

**School of Law**  
**Information Technology Vision Plan**  
**2005-2006**

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## SUMMARY OF REQUESTS

Infrastructure Request: \$196,230, for salaries relating to instructional technology.

One-time Project Requests: \$520,000 for installing multimedia equipment and other technology related upgrades that are part of the Law School's classroom renovation project.

### OVERVIEW OF CURRENT PROGRAMS AND INFRASTRUCTURE

#### Vision/Mission Goals

1. Providing student access to computing resources—Computer Learning Center
2. Maximizing local online resources—Internet Initiatives
3. Maintaining and improving computing infrastructure—CIC
4. Providing instructional support—Instructional Technology & Media Services
5. Providing access to information resources—Tarlton Law Library and Computer Learning Center

#### Infrastructure

The Associate Dean for Students & Technology oversees all information technology at the Law School. There are two parts to Law School IT: (1) the Technology Department of the Law School and (2) the Computer Learning Center located in the Tarlton Law Library. The Technology Department of the Law School is managed by the Chief Information Officer and Director of IT. The Technology Department is divided into four areas:

1. Internet Initiatives—database services, web services and instructional technology
2. Media Services—audio visual services
3. Instructional Technology—instructional support for faculty
4. Computer Information Center—networking, file-sharing, and desktop services

The Computer Learning Center (CLC), the student computing facility, located in the Law Library, is the center for student access to computing resources. The CLC is managed by the Law Library's Associate Director for Administration and Collection Services.

#### **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 is Windows XP Professional and the applications package is Windows Office 2003. 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.

- A Dell PowerEdge 2600, purchased in October 2003, stores images for the lab and classroom desktops, the scanning station, and laptops for loan to law students. LabMan is used for station management.
- The CLC is operated under contract with ITS User Services. The facility is staffed by a full-time manager (Computer Programmer), a 0.25 FTE lab technician, and 3 FTE student proctors. Hours of operation coincide with those of the Law Library.
- Print facilities include three PRS printers located in the CLC, a résumé printer, for which students supply their own stationery, and a PRS printer located next to the circulation desk in the Law Library used for remote printing from laptops. HP 9000 printers are supplied and maintained by the vendors for student printing from the Westlaw and Lexis databases.
- 10 Dell Latitude D600 laptops are available for 24-hour loan periods to law students. Five Cisco Aironet wireless cards are also available for student checkout. The Law Library supplies additional laptop accessories, including extended-life laptop batteries and AC adapters, to law students.
- 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. Wireless Ethernet coverage is to be completed in 2004-05.
- The Law School allows students to take in-school exams on personal laptops through the use of Extegrity software. Each student that uses the software pays an annual \$35 fee to pay for the site license.
- We participate in the Dell's laptop purchase initiative, by which our students can purchase a laptop computer with a 3-year on-site warranty at substantial discount. Students may drop off their personally owned laptops for service by Dell-authorized technicians at the CLC.
- All students are eligible to receive one copy of Microsoft Office media to install on their personal computers.
- Widespread student laptop use and wireless Ethernet technology has required the CLC to provide student computing resources to places in the law school other than the computer lab.

#### **Local online resources—Internet Initiatives**

- The Law School employs three FTE systems analysts, one FTE webmaster, and one FTE web designer.
- A faculty/staff directory/database has been developed to connect people and their activities in a single database that will be accessible through UT Direct. The system allows us to improve our course registration system and other online student services. It generally simplifies information updates and makes information more readily available to students, faculty and staff.
- Websites are created for law school sponsored conferences to distribute information and handle registration.
- A complete redesign of the Law School web site was unveiled in August 2001. The design is refreshed annually. We have made substantial progress in changing law

school departmental websites to a unified design. An updated design of the Law Library website was unveiled in Spring 2003.

- The Law School uses custom-built, online surveys to collect data on a wide variety of topics, such as gathering student views of law school technology and data for faculty research projects.
- An online Law School events calendar was made available in August 2001, and continues to be enhanced. The latest release now manages in all aspects of special event planning at the Law School.
- 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.
- 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, reducing the need for paper printouts by moving as much online as possible.
- 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 incoming first-year law students. Freshlaw Central was extremely successful, and was enhanced in 2003 to provide status and deadline information for every Law School applicant. The online application process (using the Texas Common Application system) is also complete and will be released in Fall, 2005.
- For faculty, we have moved many administrative functions online, such as updating biographies, and grade submission.
- For staff, we have created an online purchasing database, that allows us to track and manage all purchasing requests in a central location.

#### **Computing infrastructure—Computer Information Center (CIC)**

- The CIC is responsible for 15 network servers, 400 desktop computers in the Law School building, 100 laptops, and 100 home-based desktop computers. The CIC supports approximately 300 Law School faculty and staff users and nearly a thousand students in 12 law journals, 11 legal clinics, and 45 law student organizations. There are 5 FTEs in the CIC: 1 manager, 1 network administrator, 2 techs, and 1 applications specialist
- 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
- A new Cisco router and more switches were installed in early 2004. The Law School now has a service contract with Cisco for the maintenance on the router at the annual rate of \$6,000.
- In Fall 2004, the Law School transitioned from an old Novell email server (NIMS) to a Microsoft Exchange server. In conjunction with that change, Law School users switched from using Eudora to Microsoft Outlook as the email client.
- In September, 2004, the Law School ended a long-standing contract with ITS Departmental Services and the employees in CIC were transferred over to the Law School.
- In 2003, we replaced a significant number of workstations, with plans to initiate a four year life cycle for faculty (participating in FCI and CLI), staff, student journals and clinics. Unfortunately, unforeseen costs, such as the router replacement, and recent budget constraints have delayed wholesale implementation of this plan.
- Continued implementation of a single platform policy, with all administrative offices moving from Macs to PC for better utilization of resources. Replaced the remaining Windows 95/Office 97 installations with Windows 2000/Office XP operating software.

