

# Meeting Notes

## SCOR/RAC Website Working Group Meeting

Monday, December 12, 2016

1:30-2:30 p.m. EST

**Participants:** Beth Klemann, Rick Kreider, Dale Peabody, Sue Sillick, Maina Tran, James Watkins

**RAC 101 Powerpoint slides:** Allison H., Cynthia J., and Rick had meeting and went over what has been accomplished. One more part needs to be done by Cynthia and the slides will be ready for posting. The group was worried about how the new AASHTO reorg will affect the PPT content but according to Dale who attended the SCOR meeting in December, the reorg is long term. Should not wait. The decision was to go ahead and finish the slides for posting on the web. Rick was responsible for the middle portion of the slides which was mostly dedicated to web updates from the past year. It worked out well since he was involved in the WWG for the past year. Instead of mentioning individual names on the slides, general titles were used instead such as referencing to the “website manager” instead of Maina Tran.

Beth asked how large the completed PPT file is and would it make sense to keep the three parts separated to make for easier download? Rick mentioned that the original file was under 10MB and even then it did not take long to download. This updated version should be about the same or less and is not too large.

### **Prioritizing the next pages to work on:**

Resources page should be high on the list and be worked on next. Maina mentioned that the Resources page is one of the highly visited pages.

RAC Regional page looks fine.

RAC Mentoring program page: is fine for now.

FAQ's : this should also be a priority. Needs to be decluttered a bit. Since the site now has dropdown navigation, some of those items can be deleted. Maybe place an FAQ button on the front page to make it more prominent. Place it at the bottom after the other icons on the right hand side.

Can work on Resources page and FAQ page concurrently. Some of the changes to the Resources page may result in deleting some content on FAQ. Dale asked how we know that FAQ content were actually frequently asked items or if they are just areas of interest. Maina will look into analytics and check on outbound links if possible and will forward the data to the group. Will try to see which items are mostly clicked on.

Contact Us page: maybe include a general contact box on contact us page. Do not want the short RAC contact list as it might direct too many unwanted emails to Chair. Adding website manager contact info at bottom should be sufficient as it is now.

Acronyms and Abbreviations page: on About SCOR/RAC page, add transportation dictionary as a link in the acronym description box. Acronym and abbreviations page items are unique to transportation research community versus the USDOT transportation dictionary which is general. Trifold brochure is old. Will need to go through acronym abbreviation list and see what's not valid any longer. Maina will see if it's possible to get outbound links on this page to see if it's widely used.

**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 2<sup>nd</sup>.

**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.

**Next items/ web page content to review:**

-- Peer Review Exchange Volunteer Survey update

-- 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.

**NEXT MEETING**: Due to the TRB Annual meeting, the meeting after that will probably be held on 3<sup>rd</sup> week of February.

**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.

**ADJOURNED.** Our next meeting will be scheduled for **Tuesday, February 21, 2016, 1:30-2:30 p.m. Eastern and will be held via WebEx as usual. Maina will send out conference call details.**