Meeting Notes
SCOR/RAC Website Working Group Meeting
Monday, September 26, 2016
1:30-2:30 p.m. EST

Participants: Allison Hardt, James Watkins, Beth Klemann, Rick Kreider, Sue Sillick, Maina Tran

Discussion on Peer Exchange Activities Page
Peer exchange landing page: Maina presents new icons on landing page, one of them takes user to new peer exchange activities page.

Beth introduced the purpose of the peer exchange activities page: Different planning stages of peer exchange activities are presented: Scheduled, Planning, and Early Planning.

Should "States Seeking Participants" be in its own section? It was decided that the information should go under each state info under Planning/Early Planning section as needed. Some states may have some participants in mind already but if they are seeking for additional participants, it will be noted.

Peer Exchange by States PDF: It was commented that not everyone may want to have the "Peer Exchange By States" pdf posted. The information may draw unwelcomed attention especially from FHWA since states have to be in compliance by hosting peer exchanges every so many years. Some states may not want this information posted publicly. This lists all the peer exchange sessions that have been held by each state but only if it was provided to RAC website. It may be inaccurate since it may list some states as not active even though they may have held a peer exchange but the report was just not forwarded to RAC website. Maybe this document can be emailed instead.

Peer Exchange by States document will not be posted on the page. Maina will email the document quarterly to the Chairs and Vice Chairs of each region. They can remind the states in their group about either forwarding the reports or host a peer exchange if it is time.

A discussion was held if there should be a fourth category. Something to the effect of "Future Planning Stage". Allison mentioned that maybe it's not a good idea since people may not want to commit to any future dates that may be posted since it's just a "possibility" that they may host one at that time. If another category is needed after people start using the page, we can always add it later.

More specific time frame months: It was also suggested if we should retitle the headers to state the time frame into more specific categories: 6-12 months, 12- 18 months, etc. Maybe that can be stated in the description part.

Layout: Rick mentioned that the items (planning stage) on the right side need to be separated more. Maina will fix.

Slider: Beth also suggested that we place the announcement on the slider when the page goes live.

Upcoming survey on availability of people for peer exchanges: Beth asked when the last survey was conducted. Sue and Maina believed it was in late 2015 and sent out by Cynthia Jones. Beth would like to

know what the schedule is in sending out the annual survey so that we can prepare. Question came up as to whether this was an Admin or WWG task. It should be a WWG task. Beth wants to send one out before states start planning so that they can have this information on hand to help with planning. Maina said she re-create it in Survey Gizmo this time. Beth suggested that a draft be complete by next meeting for group to review. Plan is to send it out to RAC in November.

For next meeting in October:

NEW ACTION ITEMS:

Action items on Peer Exchange Activities Page:

- Move "States Seeking Participants" info to under each state under the Planning/Early Planning stages
- Add specific periods of months to time frame description
- Take off Peer Exchange by States pdf
- Graphically separate the right column items.
- Add slider when page goes live
- Create draft of next peer exchange availability survey on Survey Gizmo or Survey Monkey by Oct. 31 for WWG team to review.

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

2. **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.

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. **Search for new WWG Chair:** New chair is Beth Klemann

5. **Upcoming survey on availability of people for peer exchanges:** Cynthia will check on the schedule for the upcoming survey and whether it is Admin or the web working group. [update— see above notes from 9.26.16 meeting]

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**
  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.
- **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. **Update as of 6/27/2016:** Sue and Maina updated the acronyms with the Transportation Dictionary and requested updates to the dictionary through NTL.
- **SCOR voting membership** questions need clarification.

ADJOURNED. Our next meeting will be scheduled for **Monday, October 31st, 2016, 1:30-2:30 p.m. Eastern and will be held via WebEx as usual. Maina will send out the WebEx connection information.**