

Meeting Notes

SCOR/RAC Website Working Group Meeting

Monday, January 25, 2016

1:30-2:30 p.m.

Participants: Rick Kreider, Natassja Linzau, Sue Sillick, Amy Schutzbach, Chris Hedges, Roy Mesler, Dale Peabody, Beth Klemann

1. Meeting Minutes from November 23, 2015, were approved with one minor change: Sue informed us that the WTI project that relates to Lab Facilities is dead and will not be pursued and this was added to the notes (Amy, Beth). Roy will post these notes on the website.

2. Peer Exchange Availability Survey—The survey was sent out and Rick downloaded the results from the Survey Monkey link. However, the detail on who said what is missing from what Rick was able to download; **Rick** will follow up with **Cynthia** to see if we can get a more detailed response document, which will then be posted on the website. Previously, Cynthia asked **Dale/Allison** to announce the results of the Peer Exchange Availability Survey once the results are in. **Roy** will need to upload the results document and replace the current results on the Peer Exchange Availability survey page:

http://research.transportation.org/_layouts/15/AASHTORAC/RACSurveyResultDetail.aspx?SurveyID=249.

3. Update on Rework of the “Chalkboard Page”—Beth Klemann showed us the initial rework of this document for discussion. The new version has links to “More...” pages and less text on the initial page. She said that she didn’t make very many changes to the actual content of the page; her changes were tweaking the format and adding a few links, although some of the information was a little out of date so very minor changes were made to the content. Reviewing this page will be a Homework assignment for the next meeting.

4. Review changes made to website and new changes suggested from last meeting:

OLD ACTION ITEMS—Status Update

- **Lab Facilities link**—No response from ARTBA in spite of our best efforts. After further discussion, we decided to keep the link, but **Roy** will add the following text next to the Lab Facilities link from the Programs page under OST-R >> University Transportation Centers (UTCs): “NOTE: This document details information from ten previously designated National UTCs and was last updated in 2008.”
- **RAC Task Force Membership Spreadsheet**—Status update: **Allison** told us previously that Skip has asked her to update the RAC Operating Guidelines to include the designation of “Friend” for those who want to participate in Task Force activities but are not RAC Members. Once the Admin Task Force has finished updating the Operating Guidelines and the Task Force Membership spreadsheet, **Roy** will post the new one.
- **RSS Feeds**—The link is now live on homepage and instructions for viewing in IE (by Date Modified instead of Date Created) are now linked on homepage as well. Sue asked if Natassja could also include instructions for Subscribing to an RSS Feed that indicate how to get the RSS Feed to show up in Outlook ordered by Date Modified rather than Date Created. **Natassja** searched but couldn’t find instructions on how to do that in Outlook. **Roy** will modify the page “Instructions for Formatting RSS Feeds”

(<http://research.transportation.org/Pages/RSS-Feed-IE-Format-Instructions.aspx>) to say “The RSS feed view may order the results by Date Created rather than Date Modified.”

- **Invites for New RAC Members to Join Our Working Group**—Rick has drafted an email to send to new RAC members inviting them to participate in our group and he sent out the first one this week. A few minor editorial changes were suggested and **Rick** will make those changes.
- **Treasure Hunt**—We are currently thinking of having some kind of session at the National RAC meeting to highlight changes that have been made to the website since the beginning of the Website Working Group. **Rick** is working on a presentation for this; he will bring this subject up at the next RAC Officers meeting. Dale suggested that **Rick** contact Ann and cc Beth to make sure Region 1 is aware of what we would like to do.
- **Reorganization of RAC 101 Content**—There was some discussion about breaking up the RAC 101 PowerPoint presentation into smaller units and possibly also doing that with the RAC 101 Webinar. TRB will be acquiring some editing software so that the webinar could be edited and separated into smaller units. However, these two items are under the purview of the Admin Task Force so we will defer to them about how they want to edit and present these.
- **Meetings Page**—**Roy** should update the Meetings page <http://research.transportation.org/Pages/Meetings.aspx> to remove the old meeting info and put the upcoming meeting info at the top for SCOR and RAC; it’s ok to put TBD for dates, etc., if they are not yet known for the SCOR fall meeting and RAC winter meeting. Also, **Roy** will fix the formatting so that the SCOR column and the RAC column are at the same height.

