

UNM School of Law
Library & Information Technology Committee Report (2008-09)
March 25, 2009
Carol Parker, Chair

The committee met several times in the Fall Semester, and is scheduled to meet again on April 14th if there are new agenda items. The committee primarily worked to provide input on various IT issues, especially upgrading classroom instructional technology. The committee was also apprised of an upcoming IT department project to look at the possibility of data encryption for sensitive information stored on law school servers. The IT department is also working with ITS to move some local data to ITS virtual servers. We provided input on security for equipment in classrooms, and on replacing chalkboards with whiteboard in rooms using IT equipment. The committee monitored ongoing problems reported by students with printing via the secure wireless network (through perseverance, the IT department and UNM's ITS determined the problem was a firewall configuration issue). We also discussed providing input for an IT strategic plan under development, and possibly undertaking a survey of faculty and students satisfaction and needs with respect to IT at the law school, but to date those are still in development. In November the committee met together with the members of the Assessment and Teaching committee to discuss overlapping areas of interest, specifically how to best develop user training opportunities for faculty interested in using instructional technology.

Library Journals to be Temporarily Stored Offsite

One library item went before the committee this year – the librarians' proposal to remove from the upper floor, and store offsite, 15,000+ volumes of older journals for which we have licensed electronic PDF access. In the space vacated by the journals, we will place treatises which we continue to update that are presently located on the lower level. This will locate all actively updated print primary law and treatises together on the upper floor. This arrangement will be convenient for teaching legal research as well as for practitioners and judges. Movers will begin removing journals in early November. This plan was announced at the December 2nd faculty meeting.

We hope this will resolve a problem with lack of space on the lower level (a problem that warranted mention in the AALS report from the November 2007 accreditation visit). Compounding the space problem is a decree from the State Fire Marshall that we remove all books from the top shelves on the lower level of the library as they are too close to the ceiling (a loss of about 15% of the space on that floor). By bringing the current treatises upstairs, we will be able to comply with the Fire Marshall mandate for the lower level.

We will attempt to find revenue to install additional compact shelving on the lower level that would enable us to bring back the stored journal volumes. The law library is working with the Capital Improvements and the Provost's Office to get support for installation of additional compact shelving on the lower level. Perhaps we will succeed in getting a commitment for that within a year or two, but the economic crisis definitely threatens this plan and timeline.

New Revenue for Instructional Technology

Committee members Carol Parker and Cyndi Johnson met numerous times during the fall with Dean Romero and representatives of the Provost's Office to obtain input on efforts to obtain revenue to upgrade classroom technology. The efforts of the Dean and the Provost led

to a \$95,000 allocation of new revenue in FY09 for classroom and courtroom technology, as well as \$150,000 to remodel the two courtrooms in the Hart Wing, and \$30,000 to install automatic classroom door openers for ADA compliance. Although some of these projects fell outside the scope of the committee, all were part of an effort by the Provost's Office to address items of concern that were identified by the ABA during our last accreditation inspection. The Provost's Office is on record supporting the allocation of additional revenue for additional classroom technology in FY10, since the \$95,000 received in FY09 will not cover all of our existing needs.

Carol, Cyndi and committee member Barbara Bergman, held numerous meetings with IT vendors, court administrators, and trial lawyer consultants early in 2009, and Cyndi obtained estimates from three different vendors, as part of efforts to prioritize spending of the \$95,000 received this year. In addition, the Dean reported that Jennifer Bean and Associates pledged to donate an additional \$10,000 this year to put toward courtroom technology. Below is the proposal for spending the \$105,000 available this year for instructional technology which has been presented to the Dean. If all goes as anticipated, this revenue will be spent by the end of June.

Installation of Instructional Technology

Clinic

A prototype digital video recording system for automatically recording and streaming video via the network has been order for the Clinic. Video cameras will be installed in the interview rooms for recording and the content will be stored locally in the Clinic on the recording system. It will be accessible in real time or streamed for review by Clinic faculty from any web browser.

