

SUMMARY OF REQUESTS

Infrastructure Request: \$220,000, for salaries relating to instructional technology database, web and life-cycle replacement of network equipment.

One-time Project Requests: \$352,000, for replacing aging multimedia equipment and student journal and organization computers, implementing a classroom response system, enhancing our WAP and 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—Web & Database Services
3. Maintaining and improving computing infrastructure—Computer Services
4. Providing instructional support—Educational Technology Services & Media Services
5. Providing access to information resources—Tarlton Law Library and Computer Learning Center

IT Programs

All Law School IT programs requiring recurring funds for salaries, operations, etc. are described in the section on Infrastructure, below.

Infrastructure

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

1. Web & Database Services— web services and database services
2. Media Services—audio visual services
3. Educational Technology Services—instructional support for faculty
4. Computer Services—networking, file-sharing, and desktop services

Student access to computing resources—Computer Learning Center

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. 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 80 workstations for student use, which are on a 4-year life cycle replacement program. All computers now have Pentium 4 processors and 17" flat panel monitors. The desktop operating system is Windows XP Professional and the applications package is Windows Office 2003. In Summer 2007, the CLC workstations were upgraded to Office 2007. Summer 2008 all workstations will be upgraded to new units and Vista.
- Server virtualized in 2007 - stores images for the lab and classroom desktops, the scanning station, and 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 two PRS printers, one located next to the circulation desk and one in a student lounge area in the Law Library, both used for remote printing from laptops. Student print management will be moved from PRS to SharePoint in 2007. 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. Pharos printer added to CSO Library.
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- 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.
- 54 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. Annual \$35 fee to each student for the site license
- We participate in both a Dell and Apple 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.
- Currently, all students are eligible to receive one copy of Microsoft Office media for PC and Mac to install on their personal computers
- During Summer 2007, the Law Library will replace approximately 60% of its study tables with new tables equipped with electrical outlets for laptop use.

Local online resources—Web & Database Services

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, web pages and a new digital signage system (2006)
- Student organization membership system and site maintenance

Major websites (aside from the law school's primary site):

- SharePoint sites for all 11 Student Journals and 40 Student Organizations were rolled out Summer 2007
- SharePoint sites for clinics we rolled out Fall 2007
- Law School web design being refreshed Fall 2007

- Law School sponsored conferences, including on-line registration
- Law Journal websites using content management tools to be added in the near future
- Websites for 6 Centers within the law school

Ongoing maintenance projects:

- Making needed upgrades to old web systems: incorporating the new EID security measures, putting pages into the UT Direct format, Code enhancements and database integrity
- Security evaluation and enhancements for all web interface systems
- 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 Services

There are 5 FTEs in the CIC: 1 manager, 1 network administrator, 2 desktop support specialists, and 1 help desk representative supporting approximately 300 Law School faculty and staff users and nearly a thousand students in 12 law journals, 11 legal clinics, and 40 law student organizations

Network Hardware:

- Servers:
 - Network – print, file, LANDesk, 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)
- TimeMatters (case management system) and SQL Server
- World Server (web server for TimeMatters)
- Admit-M (law school admissions system)
- 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 Services

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 Faculty Services Representative has primary responsibility to assist faculty with instructional technology, including Blackboard and PowerPoint. The Faculty Services Representative is also responsible for organizing and managing large-scale training opportunities as needed.

Classrooms and other instructional facilities

- Crestron controls are now available in every classroom. This allows the Media Services department to centrally manage and monitor all classroom multimedia equipment using the Crestron software. Except 3.302 and Goodwin which only have a projector but no speakers or Quick Media.
- 5 large classrooms and 6 medium classrooms have full multimedia installations with Crestron control systems, projectors, automatic screens, desktop and tablet computers, DVD and VHS players, wireless mics and speakers. (2.137, 3.142, 2.138, 2.139, 2.140, 2.123, 2.124, 3.124, 3.125, 3.126, & 3.127)
- In the Summer of 2007, two medium-sized classrooms (2.123, 2.124) had powered ergonomic student desktops installed with electrical outlets now available to all students.
- An additional 11 rooms also have Crestron control systems installed. These rooms have ceiling mounted projectors, wall mounted speakers and wall plate A/V connections for computers, video, and S-Video. Five of these rooms are small classrooms (3.114, 3.115, 3.128, 3.129 & 3.306). Four are Learning Courtrooms (3.310, 3.312, 3.334, & 3.336) and two are meeting rooms, Eidman Jury Room and the Sheffield Room.
- As technology was added, chalkboards were replaced by whiteboards to protect the equipment and new blinds were added as needed to improve projection.

- Additional outlets added 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. In the Summer of 2007 LCD screens were added to these rooms to facilitate DVD recording.
- 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 for up to 22 students. 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.
- A mobile video conferencing system is being purchased Fall 2007 to meet demand for guest lecturers, interviews and events. The need is varies by location and is sparse enough to make a mobile unit an ideal and economical solution.
- In the Eidman and Jeffers courtrooms there are automated screens and robotic cameras. However, the Jeffers cameras , robotics and switcher are in need of replacement. Both rooms have wireless and Ethernet drops, but all other technology must be carried in. A portable 3M wall display was added in both Courtrooms for the trial advocacy program.

