted office wide and many automation projects, some of which are described in this plan, are underway. ITAC funds will enhance our ability to provide needed services to graduate students.

We would like to request ITAC funds for the student-based initiatives listed below and detailed in the vision plan that follows.

	ITAC Request
Professional Development and Community Engagement:	
Digital presentations and training modules	\$ 24,000
GRA (.25 FTE) to assist with proposed initiatives	7,000
Maintenance of completed modules	<u>2,000</u>
	\$ 33,000
International Teaching Assistant Program:	
Equipment for computer lab	\$ 31,000
Office of Graduate Studies:	
Student information stations	<u>\$ 7,000</u>
Total ITAC Request	\$ 71,000

Professional Development and Community Engagement (PDCE)

The PDCE program of the Office of Graduate Studies has been growing in popularity every year. The program promotes the professional development of graduate students through courses, workshops, internships, and community engagement opportunities. Through these programs and projects, PDCE encourages and supports graduate students at the University of Texas to become successful professionals and to have meaningful impacts in their communities.

The Graduate School has created two training modules that students can access via the Internet twenty-four hours a day. These digital presentations, New Graduate Student Orientation and Ethics Training, were produced by OGS within the past two years in order to provide access to important information from any point on the globe and at any point in the student's educational experience. We are requesting a small sum to update the modules that are currently in use.

Since this has been so successful, we would like to follow the same model with several other workshops currently being conducted each year by PDCE faculty. These funds would be used to create on-line training modules to complement and provide additional support for PDCE workshops and courses. The first is the Grants Writing Workshop offered only once each year to 200 - 300 students. This is our top priority because in a recent survey of exiting graduate students, one of the primary comments was that they needed more training and information on this subject. Moving this training to a digital format will enable us to reach all graduate students who are interested in writing grants.

Additionally, we would like to produce a digital presentation of the Dissertation Workshop. This is another very popular workshop that is limited in size and again reaches only 200 - 300 students each year. As the demand is so high, offering this as a digital presentation would be a great benefit.

We would ultimately envision creating on-line content for many of the PDCE's areas, including writing, consulting, teaching methods, and community engagement projects.

Funding Request

The funds requested for digital presentations and training modules are as follows:

Description	Quantity	Total Cost	ITAC Request
Consultation with Center for Instructional Technology for digital presentations and training modules	2	\$24,000	\$24,000
GRA (.5 FTE)	.5	\$14,000	\$ 7,000
Maintenance of completed digital training modules	2	\$ 2,000	\$ 2,000

ITA Program

The Texas Legislature requires the University to test and train enrolled international students who have teaching responsibilities. We do this through the International Teaching Assistant (ITA) Program. The ITA Program ensures quality teaching by international students by helping them to become successful communicators both in and out of the classroom.

Funding is being requested to purchase computers for two different types of language laboratories. The first would be a standard stationary language lab where classes could be brought for instruction on presentation and writing skills. The lab would also be accessible to students outside of class hours for individual work with specific language learning software. The second lab would be a mobile lab made up of laptop computers. Laptop computers will be extremely useful in deploying specialized software that has been developed to assist students with pronunciation. These would be pre-loaded with pronunciation and accent reduction software and used for one-on-one tutoring between students and teachers, which could not be done in a shared lab setting. Also, they would be available for checkout to students to take home overnight. Finally they could be brought into classrooms to expand the stationary lab.

Funding Request

The funds requested for computer labs are as follows:

Description	Quantity	Estimated Cost
EMAC 800/128/40 G/CD/no modem	20	\$15,000
IBook 900/128/40G Combo	16	\$16,000

OGS Graduate Student Information Center

Funding is needed for four computers for a new student information center in the Office of Graduate Studies. The Office is being remodeled this summer and the reception area with the well-known stained glass memorial window from the class of 1909 will be converted into an area devoted specifically to graduate student use. Computers in this area will be available for students to submit electronic dissertations, upload dissertations to UMI, check for bars, pay fees on line, update personal information, manage registration and make grade status changes. Having computer access for students in the same proximity as student services staff will expedite student matters. For example, if a student tries to register with bars, they would immediately be able to pay their bar on line and their registration would be completed in the same visit.

Funding Request

The funds requested for the student information center are as follows:

Description	Quantity	Estimated Cost
IMAC	4	\$7,000