Courtrooms

Both 2525 and 3410 are being physically remodeled with the revenue obtained by the Provost's Office, and Carol, Cyndi and Barbara spent numerous hours on the details of the remodeling projects. Physical remodeling will reorient the layout of the rooms by 90° to create larger courtroom wells. Rm. 2525 will be fully equipped with a built-in courtroom presentation system and will also have a "portable evidence presentation system" consisting of a large monitor on a cart, PC, DVD/VCR, and space to attach a laptop and document camera to emulate systems often used in local state courts by local practitioners. The cart will be stored in a locked closet that was constructed in the courtroom. Its monitor can also be hooked to a built in presentation system.

The built in system in 2525 will be similar to what is found in the local federal court, consisting of wired counsel tables for laptops and document cameras; a wired bench with a PC and flat panel monitor; ceiling-mounted speakers; and two large monitors attached to the courtroom walls for presentation display; all controlled by Crestron switches located at the bench, with components on a rack in the new closet. The rest of the room will rely on the wireless network for online access. The room will have the capacity for real time court reporting, a network-controlled digital video camera for recordings, and the capacity for remote teleconferencing.

Rm. 3410 will have presentation equipment similar to that found in our seminar classrooms (projector/screen), and will also have a portable evidence presentation system kept in a storage closet. Further IT installations will require additional revenue allocations, as will any work in 2404. Theoretically one of the portable evidence presentations systems could be used in 2404 if necessary.

Classrooms

Rms. 2401, 2402, 2403, 2405, 2406, 3313, 3402, 3406, and 3416 have been prioritized to receive dedicated equipment including either a projector and screen, or a large monitor for video display. Other classrooms will be upgraded if additional revenue allocations are made. Each room should have a locked lectern or instructor station capable of storing and securing a dedicated PC, DVD player, etc. Rms. 2401 and 2402 have Creston switches for activating projectors and components. Rm. 2401 will be outfitted with multiple screens since the room is too large for a single projector/screen. In many cases this will involve spending some of the revenue on electrical and data upgrades—unfortunate but unavoidable. Rm. 3406 (the old computer lab) will be wired for audio recording.

A variety of lecterns and instructor stations will be deployed, depending on the size and seating capacity of the room. These will be obtained from different vendors, allowing us to try out different styles, including some lower and wider styles providing more surface area for papers and document cameras, etc. If smaller lecterns are necessary, they will have pop up shelves on the sides to provide more work surface when in use.

After Hours Equipment Security

The following announcement was made at the Dec. 2nd faculty meeting:

Effective December 1, 2008, library staff will secure classrooms adjacent to the Forum after hours (Rms. 2401, 2402, 2403, 2404, 2405 & 2406). These classrooms will be locked at 5 pm, Mon-Friday, and all day Sat-Sun. The purpose of this change is to secure the computer equipment in these rooms. The library workers will periodically check that the rooms stay locked throughout the evening and weekend hours when the library is open. Faculty members should have their own keys to these rooms and should not be inconvenienced by this; students, however, will no longer have unrestricted access to these rooms after business hours. Groups that have reserved one of these rooms for evening or weekend use must be listed on a schedule kept by Mary Dewey in order to gain access. After hours access for those listed on Mary Dewey's schedule will be provided upon coming into the library to request that the room be opened for the group. Classroom keys will not be checked out or given to anyone by library employees; rather the library employees will open the classroom and return to secure the classroom when the schedule event is over. This development is the result of recommendations by both the Library and IT Committee and the Building and Safety Committee.

The decision to have the library to secure classrooms with equipment in the evenings and on weekends was one of last resort, because the law school does not have personnel in place during those hours and the library does. However, a number of building security issues remain unresolved by the law school administration. Two of them involve IT: (1) a joint recommendation made by the Library and IT Committee and the Building and Safety Committee to install network-controlled, card swipe door entries to provide secure, after hours access to the Hart Wing for faculty and students; and (2) a request by Cyndi for clarification as to whom among the members of the public may schedule law school rooms for use after hours, and if IT equipment is requested for use by these groups, how will that be provided and the labor costs recovered. A statement of the issues uncovered by Carol and Cyndi in research security issues was shared with the Building & Safety Committee and with the Law School administrators.

Proposed Server Co-location with ITS

Last fall, the committee was asked to support (and be available to explain to anyone who might express concerns about) a proposed server co-location with ITS that would resolve many ongoing server concerns. Cyndi continues to work the ITS personnel to accomplish this. Below is Cyndi's description of the project and need.

