

Meeting Notes

RAC Website Working Group

Monday, June 26, 2017

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

Participants: Beth Klemann, Rick Kreider, Allison Hardt, Flavia Pereira, Sue Sillick, Natassja Linzau

1. Review and approval/disapproval of May 22, 2017, meeting notes. Everyone wanted some more time to review the meeting notes, so we are giving everyone one additional week, **until July 5, 2017**, to decide whether or not the meeting notes from May are approved. **Natassja** will send an email out at that time to ask if the notes are approved.

2. Update on SCOR/RAC website migration and demo for the RAC Summer Meeting—Presentation and Talking Points (see Attachment A)

The group generally agreed that the list of talking points for the breakfast meeting and website demo was good. **Natassja** and **Beth** will work on creating a slide deck for the presentation. Sue also suggested that we have people provide feedback on issues they encounter with the website or items they are looking for that are difficult to find so that we can try to make them more findable. **Natassja** asked group members to email her if they have any additional suggestions for the Treasure Hunt; we'd rather have too many suggestions than too few.

Natassja also had good news about the SCOR/RAC website migration. The development site is now live at the following URL: <http://research-dev.transportation.org>.

We discussed the navigation menu, which is fully expanded on the new site. Optimally, Website Working Group members would like to have the old site's expandable/flyout menu, which only shows the highest level items, and secondary items appear when you hover over them. Sue Sillick mentioned that we also need to be careful to make sure web users understand that there is more information on the main page than the submenus indicate. This was handled on the previous site, by repeating the 1st level heading in the second level menu.

Second choice is to leave the new menu as is but trim it down with fewer links, so that it isn't such a lengthy list. **Natassja** will ask AASHTO what our options are for the menu.

Another issue we observed is that the backgrounds of some of the images and icons on the site are white, which does not look good on the new website because of its grey background (as opposed to the old site's white background). **Natassja** will identify the icons that are in need of adjustment and make their backgrounds transparent.

Natassja asked for a couple of volunteers to look through the website and identify any problems or things that need fixing prior to our anticipated launch date of July 17, 2017. **Rick** and **Allison** volunteered to review the website prior to launch. Thank you both!!

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

A. Resources for Research Managers:

<http://research.transportation.org/Pages/test-page-five.aspx>

Changes completed:

- **Meeting Notes from April 24, 2017** are now posted on the website.
- **State DOT Research Page** (with links to research unit webpages, publications notifications, etc.)—Created, links input; Natassja renamed the page and removed other pages (Websites and Publications Notifications) as well as links to the other pages in Resources document.
- **Homepage slider** for Baseball Game at RAC Summer Meeting created and posted.

Changes still pending:

- **RPPM Section—Research Manuals.** Natassja now has a query URL to take people directly to the list of manuals and link to it from the Resources page. She will complete this change prior to our next meeting.
- **Memo to RAC** regarding changes to State DOT Fact Sheets page (aka State DOT Research page). Natassja said she thought this should wait until we have launched the new Resources page so that we can include both announcements in a single memo/email announcement. The group agreed that one email instead of multiple emails would be better, so that is the current plan.
- New **Model Calendar** page—Natassja still needs to create a draft page with the new layout and include all the changes that Sue suggested. She will do this prior to our next meeting.
- **Create new sliders** for
 - Sweet Sixteen Winners
 - Unfunded Research Needs—This was already created by Maina and Natassja will put it on the homepage soon.
 - New State DOT Research Page announcement
 - RPPM Manuals Query

4. Launch of the Resources Page

We reviewed the page on the new website and the old one. The primary thing that needs fixing is the spacing around the items. There is too much whitespace. **Natassja** will see what she can do in the code to tighten up the spaces, and we discussed possibly creating some formatting of the text (similar to the NH DOT's Publications page: <https://www.nh.gov/dot/org/projectdevelopment/materials/research/projects/index.htm>). Also, we want to try a horizontal navigation menu rather than a vertical one on this page, with hyperlinks to the various sections. **Natassja** will work on creating a test page with that kind of formatting that will look good with the new color scheme (i.e., grey background) of the new website. The goal is that Natassja will have the test page ready for review at our August meeting.

We also discussed the issue that we should launch this page sooner rather than later, even though it is technically still a “draft” page. Natassja mentioned that FHWA was concerned that we had old links to some of the legislation and regulations listed on the “live” page (because we’ve been primarily updating the draft page for so long). The group decided that it would be ok to replace the current “live” page with the draft page just because the information is more current. We will continue to work on the page even after it has been made “live”, but Natassja will remove the “draft” designation.

Adjourn

ATTACHMENT A

OUTLINE/TALKING POINTS FOR WEBSITE DEMO AT TRB STATE REPS/RAC SUMMER MEETING

Presentation Title: Getting the Most out of SCOR/RAC Web Resources

Date: Thursday, July 27, 2017

Time: 7:00AM – 8:15AM Eastern (Breakfast Meeting)

This session is designed to help new RAC members navigate the website and for all interested RAC members to learn more about recent updates and changes to the website.

[Overview of the various web resources but then most of the time spent on the SCOR/RAC website]

I. Overview of SCOR/RAC Member Resources

- High Value Research (HVR) Website
- Research Program and Project Management (RPPM) Website
- SCOR/RAC Website
- Transportation Pooled Fund (TPF) Website

II. Deep Dive: SCOR/RAC Website (what's there and how it's organized)

- A. Site organization via navigation menu
- B. RAC New Member Handbook
- C. Discuss essential/most useful elements: rosters/membership information, surveys, peer exchange reports, meetings/meeting notes, program information, new DOT research page, newly reorganized Resources page

III. Treasure Hunt

I think this part would be walking through “where would you find...” examples to help solidify what was covered.

So we should think of good examples because that is what will be remembered.

Ideas:

- Look for peer exchange reports on a topic
- How to find a particular person – for instance David Jared or Sue Sillick
- Find surveys that covered some topic – maybe bicycle related
- Where to update your state's research unit information

And I would cover the Research Manuals (yes it's on RPPM – but the query link will make that almost invisible) – many programs are re-writing and we are all about borrowing/sharing.

IV. Questions and Feedback