



SCHOOL OF LAW
THE UNIVERSITY OF TEXAS AT AUSTIN

Alexandra W. Albright

Associate Dean for Students and Technology

MOMORANDUM

TO: Neal E. Armstrong
Chair, ITAC Committee, and Vice Provost for Faculty Affairs

FROM: Alexandra Wilson Albright
Associate Dean for Students and Technology

DATE: December 2, 2005

RE: Law School Vision Plan for AY2006-07

On behalf of the School of Law, I submit our Vision Plan for AY 2006-07. I have also sent you an electronic version by e-mail.

Please let me know if you or the other members of the Information Technology Advisory Committee have any questions or if I can provide further information about the Law School's technology services.

School of Law
Information Technology Vision Plan
2006-2007

Alex Wilson Albright
Associate Dean for Students and Technology
aalbright@mail.law.utexas.edu
512-232-1316

June Liebert
Chief Information Officer & Director of IT
jliefert@mail.law.utexas.edu
512-232-2736

Brian Quigley
Associate Director for Administration & Collection Services
Jamil Center for Legal Research
bquigley@mail.law.utexas.edu
512-471-6228

SUMMARY OF REQUESTS

Infrastructure Request: \$255,000, for salaries relating to instructional technology and life-cycle replacement of network equipment.

One-time Project Requests: \$364,000 for replacing aging multimedia equipment and student journal computers, and for completing 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—Computer Information Center
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 (CIC) —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

- 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.

- The CLC (renovated in 2004) contains 82 workstations for student use. One-third of the desktops were purchased in August 2005, the remaining two-thirds replaced in January 2003. All computers now have Pentium 4 processors and 17" flat panel monitors, and are on a four-year replacement cycle. The desktop operating system is Windows XP Professional and the applications package is Windows Office 2003.
- A Dell PowerEdge 2600, purchased in October 2003, stores images for the lab and classroom desktops, for the scanning station, and for laptops for loan to law students. LabMan is used for station management.
- 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. The CLC also provides printing for student organizations and journals through two Canon copier/printers. 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 for checkout.
- 56 public Ethernet ports are available for student use throughout the law school. Wireless Ethernet coverage is available throughout the Law School.
- 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.
- The Law Library distributes complimentary 128MB USB flash drives to incoming students.
- During FY2006, the Law Library will replace approximately 60% of its study table with new tables equipped with electrical outlets for laptop use.

Local online resources—Internet Initiatives

- The Law School employs three FTE systems analysts, one FTE webmaster, and one FTE web designer.
- Major online database systems:
 - Law School events calendar and event planning tool
 - Law Central online suite of administrative services for course management, grades, admissions, gift processing, scholarship and career services
 - Freshlaw Central online notification and information system for incoming students

- Faculty/staff directory/database used to simplify all information updates and online systems
- LawMail student communications system for event and announcement notifications through email and web pages
- Major websites:
 - Law School web design refresh scheduled for January 2006
 - Law School sponsored conferences, including on-line registration
 - Law Journal websites using content management tools to be added in 2006
- Ongoing maintenance projects:
 - Making needed upgrades to old web systems: replacing SSN's with EID's, incorporating the new EID security measures, 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, Admissions, Alumni, 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.

Computing infrastructure—Computer Information Center

- There are 5 FTEs in the CIC: 1 manager, 1 network administrator, 2 techs, and 1 applications specialist supporting 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
- Network Hardware:
 - Servers:
 - Network – print, file, SMS, domain controllers (10 Windows servers)
 - Email: Microsoft Exchange with Outlook client
 - Blackberry
 - Filemaker
 - MIP (accounting)
 - TimeMatters (case management database for clinics)
 - Extegrity (exam software)
 - MeetingMaker (to be decommissioned in 2006)
 - Backup tape drive
 - Several UPS (backup power supplies)
- Office Hardware
 - ~ 400 Windows desktop computers in building
 - planned 4 year life cycle, but actual replacement time contingent on funding
 - ~100 laptops

- ~100 home-based desktop computers
- Network Infrastructure:
 - Router replaced in Spring 2004 and implemented Cisco annual maintenance contract
 - 46 100MB switches with 48 ports each (~2000 of 2208 in use)
 - Cat 5 cabling (with some Cat 5e) throughout the building
 - Standard 100MB ports (a few 1GB ports)

Instructional support—Media Services and Educational Technology

- Personnel:
 - 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.
 - One Educational Technology Coordinator has 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.
- Classrooms and other instructional facilities
 - 5 large classrooms have full multimedia installations with projectors, automatic screens, computer, DVD, VHS, speakers. (2.137 & 3.142 Summer 2003; 2.138, 2.139, 2.140 Summer 2005)
 - During Summer 2005, projectors, automatic screens, speakers, and multimedia control systems were added to 4 practice courtrooms, 4 small classrooms, and the Eidman Jury Room. The remaining 6 classrooms will have similar installs completed during Summer 2006. As technology is added, chalkboards are being replaced by whiteboards to protect the equipment.
 - Additional outlets added (2005) along the walls of several classrooms for student use.
 - Digital camcorders and DVD burners were installed during Summer 2005 in the 4 practice courtrooms and DVD players to the 4 viewing rooms adjacent for student mock trials
 - Portable projectors, screens, laptops, and other multimedia equipment are available upon request in other classrooms.
 - Wired network connections are available for instructors in all classrooms. Students have wireless Ethernet available throughout the entire law school building, including 2 outdoor areas.
 - 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