#### **Instructional support—Media Services and Educational Technology**

- The Media Services department has 2 FTE's available to produce video for classes and web. This department also maintains permanently installed equipment in the classrooms and sets up portable AV equipment in classrooms.
- An Educational Technology Coordinator was hired with primary responsibility to assist faculty with instructional technology, including Blackboard and Powerpoint. The Coordinator is also responsible for organizing and managing large-scale training opportunities as needed.
- We now have multimedia carts installed in 2 large classrooms. Four other classrooms have projectors permanently installed in the ceiling. Portable equipment is available on request in other classrooms.
- Wired network connections are available for instructors in all classrooms (except 3 large classrooms scheduled for complete renovation). Students have wireless Ethernet available in all Classrooms.
- A 26-station classroom in the Computer Learning Center is used for classes that require computer access, such as Accounting for Lawyers and Advanced Legal Research. The classroom is also used to teach students computer-assisted legal research and other computer skills in one-on-one and group training sessions.
- Wired Ethernet access at each of 60 seats in the Jeffers Courtroom, a classroom and courtroom facility
- Multimedia workstation with a high-volume black and white scanner and a high quality color scanner dedicated to the preparation of instructional materials.
- In 2004, Canon copier-scanners were installed that allow users to print, copy, and scan material more efficiently and at less per page cost.
- Multiple CD burner is available to allow distribution of materials on CD-ROM where appropriate

- 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
- Installed proxy server on Law Library online catalog 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. An electrical upgrade placed the network switches and server on separate circuits from the desktops.
- Upgraded network infrastructure for student v-lan, including replacement of all network switches and racks and extension of air conditioning ducts to the network closet

### **CURRENT & PROPOSED FUNDING SOURCES FOR PROGRAMS & INFRASTRUCTURE**

Information Technology Fee: \$200 per student per semester. With approximately 1400 students, this fee generates approximately \$560,000 per year. This fee account is allocated almost 100% to salaries.

Computer Learning Center Services and Automation Fee: \$130 per student per semester (\$30 per summer session), generating approximately \$400,000 annually. This fee account supports the CLC and pays for subscriptions to various on-line databases. Recently, it also has been used to provide resources to students outside the CLC. For example, in 2004-05 this account paid for two Canon printer/copier/scanners for student organization/journal use, completion of the wireless Ethernet installation, and the annual warranty for the main router.

#### ITAC Funding:

Recurring: In 2003-04, the Law School was awarded \$76,230.

One-time Projects: In 2003-04, the Law School was awarded \$132,437.

Other funding: Law school departments with their own funding (Career Services, Law Library, and Admissions) pay for some or all of their own IT purchases. All other IT programs and infrastructure are paid for from the dean's discretionary funds or Law School Foundation funds.

### **BEST PRACTICES SINCE LAST VISION PLAN**

Centrally administered purchasing system  
Exchange email with mandatory archiving  
Faculty staff directory  
Permanent technology installations in classrooms using less expensive and less complicated equipment that better fit Law School instructional technology needs

## **USE OF PREVIOUS ACADEMIC YEAR (2003-04) ALLOCATIONS**

### Infrastructure

Although never specifically discussed in previous Vision Plans, almost the entire recurring ITAC allocation has been spent consistently on salaries related to instructional technology. Any excess is used for miscellaneous instructional technology expenses.

### One-time Projects

The Law School has not spent all of the money allocated for one-time projects for three years because our planned classroom renovation projects were delayed due to a lack of funds. However, this project will be completed in Summer 2005 and all of the reserved funds will be spent as planned.

Most of the funding request for the Law School Vision Plan for 2003-04 was for classroom renovation (\$355,000 of \$389,000). Because of budget constraints in 2002-03 and 2003-04, we were not able to complete the classroom renovations on the scale that was originally planned. As a result, a small part of the 2002-03 allocation (\$5100) and a substantial amount of the 2003-04 allocation (\$87,437) was not spent, but held to use for the renovation of three large classrooms planned for Summer 2005. Approximately \$45,000 was spent in 2003-04 to install permanent projection equipment in four small classrooms, and for other miscellaneous instructional technology expenses. Most of the 2004-05 allocation (\$140,000) will be used on classroom renovations as well.

## **NEEDS AND PROPOSED USE OF FUNDS**

### Infrastructure Request: \$196,230

As instructional technology is made available to faculty and students, it is important to provide support for training and maintenance. Although the law school has significant one-time projects left to complete, at some point maintaining those completed projects will be as important, or more important, as developing new ones. The current ITAC allocations encourage development of new projects, but do not allocate sufficient resources to maintain existing ones.

We currently have three FTE's whose duties relate almost exclusively to maintaining and supporting instructional technology, but are not on the ITAC recurring account. Currently, the recurring account is allocated to 30% of the IT Director's salary and approximately \$25,000 for temporary web assistant salaries. We request additional recurring funding of \$120,000 for the Educational Technology Coordinator and two Media Services employees.

One-time Project Requests: \$520,000

The classroom facilities at the Law School are dated, having last been renovated in 1982. Most classrooms have no multimedia equipment installed, requiring media services to set up portable equipment when it is requested. As a result, many faculty members simply do not use available instructional technology. Moreover, the Law School does not have an adequate number of electrical outlets for students to recharge laptop computers, resulting in students bringing extension cords that snake in a hazardous manner through the classrooms. Classroom seating is an ergonomic nightmare. We have budgeted \$220,000 to complete the installation of multimedia equipment in all classrooms and the auditorium. (Detail can be provided to the committee upon request.) In addition, we request an additional \$300,000 as a contribution towards new fixed seating with additional power outlets in several classrooms.