

Meeting Notes

SCOR/RAC Website Working Group Meeting

Monday, February 22, 2016

1:30-2:30 p.m.

Participants: Rick Kreider, Roy Mesler, Sue Sillick, Amy Schutzbach, Chris Hedges, Maina Tran, Dale Peabody, Allison Hardt, Cynthia Jones, James Watkins, Zona Kahkonen Keppler

- 1. Meeting Minutes from January 25, 2016, were approved with one minor change:** Sue asked that the note on the UTC link specify that they are the 10 “previously designated” UTCs. **Roy/Maina** will post these notes on the website.
- 2. Update on the Peer Exchange Survey — Cynthia** will download the data from Survey Monkey into an Excel spreadsheet and send to **Roy/Maina** who will create a spreadsheet to be able to filter by subject area.
- 3. Proposed Changes to the “Chalkboard Page” — Rick** began to go through the rework of the page with input from the group, including changing the name to “New Member Guide”. Once the changes are ready to be implemented on the site, **Roy/Maina** will make sure all “More” links open in new tabs.
- 4. At Allison’s** suggestion, it was agreed that Task Force Chairs could make changes to their Task Force website pages without going through the WWG.
- 5. Review changes made to website and new changes suggested from last meeting:**

OLD ACTION ITEMS—Status Update

- **RAC Task Force Membership Spreadsheet**—Status update: Per **Cynthia**, the spreadsheet has not yet been updated. Once the Admin Task Force has finished updating the Operating Guidelines and the Task Force Membership spreadsheet, **Roy/Maina** will post the new one.

FOR OUR NEXT MEETING IN MARCH:

Homework:

- 1. Review Beth’s version of the Chalkboard Page**—Comments and feedback about the changes made will continue to be discussed during 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, March 28, 2016, 1:30-2:30 p.m. Eastern and will be held via WebEx as usual. As was the case this month, Roy or Maina will send out new WebEx connection information to replace the information Natassja had sent out.**