

**RAC Website Working Group
Meeting Notes
Monday, August 28, 2017
1:30-2:30 p.m. (EST)**

Participants: Beth Klemann, Rick Kreider, Allison Hardt, Sue Sillick, Cynthia Jones, Natassja Linzau

1. Review and approval/disapproval of June 26, 2017, meeting notes. The meeting notes for June were approved (**Rick, Allison**). **Natassja** will post them on the website prior to our next meeting.

2. News and Membership—Beth has moved from New Hampshire DOT to Minnesota DOT. She is still going to serve as Chair of the group for one more year. We have representation in the group from all four regions, but we are always looking for new members to join and give us a fresh perspective.

3. Discuss changes made to the website since last meeting

Changes completed:

- **Website Working Group Meeting Notes from May 22, 2017** are now posted on the website.
- **SCOR/RAC Website has been migrated.** Still working out the kinks, but the majority of the issues have been resolved. **Natassja**, in collaboration with the web content manager at AASHTO (Patricia Ng'ethe), still needs to implement all the fixes that Molly (OH DOT) identified (**see Attachment A**). In the meantime, **Rick** and **Allison** agreed to take a look through the website and let **Natassja** know if there are any other problems they find that need to be fixed. One thing that Allison identified is that the link to "Task Force Members" on the Admin Task Force page goes to the old PDF rather than the new dynamic list. **Natassja** will fix that.
- **SCOR/RAC Website Assets Demo at National RAC Meeting is completed.** We had good attendance and got some good feedback and buy-in to the website from new as well as more seasoned RAC members.
- **Secondary navigation menu**—After extensive discussions with AASHTO, **Natassja** has learned that they are not able to implement secondary menus on the new website at this time. *Update:* Rick, Sue, and Beth all agreed during the meeting that the navigation menu is fine as it is, so we will leave it alone for now.
- **Icons**—All the icons with a white background have been replaced. This is completed.
- **Memo to RAC about Changes to Resources Page + New State DOT Research Page**—An email announcement, along with information about the new website, was sent on 7/21/17 to the AASHTO RAC listserv list.
- **RPPM Section for Research Manual**—A link to the Research Manuals query URL has been posted on the Resources page. *Update:* There is a problem with the link. **Natassja** has put in a ticket to fix the query URL and will update the website once she has the new link.
- **Mentoring Guidelines**—Links to the new website have been updated and the document has been posted on the website. Thank you to Molly (OH DOT) and Cynthia for their help with tracking these down!!!

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.
- **Create new sliders** for
 - Unfunded Research Needs
 - RPPM Manuals Query
 - Save the date for the 2018 Summer RAC Meeting—**Rick** will send **Natassja** the image Region 3 used in the announcement so she can create a slider out of that.
 - NCHRP Problem Statements due 10/16/17

In addition, we discussed the placement of the slider on the homepage. Now that the site is in WordPress and there is more capability to incorporate links and have the slider as the heading for the page, the group asked if **Natassja** could delete the current slider and create a new one where the current static image is, then delete the smaller slider and its accompanying links.

4. Rosters—New feature ideas from the RAC Summer Meeting discussion include providing member addresses/phone numbers, making it printable (like the old PDF roster), and adding an export function. *Update:* After discussion, the group decided that the PDF would be helpful but there isn't that much of a demand for making the entire dynamic list printable and/or exportable. We will not be pursuing this further. If someone needs a printable list, they can contact Natassja and she can generate a PDF from the database that CRP maintains.

5. Active Surveys Page—Not maintainable in its current format. Ok to delete? Yes, the group decided it's ok to delete this page because no one is even using it and it is too much trouble to maintain in its static form.

6. Peer Exchange Activities—Emphasize to RAC Regional Chairs that we have a page on the website to list upcoming Peer Exchanges and also encourage states to submit their completed Peer Exchange Reports to Natassja for uploading to the database.

- Remove the Ohio DOT Peer Exchange info, because it has already occurred.
- Add contact info for Illinois DOT Peer Exchange in October.
- **Sue** will send **Natassja** information about her currently scheduled peer exchange so it can be added to the list.
- Tighten up the whitespace so there aren't huge blank spaces in-between lines of text.

Natassja mentioned that there are new capabilities on the new platform, such as Blog Posts and Events, that we might be able to use to automate some of the updates for the Peer Exchange Activities page. The goal would be to automate removal of expired content so that she doesn't have to manually remove peer exchanges after they occur. **Natassja** will investigate the possibilities and report back to the group at our next meeting.

7. Resources for Research Managers—We discussed a few improvements that should be made to this page, including the following:

- Fix spacing on the page so there doesn't have to be so much scrolling, in particular remove all the spaces in-between bullets and only preserve the spaces between headings and bullets.
- Add quicklinks either in a horizontal row or vertical list so that users can see all the headings and decide which ones they would like to jump to. **Natassja** will create the links and screenshot both vertical and horizontal versions of the quicklink nav bar, sending the screenshots out to the group so they can decide which orientation they like the best.
- The 2001 Manual of Scientific Approaches to Transportation Research has been updated and published as *NCHRP Report 727*. **Natassja** will create a new item under "Documents" in the RPPM section of the page and link to the PDF of the newly published report on the NAP website (<http://www.nap.edu>).

ADJOURNED. