

Meeting Notes
RAC Website Working Group
Monday, September 25, 2017
1:30-2:30 p.m. (EST)

Participants: Beth Klemann, Sue Sillick, Cynthia Jones, Natassja Linzau

1. Review and approval/disapproval of August 28, 2017, meeting notes (Attachment A). The group decided that, since we did not have many people on the call, **Natassja** would send out the meeting notes to the full group requesting that they review the notes and provide approval via email **by no later than Friday, October 6, 2017.**

2. Link to the Waiver Letters for AASHTO TSP's—Keith Platte has provided the link to the complete list of eligibility letters for the AASHTO TSP's. <http://downloads.transportation.org/TSP%20SPR%20Eligibility%20Letters/>. Should this be posted on the SCOR/RAC website? The group had some concerns about governance and hosting things that were more appropriately hosted on the originator's website. **Natassja** will contact Keith Platte to ask the following:

(a) Are these waiver forms posted somewhere on AASHTO's new website that we could link to?

(b) We have a link from our Programs page to the old SharePoint version of the TSP page (<http://sp.www.transportation.org/Pages/Programs.aspx>).

(c) Does AASHTO intend to update this page to include the downloadable waivers on the new page along with the TSP general info?

3. Listserv Governance—Changes in governance and the need for documentation, potentially a page located on the SCOR/RAC website. Natassja described some of the changes that have been made to how the RAC roster and listserv lists are managed and the need for some documentation on the process of making updates as well as who the stakeholders are/who to contact for different types of updates. Everyone agreed that this would be useful. Also, the group discussed how the task forces bring even more complexity to the situation. Cynthia mentioned that Allison and the Admin Task Force are working on putting together a document that outlines some of these new processes around task forces and membership. The group decided we should piggyback on the Admin Task Force's document by filling in the gaps or adding to it if necessary, to make sure that all aspects are covered.

4. Discuss changes made to the website since last meeting and status of SCOR/RAC website migration of documents.

Changes completed:

- **Website Working Group Meeting Notes from June 26, 2017**, are now posted on the website.
- **RPPM Section for Research Manual**—Natassja put in a ticket on August 26 to fix the search query; it is currently not working. She has requested an update on the status of this issue from iEngineering. Update: **Natassja** received the corrected URL and will replace the link on the Resources page so it works again.
- **New Sliders**—New slides have been created for Unfunded Research Needs, RPPM Manuals Link, RAC 2018 Summer Meeting, and NCHRP Problem Statements Deadline. Natassja has also removed the small, unsightly slider we had lower down on the page and made the primary banner a slider instead. The group liked the look of the new sliders and also the functionality of the slider, because now we can have links directly on the slides.

Cynthia also pointed out that there was a typo in the date listed on the “2018 Save the Date for the RAC Summer Meeting” slider. **Natassja** will fix that.

- Status of changes made from Molly’s list and what’s left to do. The main problem areas are: all of the meeting notes pages and the links in the RAC New Member Guide.
 - Natassja has been working with Patricia at AASHTO to fix the problems on Molly’s list and they have made progress, but there is still a lot to do.
 - **Cynthia** volunteered to let **Molly** help to check the links on pages as they are fixed and see if there are any bad links elsewhere on the site that have not yet been corrected.
 - The group also discussed what format to use for the meeting notes—tables or accordions. They said they much prefer accordions, so **Natassja** will make that change along with fixing the links for all the meeting notes pages, so that they are consistent.
 - Also related to meetings, the group noticed that there is a link at the bottom of the Admin Task Force Meeting Notes page that links to a single document for the Education and Training Task Force. The group agreed that there is no need to keep a single document from 10 years ago. **Natassja** will remove the link and delete the Education and Training Task Force Meeting Notes page that only contains a single link.

Changes still pending:

- New **Model Calendar** page—Natassja still needs to create a draft page with the new layout and include all the changes that Sue suggested.
- Migrate all documents from old SharePoint site to new WordPress site.

5. RAC 101 Webinar

- On the Admin Task Force we briefly discussed removing the RAC 101 webinar that is currently posted at the top of the RAC [New Member’s Guide](#) page, on the [About RAC](#) page, and on the [Admin. Task Force](#) Page under “Products,” because the content is outdated and we are trying new ways of providing information. I would first propose that we go ahead and remove the RAC 101 webinar from those pages.
- We could then replace it with video from yesterday at the top of the New Member’s Guide and on the Admin. Task Force page as a new product. I think the title could be RAC Onboarding: TRB Annual Meeting Discussion. If we end up with a series of onboarding webinars we may have to eventually think about a new section for this in the New Members Guide. **Cynthia** said that the Onboarding video will be hosted on their LTAP’s YouTube channel. When it’s ready, **Cynthia** will give the link for the video to **Natassja** so she can embed it at the top of the New Member Guide page.

6. Website Working Group Governance—new agenda item for next month. Beth suggested that we come up with some rules or guidelines for the website to help level-set expectations. There is a growing concern that our group might be asked to host materials simply because we are so active and we work hard to keep our content up to date. We could have a document that we use to define what should or should not be hosted on the website, and any other guidance we think is appropriate for the group to include under this heading. **Cynthia** offered to look through the Website Working Group’s minutes from when the group started in 2013 to see if there were any guidelines laid out at that time.

7. Transportation Knowledge Networks Task Force TKN TF) subsumed under the Coordination and Collaboration Task Force (CCTF)—We briefly discussed the impact of the reorganization of the TKN TF as a working group under the CCTF. Natassja has been in contact with Renee McHenry and Cameron Kergaye and they are working out the details of migrating content over to the CCTF pages. There are also some navigation menu changes that need to be worked out. Natassja suggested changing the Admin TF and CCTF menu items to “Administration Task Force/Website Working Group” and “Coordination and Collaboration Task Force (CCTF)/Transportation Knowledge Networks Task Force.” There are constraints on the way the menu is

presented that necessitate some creative workarounds. **Natassja** will make these menu changes and will also inform the group at our next meeting about how the TKN TF will be included on the webpages for the CCTF.

8. Search Enhancement—In order to make items on the website more findable, the group suggested we have a search that is limited to the SCOR/RAC website. The current search default is to search all of AASHTO, but that buries the results that are relevant underneath a lot of information that isn't. The challenge with this kind of feature is that it would cost money to develop and implement this; the group decided to table the idea for now.

9. New Teleconferencing Software at National Academies—Natassja mentioned to the group that the National Academies will stop using WebEx as a teleconference provider, starting in December 2017. Instead, they will be using a product called "Zoom." Since the Website Working Group's last meeting for the year is in November 2017, this won't impact our meetings for 2017, but **Natassja** will set up meetings using Zoom for 2018. Several members of the group indicated they had used Zoom before and that it works very well, which is good to know.

ADJOURNED. Next meeting will occur on **Monday, October 23, 2017, from 1:30 to 2:30pm Eastern, via WebEx.**