Other Available Equipment and Services

- All of the large/medium-sized classrooms have built-in wireless microphone systems.
- Multimedia workstation with a high-volume black and white scanner and a high quality color scanner dedicated to the preparation of instructional materials.
- The law school has over 25 Canon multifunction devices that allow users to print, copy, fax and scan material more efficiently and at a less per page cost. This number includes several new devices added during the summer of 2006 in student journal areas, clinic spaces, and faculty areas.
- A CD duplicator is available for distribution of materials on CD-ROM where appropriate
- Instructional Technology Team (collaboration of Web & Database Services, Educational Technology Services, 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 organizations to 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.
- Nine public Internet stations are available in library
- 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. This fee provides just over \$500,000 per year for the Law School and 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:

2006-07:

Recurring: \$75,408.

One-time Projects: \$120,638

2007-08:

Recurring: \$78,014

One-time Projects: \$117,784

Other funding:

1. Law school departments with their own funding (Career Services, Law Library, and Admissions) pay for some or all of their own IT purchases.
2. All other IT programs and infrastructure are paid for from the Dean's Law School Foundation funds or by other Law School sources. This includes coverage for 4 (out of 5) salaries for Computer Information Center staff.

Best Practices

- Innovative implementation of SharePoint for Journals and Organizations radically improved workflow and collaboration for our students. This innovation not only saves time, enhances the student experience and improves accessibility but also saves significant funds by reducing the number of law school supported computers.
- Implementing an Apple Laptop Initiative to compliment our existing Dell Laptop initiative extends significant cost savings to a large contingent of student Apple users.
- 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 and serves as a centralized authorization system for the law school.

- A centralized student communication system allows the same information to be used in many different ways. Our LawMail system allows students to send out emails to fellow interested students, post announcements on a weekly email update sent to all students, and list announcements on a web portal and new digital signage system. All of the announcements must be approved by the Student Affairs Office.
- Use of video-conferencing facilities and mobile unit to allow long-distance collaborative learning, such as the class taught simultaneously in Mexico and Austin.
- Peer security and code evaluation on all current systems invaluable.
- Enhancements/upgrades for systems 5+ years or older to bring them up to current standards and OWASP standards
- Documentation on all desktop and administrative databases to meet the current BPM requirements.

USE OF PREVIOUS ACADEMIC YEAR (2006-07) 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 spent the money allocated for one-time projects for the past several years primarily on classroom technology. In Summer 2006 educational technology was added to smaller classrooms, and now all of the classrooms in Townes Hall and the Connally Center are equipped. All of these rooms have automated screens, ceiling mounted projectors, Crestron controls, whiteboards, and speakers. The four largest classrooms have two projectors and screens (instead of just one); and the eleven largest classrooms also have document cameras. Three 3M Digital Wall Displays were purchased for use in rooms that could not accommodate ordinary screens and projectors and for use by the trial advocacy program. The Law School also acquired a digital signage system with six LCD screens. In Summer 2007 powered ergonomic seating was added to two medium classrooms (2.123, 2.124) making electrical outlets available to all students in these classrooms. These expenses, together with other smaller instructional technology maintenance expenses, depleted the Law School's ITAC project account at the end of the 2006-07 fiscal year.

NEEDS AND PROPOSED USE OF FUNDS

Infrastructure Request: \$220,000

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 funded by the ITAC recurring account. Currently, the recurring account is allocated to a portion of the salaries of the Director of Technology and one Media Services employee (approximately \$35,000). We request additional funding for the Faculty Services Representative and two Media Services employees.

Request: recurring funding of \$120,000

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.

Request: \$100,000

One-time Project Requests: \$352,000

1. *Life Cycle Replacement of Classroom Technology:* All classrooms in the law school have multimedia technology permanently installed. The equipment installed in 2003 will be five years old in 2008, and it will be time to replace some of the equipment.

Request: \$35,000 (total estimated project estimated at \$70,000)

2. *Power and Ergonomic Seating in Remaining Classrooms:* While the equipment available for faculty in the classrooms has been 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, two medium classrooms and seminar rooms, but seating in remaining classrooms that have dated fixed seating is an ergonomic nightmare.

Request: \$240,000

3. *Journal and Organization Computers:* The law school has 12 student journals which produce academic publications throughout the year. There are 40 student organizations. The law school provides each journal with computers and printers and a central computing site for the student organizations, but there is no funding to replace the equipment on a regular basis. By implementing SharePoint services the number of

computers has been greatly reduced, but there are approximately 30 computers in use by the student journals and organizations that will need replacement.

Request: \$10,000 be allocated for this project (total estimated project estimated at \$40,000).

4. ***Classroom Response System:*** The law school plans to equip all 12 large and medium classrooms with a classroom response system. Initial feedback on a pilot program running Fall 2007 and continuing through Spring 2008 indicates this innovation has increased student engagement and improved faculty awareness of student retention. A classroom response system requires individual “clicker” units for each student (approx 1400) and USB receivers in each classroom in order to complete a school-wide implementation.

Request: \$50,000

5. ***WAP Additions for Classrooms:*** Wireless internet use has risen in several classrooms and student areas to the point that the law school must install additional hardware to increase our coverage and meet the student demand (3.142, 2.100, 3.129, 3.119J, 2.138A, 2.137A).

Request: \$10,000

6. ***Automated Classroom Video and Podcasting:*** We are interested in the Automated Classroom Video and Podcasting proposed by the College of Communications and endorsed by other academic departments on campus. This project would assist us in more easily recording classes for student viewing. This project is a lower priority for us but is something that we would find a useful to our classrooms.

Request: \$7,000

7. ***Service Desk Integration:*** We are interested in ways to integrate metrics and possibly some functions of our service desk with the other academic departments and main campus ITS. This project would assist everyone on campus in assessing and allocating resources and in efficiently resolving broader service desk concerns. This project is a lower priority for us but is a collaborative project that would improve our service and that of the entire campus.

Request: \$0 (if ITS provides software and support)