Meeting Notes
SCOR/RAC Website Working Group Meeting
Monday, November 2, 2016
1:30-2:30 p.m. EST

Participants: Beth Klemann, Rick Kreider, Maina Tran

Update on Task Force Spreadsheet: the overall task force members list has been updated and posted.

Update on RAC membership chart: edits were made after last feedback. Chart has been reviewed by Allison Hard from Admin TF. Both Beth and Rick approved and agreed it is ready to be posted.

Update About SCOR RAC page: page is approved to post.

Update on RAC 101 Powerpoint: Rick is finishing some additional changes and also awaiting other changes from Admin before the file is considered "updated."

Peer Review Exchange Volunteer Survey: After the survey was sent to the WWG for review, there were no edits submitted. Survey content was approved to be released. Maina will create in Survey Monkey to be sent out week of November 2nd.

Acronyms references and Transportation Dictionary: There are several pages on the RAC website which refer to the Acronyms brochure/list. Some of the links go to the updated Transportation Dictionary. The two are different lists; the acronyms list apply more to transportation research. Both should be kept but to add text next to any acronym references to note that it's a "glossary of acronyms for transportation research program." Maina will fix on all pages with those references.

RAC 101 Webinar: The webinar needs to be updated since there is probably a lot of outdated information. Rick mentioned that there was a discussion before about breaking up the video into smaller sections for ease of downloading and viewing. Chris Hedges mentioned a while back that he would look into it. Maina said she will take a look at it and see what can be done; she also has access to video editing software. Maina will also contact Keith Platte about possibly working together to create an updated version. From one of the RAC summer meetings, he had mentioned video resources and tools at AASHTO that would be available for RAC to use.

Other website improvements: Beth likes the use of buttons and icons that are on the About page. Maybe use some of the some ones throughout the site. Maina will add some to the RAC 101 page.

Next items/ web page content to review: Went through a list of pages on RAC website that could be potential targets for content review by WWG. These items will be presented to the WWG group at the next meeting to discuss the priority.
- Resources for Research Managers
- RAC Regional
- RAC Mentoring Program
- FAQ
- Contacts (add dropdowns?)

- Info for TRB Reps page (low)
- Acronyms and Abbreviations
- Discuss possibility of modifying the peer exchange reports page to be more graphical.

Ask Allison on following items:
- SCOR New Member Guide, does it need to be reviewed?
- SCOR voting membership questions need clarification. Both Beth and Rick were not sure of what this item means in regards to the RAC website. Update as of 11/10: Cynthia Jones stated that this came up as she was doing a presentation on RAC 101 community. Skip and she had different numbers on SCOR membership list which is found on RAC site…SCOR Roster. Question for Allison.
  > Page 1 - Do Bud, Jim, Chris and Gerry all vote?? That's 16 regional members, 2 chair/vice chair, and up to four other people. 18 or 22, or any number in between.
  > Page 4 – FHWA etc are all shown as ex officio, but Bud, Jim, Chris and Gerry aren't

- Reach out to RAC Leadership group to see if there are any additional (or new) content that any of the task forces would like to see on the website.
- **Task Force Products and/or Document Libraries—Update as of 6/27/2016:** Sue suggested getting input from Task Force chairs for items to highlight.

NEXT MEETING: Due to the hectic schedule of the holidays. It was decided that the NOV and DEC meeting will be combined and be held on December 12th so that it will be between the two holidays. Also due to the TRB Annual meeting, the meeting after that will probably be held on 3rd week of Febrary.

OLD ACTION ITEMS—Status Update

- **Review of Resources for Research Managers Page**
  Sue will use the comments gathered about the resources page to suggest updates. All links to new websites should open in new tabs; otherwise the links should open in the same tab. Sue suggested the following headings for the revised page: Legislation and Regulations, Calendars, General, Research Program and Project Resources, Communicating Results and Value, and New RAC Members. Other changes discussed:
  - Remove MAP-21 link (and not replace it with FAST)
  - General SP&R link - have a few links (including education reimbursement and report distribution) indented beneath or on intermediary page. Awaiting additional information/changes from FHWA about general program.
  - "Guidelines and Tools" and "Value of Research" – place items under new subheadings
  - RPM link - change to High Value Research and place under "Communicating Results and Value"

  Sue will send out previous comments and additional change suggestions for the group to review.

- **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).

ADJOURNED. Our next meeting will be scheduled for **Monday, December 12, 2016, 1:30-2:30 p.m. Eastern and will be held via WebEx as usual**. **Maina will send out the WebEx connection information.**