2 law school servers are 5 years old and one is 7 (!! years old. These are the clinic data file server (Counselor), the profiles server (Prudence), and the main file server (Juris). Since none are application servers, age hasn't been a huge deal but they are getting to the point where they need to be retired. I've worked with ITS for two years now, trying to move our server rack out of the law school and into the server farm at ITS. They have a climate-controlled room with sufficient power and no carpet. Many other departments house their servers at ITS and we've been on the wait list for quite awhile. ITS operations is a 24/7 shop so if anything happens, someone is there to remedy the problem immediately. Also, they can perform off-site backups for us. Right now, we simply carry a set of tapes home each night but that's not a good solution [if we lose our servers we have nothing to load the backup tapes onto]. They have a secured site downtown, and would add our server backup tapes to their collection. However, ITS is still unable to physically house our server rack so we will run on virtual servers. A virtual server is a way to create multiple "mini-servers" on one large server, sharing resources (similar to web farms that have multiple web sites on one server). We're running a virtual server now, used for syncing smart phones. We will have complete administrative control of our servers so we can continue to give file permissions, restore files, etc. They will be responsible for performing routine maintenance (server patches, etc). Since we can't move our server rack, our plan is to keep some of the data in-house and to move the rest. We'll move the data we're keeping to our newer servers (Scribe, CDLaw, and UNMSOL).

The data we are keeping in-house includes:

Admit-M

Needs Access

SoLAR (Pat's Access db)

All clinic files (briefbank, CLCASES, CLASS, Amicus)

Records (Student scanned data)

Email

Accounts (Active Directory)

Lawschool.unm.edu

Lawlibrary.unm.edu

Lawlibdisk

Media server/files

Lyris listserv

Print server/print tracking program

Data we are moving includes:

File shares (faculty, staff, students, shared directories)

All other web sites

We are confident that ITS is a secure environment. They are the keepers of most of the UNM sensitive data, including Banner. We will sign a SLA with them, including a non-disclosure agreement. Once we have completed this initial phase, we will begin looking at moving the rest of our servers/data as soon as ITS has space available for us. The account data (Active Directory) and the email system (UNMSOL) will be part of the new Enterprise Active Directory and Exchange server, probably this summer if funding permits. We will retain our email domain (law.unm.edu) and our account information.

The impact to the users should be minimal. The access time to files will probably be about the same, given the age of our servers compared to what we are moving to.

Project Update: The virtual server implementation should happen soon. At one point, the IT Department hoped to join the University's Enterprise Active Directory (account information) and Exchange (email) at the same time as virtual server implementation. However, the estimate from Dell to help with the migration to UNM's Enterprise systems is much higher than anticipated (\$40-\$60K) and is out of reach at the moment. Therefore, the IT Department will move ahead with the virtual servers soon, while continuing to work with ITS and Dell on a better price for the Active Directory/email migration. Joining the University's Enterprise Active Directory is the first step toward a single-signon solution for people who use a NetID for some applications and their law school account for others.

Training Opportunities for Instructional Technology

The committee sponsored a Deans Hours on September 16, 2008, during which Cyndi and Media Center staff members demonstrated new document cameras, a mini-portable projector, hand-held digital video camera, a Symposium (<http://www2.smarttech.com/st/en-US/Products/Interactive+Pen+Displays/>), and a borrowed MediaSite recorder (automatically captures and streams digital video recordings—see <http://www.sonicfoundry.com/>). In addition, faculty were given a preview of what the upgrade to Office 2007 will provide. The event was well attended and well received by those in attendance. A subsequent event on December 9, 2008, to demonstrate a "Mimio" was also well attended (see <http://www.mimio.com/products/interactive/>).

In addition, the committee held a joint meeting in November with members of the teaching effectiveness committee to discuss ways to increase faculty training opportunities. Some of the suggestions that came from that meeting included: (1) asking faculty members who use tools like symposiums, clickers and documents cameras to provide demonstrations of what they are doing with them in the classroom; (2) developing a faculty orientation program to cover classroom technology (good for adjuncts as well as new hires); (3) make the web page a more robust source of information, e.g., create Media Center FAQs; (4) promoting consultations with Media Center staff. The topic of discussion also moved to the need for more student learning opportunities with respect to law practice technology.