- Video conferencing capabilities are available in three rooms within the law school using a Tandberg codec purchased in 2005. One of the rooms is specifically designed for distance learning and has microphones installed on the desks. The Eidman courtroom and a small distance learning room are also capable of providing video conferencing. A pc-based video conferencing camera is available for individual use, but a larger, portable unit is being considered for use in classrooms. The video conferencing systems are used regularly for everything from student interviews to bringing in guest speakers for conference events. There were 48 separate video conferencing events in the Fall 2005 semester alone, and the number will likely rise next semester.
- In the Eidman and Jeffers courtrooms there are automated screens and robotic cameras. However, the Jeffers cameras and switcher are in need of replacement. Both rooms have wireless and Ethernet drops, but all other technology must be carried in. In 2006, the addition of 3M wall displays to both Courtrooms is planned
- Other Available Equipment and Services
 - Most of the large/medium-sized classrooms have built-in wireless microphone systems. The remainder will be completed in 2006.
 - Multimedia workstation with a high-volume black and white scanner and a high quality color scanner dedicated to the preparation of instructional materials.
 - Canon multifunction machines that allow users to print, copy, fax and scan material more efficiently and at a less per page cost.
 - A CD duplicator is available for 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.
 - The Adaptive Technology Room within the library contains technology which assists those who are hearing or visually impaired
 - Camcorders, televisions, VCR's, a digital still camera, and other audio visual equipment are available for student checkout

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)
- 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
- Installed OpenURL link resolver on Law Library online catalog to offer context-sensitive links to external information resources.

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 FY 2005 and FY 2006, this account paid for two Canon printer/copier/scanners for student organization/journal use, completion of the wireless Ethernet installation, equipping Library tables with electrical outlets, and the annual warranty for the main router.

ITAC Funding:

2004-05:

Recurring: \$76, 230

One-time Projects: \$140,000

2005-06:

Recurring: \$73,246.

One-time Projects: \$140,000.

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

- Permanent technology installations in classrooms using less expensive and less complicated equipment that better fit Law School instructional technology needs
- Continuing use of faculty-staff directory to improve on-line systems
- Use of video-conferencing facilities to allow long-distance collaborative learning, such as the class taught simultaneously in Mexico and Austin.

USE OF PREVIOUS ACADEMIC YEAR (2004-05) ALLOCATIONS

Infrastructure

The recurring ITAC allocation is spent on salaries related to instructional technology and various instructional technology expenses.

One-time Projects

The Law School has not spent all of the money allocated for one-time projects for several years because our planned classroom renovation project was delayed due to a lack of funds. However, in Summer 2005, three large classrooms were completely renovated, and educational technology was also added to a number of smaller classrooms (approximately \$197,000 charged to ITAC). All of these rooms now have automated screens, ceiling mounted projectors, Crestron controls, whiteboards, and speakers. The four largest classrooms have two projectors and screens (instead of just one) as well as document cameras. Additional classroom installations will be completed in Summer 2006 (\$170,000 from ITAC currently budgeted). The equipment to be added in 2006 will be similar to the 2005 small classroom installs, but will include a new podium for the instructors. A new Tandberg Codec was purchased in June, 2005 to allow us to video conference via IP and ISDN. Additional laptops, DVD/VCR players, and digital audio recorder were purchased for use in classrooms. These expenses, together with other smaller instructional technology expenses, should deplete the Law School's ITAC project account at the end of the 2005-06 fiscal year.

NEEDS AND PROPOSED USE OF FUNDS

Infrastructure Request: \$255,000

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, we are at the point where maintaining those completed projects is 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 equipment that has been made available through ITAC funds, but are not on the ITAC recurring account. Currently, the recurring account is allocated to a portion of the IT Director's salary (approximately \$35,000). Once again, we request additional recurring funding of \$120,000 for the Educational Technology Coordinator and two Media Services employees.

In addition to staffing, the building's network infrastructure is an ongoing maintenance expense that affects all students, particularly given their high laptop usage. The router, switches, cabling, etc. are all items that must be replaced on a fairly regular cycle. A conservative estimate using a 5 year lifecycle for such network equipment would be roughly \$100,000 annually.

One-time Project Requests: \$364,000

1. *Life Cycle Replacement of Classroom Technology:* By FY 2007, all classrooms in the law school will have multimedia technology permanently installed. The equipment installed in 2003 will be four years old in 2007, and it will be time to replace some of the equipment. Requested: \$20,000

2. *Power and Ergonomic Seating in Remaining Classrooms:* While the equipment available for faculty in the classrooms will be much improved, the Law School continues to have an inadequate 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. New seating has been installed in four large classrooms and seminar rooms, but the 1970's era fixed seating in other classrooms is an ergonomic nightmare. Thus, we request \$300,000 as a contribution towards new fixed seating with additional power outlets in several classrooms (total project estimated at \$600,000).

3. *Journal Computers:* The law school has 12 student journals which produce academic publications throughout the year. The law school provides each journal with computers and printers, but there is no funding to replace the equipment on a regular basis. As a result, most of the computers are roughly 6 years old (or older). There are approximately 40 computers in use by the student journals that are in need of replacement, so we request \$44,000 be allocated for this project.

4. *Collaborative Request for Distributed Data Center:* Disaster recovery is an issue that we are acutely aware of in light of recent events. As a result, we are participating in the virtualization project being spearheaded by the Engineering and Business schools as a collaborative proposal. Although this project has a lower priority for us than the ones listed above, it an important part of our long-term goals.

5. *VBrick Project:* We are also interested in the VBrick collaborative project proposed by a consortium of academic departments on campus. The VBrick project would assist us in more easily recording classes for student viewing. This project is actually of the lowest priority for us, but it is something that we would find to be a useful addition to our classrooms.