Meeting Notes
SCOR/RAC Website Working Group Meeting
Monday, May 23, 2016
1:30-2:30 p.m. EST

Participants: Rick Kreider, Allison Hardt, Cynthia Jones, Zona Kahkonen-Keppler, Beth Klemann, Dale Peabody, Sue Sillick, Maina Tran, James Watkins

Sue made motion to **approve April minutes**. Seconded by Beth. Minutes approved.

1. **Updates from Maina on SCOR/RAC website IT support funding:** Maina was able to obtain a packaged deal to get IT support from iEngineering on all three sites (SCOR/RAC, RPPM, and the new High value research) at a lower rate. Coverage for SCOR/RAC and high value site will begin July 1st. RPPM currently has coverage and the new contract will kick in on October 2016.

    ➢ **Display the date of each survey on its Survey Details page** in the RAC Surveys database. Maina made a request to have contractor add and is now added.

2. **Home page redesign:** Rick likes it because there is less whitespace. Beth says it's nice and concise. Maina proposed a link to the high value research info because it is one of the most visited pages according to the analytics. Sue is fine with it. Maina stated that the icons can always be replaced with other quick links or add new ones as needed. Group is fine with the page and is approved to go live.

3. **Proposed Changes to the "Chalkboard Page":** the working group has completed the edits. **Rick** pointed out the "More" feature where the text is displayed on the same page when clicked. Beth asked if it's possible to change it to "Less" when clicked and Maina said it should be possible and will add it. Update: Maina added the "Hide text" words when the content is displayed. This is an easier solution that would not involve requesting for IT support to change the More to Less.

2. **Treasure Hunt for SCOR/RAC website:** With a couple of minor edits that Rick made during the meeting, the group approved the questions and Rick will send out to the RAC group the week of May 31st.

Sue had mentioned to include a statement on the front of the survey that the Resources page will be updated soon. This way, people will know that the Resources page will be worked on and not stay the way it is. Maybe we should place an "orange cone" to indicate the page is under construction or that the redesign is coming soon.

3. **Home page RAC slider:** What are the current sliders on the test page and should the group decide what the three sliders should be at this meeting? Beth suggested that parameters be set in place so that Maina has some guidelines to follow in regards to what can be posted on the sliders and for how long? There were parameters set for the What's New section. Maina suggested that the slider content can be discussed at each meeting and they can stay posted for a month until the next meeting. However, if something important comes up in-between meetings, that can also be posted. For the current sliders, the TRB/RAC meeting one can stay up, the webinar one should be replaced by the sweet 16

announcement with a link to the winners. The twitter one can be replaced by the RPPM content contest. Maina will add the SCOR/RAC Treasure Hunt one when it has been launched.

4. Work on Resources page, TRB State Reps page, and FAQs. These are the last pages that need to be reviewed. Maybe some of the work can be done in person at the Providence meeting.

For next meeting in June:

NEW ACTION ITEMS:
1. **Treasure Hunt survey —** Update from Rick
2. **Topics to be discussed at the RAC Providence meeting —** if anyone has anything specific they would like to cover at the meeting in Providence to forward them to Rick.
3. **Search for new WWG Chair —** Rick's final meeting as Chair of WWG will be at the meeting in Providence. He will be announcing at that time that the group is looking for someone to step up and fill in as Chair for the next year. Maina said she can place a slider about it in July after the announcement.

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:

- **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, June 27, 2016, 1:30-2:30 p.m. Eastern and will be held via WebEx as usual**. **Maina will send out the WebEx connection information.**