

Meeting Notes

SCOR/RAC Website Working Group Meeting

Monday, June 27, 2016

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

Participants: Rick Kreider, Cynthia Jones, Zona Kahkonen-Keppler, Beth Klemann, Dale Peabody, Sue Sillick, James Watkins, Roy Mesler

1. Chalkboard page update ripples: Rick started reviewing the RAC-101 presentation information for changes, e.g., “New Member Guide”. Per Sue, changes should be handled through the Admin task force. Rick will follow up with Allison.

2. Treasure Hunt update: Rick went over a spreadsheet with some statistics about the difficulty of the questions and the experience of the participants from the Treasure Hunt. There were enough respondents that there were 3 winners. Rick will show the presentation at the Admin meeting and the working group breakfast meeting Thursday morning. Sue pointed out that more people (9) responded to this than to the RPPM Treasure Hunt (6).

3. Topics to be discussed at the RAC Providence meeting: (1) changes made this year and (2) potential upcoming changes. Related to the first parking lot item, Sue suggested getting input from Task Force chairs for items to highlight. Rick will send a reminder email to the chairs. Cynthia mentioned that “Your Role in RAC” did not rank website changes very high, and Dale suggested that “no news is good news,” and Sue suggested continuing yearly review plus the direction of future. Rick will also present the statistics about the traffic and web usage at the Providence meeting. Sue also suggested that the related parking lot item will be satisfied at the Providence meeting.

4. Review of remaining parking lot items: Acronyms brochure update has been completed. “Information for TRB State Representatives” was moved to Old Action items. Cynthia added item about SCOR membership questions.

5. Search for new WWG Chair: Rick will include this in his presentation in Providence, and a one-year term for the chair is desired in order to keep up interest for continuous updating. Cynthia agreed and asked Dale to think about new candidates. Sue suggested asking at the leadership meeting, and Rick suggested more aggressive advertising of the position including an email to RAC and a new item on the homepage slider.

6. Track states with upcoming peer exchanges: Sue suggested identifying states that are planning peer exchanges in the annual survey. (Beth suggested an update to the information presented on the website about peer exchange reports to be more graphical format.) Cynthia will check on the schedule for the upcoming survey and whether it is Admin or the web working group.

7. Resources for Research Managers page update: 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.

For next meeting in August:

NEW ACTION ITEMS:

1. **Discuss possibility of modifying the peer exchange reports page to be more graphical.**

OLD ACTION ITEMS—Status Update

- **RAC Task Force Membership Spreadsheet**—Admin Task Force call on 6/2 had some progress on the task force members spreadsheet, however it may be July or August before a document is complete. Next steps are:
 1. Allison has a few last changes to make in the document
 2. RAC Leadership 6/9 call will vote on the final version
 3. Then Allison will request all Task Force Chairs update their membership
- **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?
- **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>).

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. **Update as of 6/27/2016:** Sue suggested getting input from Task Force chairs for items to highlight.

- **Acronyms Brochure Update**—Complete. ~~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. **Update as of 6/27/2016:** Sue and Maina updated the acronyms with the Transportation Dictionary and requested updates to the dictionary through NTL.
- 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. **Update as of 6/27/2016:** Rick's presentation at the Providence RAC meeting should satisfy this item.
- SCOR voting membership questions need clarification.

ADJOURNED. Our next meeting will be scheduled for **Monday, August 22, 2016, 1:30-2:30 p.m. Eastern** and will be held via **WebEx** as usual. **Maina will send out the WebEx connection information.**