Meeting Notes

RAC Website Working Group

Monday, May 22, 2017

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

Participants: Beth Klemann, Rick Kreider, Sue Sillick, Flavia Pereira, Cynthia Jones, Natassja Linzau

1. Review and approval/disapproval of April 24, 2017, meeting notes. Meeting Notes from April were approved **(Rick, Sue)**. **Natassja** will post the final version of the notes on the SCOR/RAC website.

2. Discuss changes made to the website since last meeting.

A. Resources for Research Managers:
http://research.transportation.org/Pages/test-page-five.aspx

- SP&R Link—No link available yet.
- Trading Cards Page—Page has been deleted and the Trading Cards documents were moved to RPPM under Delivering Results/Communicating Value >> Communication.
- RPPM Section—Research Manuals; Sue and Natassja gave an update. The Manuals document type has been created and Sue has added all the current manuals to the list. Thank you, Sue! **Natassja** will create a query to take people directly to the list of manuals and link to it from the Resources page.
- Ahead of the Curve—**David Jared** will let us know when the website is live.
- State DOT Research Page (with links to research unit webpages, publications notifications, etc.)—Created, links input; need to rename page and remove other pages (Websites and Publications Notifications) as well as links to the other pages. **Natassja** will make the following changes:
    - o Rename the State Fact Sheets page to "State DOT Research" and make sure that the header is linked directly to that page,
    - o Delete the link to the map on this page,
    - o Delete the Map page,
    - o Delete the Publications Notifications page,
    - o Delete the other links (to State DOT Research Websites and Publications Notifications pages) on the Resources page.

We also discussed marketing the change to RAC. **Natassja** will draft a memo and **Beth** will review it, then **Natassja** will send it out to RAC members notifying them of the change and asking them to check their state's info and send updates to Natassja.

B. FAQ Section was tabled until we finish the changes to the Resources page.
http://research.transportation.org/Pages/test-page-two.aspx

3. Discussion of comments made by Sue Sillick regarding the revised Resources page (Attachment B)

A. Model Calendar—There was a lengthy discussion about the model calendar, what should be listed there, and the format it should be listed in. We want to make sure it's not redundant with the RPPM Calendar, so

the purpose of the Model Calendar will be to give a high-level overview of the events that occur for each program within the year, with the general time frame for these events. We decided to include all three programs in the calendar with a grid format, similar to what was done for the State DOT Fact Sheets page, except with a 3 column/4 rows approach that would make three months per row, with all the things that happen in each month listed within the box for that month. In addition, we discussed having three icons at the top of the page, one for each program, with a direct link to each program's homepage. **Natassja** will create a draft page for our next meeting with this format so we can see how that would look.

Natassja will make the rest of Sue's proposed changes, as well. See Attachment B for the list of changes.

4. Homepage Slider—We discussed whether or not the Website Working Group needs to review all the banners created for the Slider. It was decided that we make a list of proposed "standard/basic content" that will rotate in and out of the slider depending on the dates—for example, Panel Nominations, Problem Statement deadlines, HVR Submittals, etc., are some of the regular content. We also need to have the following banners created for the Slider by our next meeting:

- Sweet Sixteen Winners
- Unfunded Research Needs
- New State DOT Research Page

Natassja will create these banners and send them to the group for approval.

5. Demo new website at the RAC Summer Meeting? It appears that the website will not be migrated prior to the summer meeting in July; Natassja is in the process of confirming the actual migration date and will share that information with the group. However, we could take some time at the RAC Summer Meeting to talk about the website. **Beth** has emailed **Allison** to ask if we can have some time, possibly during the "New to RAC" session.

6. Breakfast Meeting at RAC Summer Meeting? Beth said that she will not be able to attend the meeting in Kentucky. **Beth** has emailed **Allison** to ask if she would like to host a breakfast meeting at the Summer RAC Meeting. We will make a determination at our June meeting.

ADJOURNED. Our next meeting is scheduled for **Monday, June 26, 2017, 1:30-2:30 p.m. Eastern and will be held via WebEx as usual**.

APPENDIX B

Comments from Sue Sillick on Resources for Research Managers Page

I have the following comments on the revised resources page:

1. Model Calendar
    a. All of the CRP projects, legal, and synthesis topics due dates, topic selection, and panel nomination should be included in the calendar. I may have missed some of these below.
    b. I'm not sure when ACRP and TCRP legal panel nominations are due or when ACRP and TCRP Legal projects are selected.
    c. I'm not sure when TCRP Synthesis panel members are due.
    d. I believe the ACRP synthesis panel nominations are due in January, but you will want to verify.
    e. NCHRP Synthesis Topics are due in February; it's listed as January.
    f. I believe ACRP project topics are due in March. Project selection is round about July. Panel nominations are round about September.
    g. The 2nd bullet under March should include "(month may vary)".
    h. I believe the NCHRP and TCRP Legal topics are due in May. I'm not sure when the projects are selected or when panel nominations are due.
    i. I believe NCHRP Synthesis panel nominations are sometime in May or June.
    j. ACRP Legal topics are due in September (at least, that's when they were last due).
    k. TIG is now AII (AASHTO Innovation Initiative, http://aii.transportation.org/Pages/default.aspx) . This program is moving under SCOR in the AASHTO reorg. The last solicitation was October.
    l. The last (2nd) bullet under August should include "(month may vary)".
    m. ACRP Synthesis topics are due in September/October.
    n. I'm not sure when ACRP Synthesis projects are selected.
    o. ACRP and AII should be added to the glossary and TIG should be removed.
    p. Papers are due 8/1, not abstracts.
    q. The TRB Annual Meeting Final Program is available in November.
2. The RPPM calendar button should be linked to http://rppm.transportation.org/Lists/Calendar/calendar.aspx.
3. RPPM under Communicating Results and Value: Instead of the paragraph, we may just want to list the subpages , hyperlinking them or just list "Delivering Results/Communicating Value".
4. Communicating Results and Value – Documents: I wonder if Research Makes a Difference should be linked under HVR instead.
5. The Meetings – Notes and Related Materials link is supposed to be at the highest level in the hierarchy, not under Legislation and Regulations, with the meeting planning guidelines under this category.
6. We've already talked about the trading Card, State Research Manual links, and the combining of the State DOT links.
7. I would indent the "Documents" links to the first level of bullets under each main category.