

Meeting Notes

SCOR/RAC Website Working Group Meeting

Monday, April 25, 2016

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

Participants: Rick Kreider, Sue Sillick, Maina Tran, Zona Kahkonen Keppler, Beth Klemann

1. Proposed Changes to the “Chalkboard Page”: the working group has completed the edits. **Rick** will send a link to the website working group to let them review and approve the page before it goes live. The plan is to implement the new page before the next meeting on May 23.

2. Treasure Hunt for SCOR/RAC website: Rick said he received feedback on the survey. He plans to have the final version ready by the next meeting on May 23 and to be released in June. **Rick** will email the RAC group with the survey announcement.

Sue had mentioned if we shouldn't get the Resources page revised by then. Other pages that need to be revised are the FAQs and the Info for TRB State Reps page. It will take too long to revise by June so maybe it should just be mentioned on the survey that the Resources page will be updated soon. It was also suggested again to include questions at the end of the survey to ask about any feedback or comments about the SCOR/RAC website so we can get feedback on what may not be working so we can improve it.

3. State Planning & Research link— Maina looked into finding a current link for SP&R instead of using the tuition page one and couldn't find anything. **Sue** said she would ask FHWA about it. [Update: FHWA mentioned to Sue that they went through a staff transition and plan to update the page in a few weeks. In the meantime, a link to the old SP&R guide and a link to info on the NH1 Highway Research 101 course will be used instead, in addition to the tuition SP&R page.]

4. RAC Calendar: To address a Parking Lot item (see below), Maina has placed a link to RPPM's calendar on each of the Minutes pages. Some groups (i.e. Reg 1 and 4) have been using the RPPM calendar already to post their meeting documents and minutes. Sue suggested if **Rick**, who is on the RAC Leadership group, could bring this topic up at their next meeting and encourage the chairs to start using the RPPM calendar. Ultimately, it will be up to each group if they want to use it or not. This is just to bring this feature to their attention.

5. SCOR/RAC website IT support funding: Maina stated that the RAC portion of AASHTO's web site is no longer supported by iEngineering. Only minor requests will be covered under AASHTO's web support contract. Sue asked if **Maina** can find out the cost and look into how much it will cost for web site support for three years. The site was supported until (2015?) when the contract expired. Maybe at some point in the future, RAC can set aside some funding for it.

For next meeting in May:

NEW ACTION ITEMS:

1. **Treasure Hunt survey** —Final draft will be ready and Rick will distribute to RAC group
2. **Slider on home page** —Maina will work on implementing a slider
3. **Look into IT support costs from iEngineering.** – Maina will ask iEngineering

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?

A few of the items below were discussed and closed. Before it is taken off the minutes, the text in red provides an update on the item.

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. **Maina will contact AASHTO/iEngineering to request that the date of the survey be added.**
 - 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. **This will continue to be done manually.**
 - 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. **Maina placed a calendar image linked to RPPM’s calendar on each of the Minutes page.**
 - 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. **Maina is working on including an out-of-the box slider on the home page.**

- 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. **This has been completed and implemented six months ago.**
- **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. **Update as of 4/29/2016: still waiting on NTL to update their data. Amy is retiring so will need to find someone to take lead on this.**
- **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, May 23, 2016, 1:30-2:30 p.m. Eastern and will be held via WebEx as usual. Maina will send out the WebEx connection information.**