FOR OUR NEXT MEETING IN FEBRUARY:

Homework:

1. **Review Beth’s version of the Chalkboard Page**—Comments and feedback about the changes made will be requested by our next meeting.
2. **Review of Resources for Research Managers Page**
 - Review Sue/Allison/Amy comments on this page from September 2014 and be prepared to discuss at our next meeting. **Sue** will send out an email to the group with the comments that are specific to the Resources page. Other questions to ask about this section:
 - This page has three sections currently. Are these the appropriate sections for this page?
 - Are there other resources not listed on this page that should be added?
 - Are there any additional categories needed for items on this page?

PARKING LOT/TABLED FOR FUTURE DISCUSSION:

- If more funding becomes available:
 - Consider programming to **display the date of each survey on its Survey Details page** in the RAC Surveys database. Currently there is no date listed on the page.
 - Consider **adding a box to the homepage** that would be an automatic feed from the RAC Surveys database and would list the 10 most recent surveys, with links to the individual survey details pages. This would remove survey items from the “What’s New” list.

- Consider developing a **Calendar of RAC Task Force Meetings, Regional RAC Meetings, National RAC Meetings, and SCOR Meetings**—Possibilities include posting on the RPPM Calendar, using the TRB Calendar, and/or developing a calendar for the SCOR/RAC website.
- Consider programming a **slideshow of products** on the SCOR/RAC website, which would rotate through a series of images and could be updated and managed by the SCOR/RAC webmaster.
- The website subcommittee would like to provide feedback to Chris Hedges and Chris Jenks on the **layout of the Welcome letter for new RAC members**—it's getting dense. [This will be discussed at a future meeting.] It was also recommended that this would be more appropriately addressed in a meeting of the Admin TF.
- **SCOR Roster**—Still needs to be addressed, but it was decided to discuss this at a future meeting.
- **Task Force Products and/or Document Libraries**—We decided to defer until we have finished our review of the rest of the site before tackling the issue of where these should be housed and/or highlighted. In addition, we want to find a way to preserve the “ownership” of each product, possibly by linking back to the task force that developed each product. In addition, we could potentially include a list of products on each task force page, as well as other relevant places on the site.
- **RAC 101 Page Content**—This needs to be discussed further. A rewriting/reorganization of the content is definitely needed to help new RAC Members get up to speed quickly on their duties and the resources available to them.
- **Acronyms Brochure Update**—This project is on hold. **Amy Schutzbach** offered to update the Acronyms. We need to compare this document with the Map of Highway Organizations to make sure items are consistent between both of these documents. **Update:** In correspondence after the meeting, **Leni** asked about the status and offered assistance from the **TKN Task Force**. There was some discussion of the potential scope of the Acronyms document, which is currently limited to Highways, aside from listing other CRP programs such as Transit, Airport, Freight, and HazMat. **Sue** stated she was planning to see if the CRC Council would prepare Map of Organization documents for the other modes. This would help to make sure we have a more a more comprehensive list of acronyms. **Update as of 4/2/15: Mary Moulton** is in the process of creating a transportation acronym list; we could possibly link to that when it's finished.
- **Discuss the “Information for TRB State Representatives” section and what should be listed there**—This would include information about STRAP and possibly other kinds of information in addition to the current link to the TRB page (<http://www.trb.org/AboutTRB/Public/pages/264.aspx>).
- Consider **hosting a session** at next summer's National RAC and TRB State Representatives Meeting that would present all the changes we have made to the website over the past few years.

ADJOURNED. Our next meeting is scheduled for **Monday, February 22, 2016, 1:30-2:30 p.m. Eastern and will be held via WebEx as usual.**