

School of Law
Information Technology Vision Plan
2009-2010

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Submitted: December 5, 2008

SUMMARY OF REQUESTS

One-Time Project and Innovative Support of Student Learning:

TOTAL REQUESTED: \$700,000 (Individual proposals)
\$36,000 (Joint proposals)

1. *Power and Ergonomic Seating in Remaining Classrooms: (Individual proposal)*

New seating is required for four large classrooms.

Request: \$600,000 (project could span several years)

2. *Tom Clark Lounge: (Individual proposal)* Install full multimedia presentation capability for student use.

Request: \$65,000

3. *Automated Classroom Video and Podcasting: (Joint proposal)* Automated Classroom Video and Podcasting proposed by the College of Communications. This Phase II implementation would include augmenting the capabilities of our 5 largest classrooms.

Request: \$24,000

4. *VDI: (Joint proposal)* VDI proposed by the College of Engineering. This implementation would involve a pilot of up to ten VDI units in student spaces.

Request: \$12,000

5. *Life Cycle Replacement of Classroom Technology: (Individual proposal)* All classrooms in the law school have multimedia technology permanently installed. The equipment installed in 2004 will be five years old in 2009, and it will be time to replace some of the equipment.

Request: \$35,000

NEEDS & PROPOSED USE OF FUNDS

Infrastructure:

TOTAL REQUESTED: \$130,000

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 one FTE whose duties are crucial 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 salary of the Director of Technology, Media Service Manager, and RTV III. We request additional funding for the Faculty Services Representative who supports classroom educational technology, training and faculty integration with educational technology.

Request: \$35,000

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. Without this infrastructure, almost all other innovation is impossible.

Request: \$100,000

One-time Project Requests:

TOTAL REQUESTED: \$700,000 (Individual proposals)
 \$36,000 (Joint proposals)

1. ***Power and Ergonomic Seating in Remaining Classrooms:*** In four classrooms 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. These four remaining classrooms have dated and fixed seating that are an ergonomic nightmare. The number one concern of law school students is access to sufficient power resources for their mobile computing devices.

Request: \$600,000

2. ***Tom Clark Lounge: (Individual proposal)*** Install full multimedia presentation capability for student use. This would include two screens and projectors, a mobile console with audio capability, document camera, computer, wall inputs, wireless microphones and mobile device connectivity. This space is a major public space for students to meet, hold events, share and collaborate and this installation would vastly increase their opportunities.

Request: \$65,000

3. ***Automated Classroom Video and Podcasting:*** Joint proposal on Automated Classroom Video and Podcasting proposed by the College of Communications and endorsed by other academic departments on campus. Phase II of this project would enable us to record with a multi-camera setup and distribute full media class lectures in an accessible and scalable fashion. Law Faculty are already committed to piloting Phase II which will include Podcast Producer 2 (*est. Spring 2009*), multiple cameras and automated switching. This implementation would augment the capabilities of our 5

largest classrooms and provide a model of the multi-camera implementation for the rest of campus.

Request: \$24,000

4. **VDI:** Joint proposal on VDI proposed by the College of Engineering. This implementation would involve a pilot of up to ten VDI units in student spaces. Pilot would include public spaces, the library and student workstations. The goal would be lower costs of hardware and management while improving security and management of the units. VDI could address a large data security concern with users storing content on local C: drives as well as improving software licensing management.

Request: \$12,000

5. **Life Cycle Replacement of Classroom Technology:** All classrooms in the law school have multimedia technology permanently installed. The equipment installed in 2004 will be five years old in 2009, and it will be time to replace some of the equipment. This refresh will be an opportunity for us to begin moving into HD (16:9) format projectors and media.

Request: \$35,000 (total estimated project estimated at \$70,000 with Law School to fund remainder)

OVERVIEW OF CURRENT IT 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 Organization

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 Services department is divided into four areas:

1. Web & Database Services— web services and database services
2. Computer Services—networking, file-sharing, and desktop services
3. Media Services—audio/visual services

4. Educational Technology Services—instructional support for faculty and classrooms

The Law School Computer Committee is comprised of ten faculty members and two students. This committee is chaired by the Director of Technology. The goal of this committee is to advise on IT policies, direction and priorities.

