

Meeting Notes

SCOR/RAC Website Working Group Meeting

Monday, March 28, 2016

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

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

1. Treasure Hunt for SCOR/RAC website: A timeline was discussed as to when **Rick** should send out the treasure hunt survey to the RAC group before the RAC Summer meeting. One month before should be sufficient. Two weeks to allow people to take the survey and two weeks for **Rick** to compile the answers and to identify the winners. Sue suggested sending out a reminder to complete the survey the week before deadline. Rick will find rewards for top winners. A Thank You to Ohio for pulling the questions together.

It was agreed upon that a couple of questions should be included on the survey to assess how users are navigating to the answers. This will provide insight into whether or not it is easy for web users to access certain pieces of information (e.g., questions on the survey.) Maybe place the questions at the end of the survey?

Action items:

- Some of the survey answers need to be updated.
- **Rick** will forward a copy of the survey to everyone in the group so they can go over the questions to see how long it takes to take the survey and to see if the questions are clear. Email any feedback to Rick.
- **Rick** will add navigation questions: 1) How did you navigate to the answers? Was it easy or difficult? 2) How long have you used the SCOR/RAC website? <1 yr, 1-2 years, 3-5 yrs, 5+ yrs.
- Edit #3 to “What is the URL to the RAC operating guidelines?”
- Possibly change #6 to “Where is the 2018 RAC meeting?” [which can be found in RAC officers minutes.] Or just to clarify the question as to which RAC meeting—“Where is the 2017 Summer RAC meeting?”

2. Proposed Changes to the “Chalkboard Page”— **Rick** began to go through the rework of the page with input from the group starting at the “How can RAC membership help me” section. It was then suggested by Chris that a smaller group finish looking at the draft and present the final edits to the group. Beth initially provided her version of the rewrite of the Chalkboard to see if it was on the right path to what the group wanted. It was to be used as a starting point. The following members will be on the “editing” group with Rick and he will schedule a separate meeting to complete the work: **Rick, Sue, Beth, and Maina.**

A couple of suggestions were made: one is to place Peer Exchange info in its own header. It was also suggested to possibly use pop-up windows to display additional information versus opening another browser tab. It would be nice to keep the RAC 101 page open while exploring the links provided as to not lose the place on the RAC 101 page.

It was pointed out that all RIP data feeds into TRID so just searching on TRID is sufficient. There was a suggestion to teach users about signing up for RSS feeds on TRID; you will get an email on specific search strategies in the TRID database.

For next meeting in April:

NEW ACTION ITEMS:

1. **Editing group completes rework of Chalkboard page** —Final draft will be presented to web group
2. **Treasure hunt survey revision** —Rick will revise and send a draft to group
3. **Find correct link to third bullet under Resources section.** It currently goes to a tuition page. Maina will look for it.

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, **Maina** will post the new one.
- **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.
- **Review of Resources for Research Managers Page**
 - Review Sue/Allison/Amy comments on this page from September 2014. **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.
- **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 will be scheduled for **Monday, April 25, 2016, 1:30-2:30 p.m. Eastern** and will be held via **WebEx** as usual. **Maina** will send out the **WebEx** connection information.