Infrastructure

Computer Learning Center - Student access to computing resources

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. Desktop operating system is Windows XP Professional and the applications package is Windows Office 2007. In Summer 2008, 5 PCs were replaced with iMacs.
- Classroom upgraded Summer 2008 to install screens, new projectors and mounted speakers, and Creston control system.
- Server replaced in Fall 2008 - stores images for the lab and classroom desktops, desktops used by law student organizations, 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.
- 9 Dell D630 laptops are available for 24-hour loan periods to law students. The Law Library also supplies AC adapters to law students.
- 54 public Ethernet ports available for student use throughout the law school. Wireless Ethernet coverage is available throughout the Law School.
- 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 have the most recent versions of Microsoft Office for PC and Mac installed on their personal computers
- In Summer 2007, the Law Library replaced approximately 60% of its study tables with new tables equipped with electrical outlets for laptop use.

Web & Database Services - Local online resources

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 were 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.

Computer Services - Computing infrastructure

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, 16 legal clinics, and 47 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)

Media Services & Educational Technology Services - Instructional support

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 available in every classroom. This allows the Media Services department to centrally manage and monitor all classroom multimedia equipment using the Crestron software.
- 5 large 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)
- Summer of 2008, three rooms were upgraded (2.137, 3.142 and Jeffers) to include instructional technology.
- An additional 11 rooms 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, ic3.312, 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.
 - Video conferencing capabilities are available in three rooms within the law school using a Tandberg codec. One of the rooms is specifically designed for distance learning and has microphones installed for up to 22 students. 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. Video conferencing systems are used regularly for student interviews or to bringing in guest speakers for conference events.
- A mobile video conferencing was purchased in Fall 2007 to meet demand for guest lecturers, interviews and events. The need 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, Jeffers cameras, robotics and switcher are in need of replacement.
 - In January 2009, the Eidman courtroom will receive minor upgrades to its video projection and recording system. This will include a mobile 65" LCD, two wall mounted 52" LCDs and interfacing cabling with the Eidman control room. These changes will vastly improve the ability to present and record media in this space.

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, DVD player's, a digital camera, and other A/V equipment available for student organizations to checkout

Law Library and CLC - Access to information resources

- 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 and proposed funding sources for IT programs and infrastructure

Information Technology Services: \$200 per student per semester. This assessment, along with budget increases provided by the law school, provides just over \$511,000 per year for the Law School and is allocated almost 100% to salaries.

Computer Learning Center Services and Automation: \$130 per student per semester (\$30 per summer session), generating approximately \$400,000 annually. This account supports the CLC and pays for subscriptions to various on-line databases.

ITAC Funding:

2007-08:

Recurring: \$78,014

One-time Projects: \$117,784

2008-09:

Recurring: \$97,195

One-time Projects: \$111,000

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.

Best Practices

- Innovative implementation of SharePoint for Journals and Organizations radically improved workflow and collaboration for our students. Saves time, enhances the student experience and improves accessibility. Also saves significant funds by reducing number of supported computers.
- Apple and Dell Laptop initiatives extend significant cost savings to student laptop 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.
 - Centralized student communication system 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. Announcements must be approved by 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 (2007-08) 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 2007 powered ergonomic seating was added to two medium classrooms (2.123, 2.124) making electrical outlets available to all students in these classrooms. In Summer 2008 educational technology was added to or upgraded in three major classroom spaces (2.137, 3.142 and Jeffers) and now all of the classrooms in Townes Hall and the Connally Center are equipped for at a standard level. All of these rooms have automated screens, ceiling mounted projectors, Crestron controls, whiteboards, and speakers. 3.127, the largest classroom, has two projectors and screens (instead of just one); and Jeffers, a courtroom, has three screens in an innovative configuration that allows the room to be used for three broad purposes (trial, lecture & seminar).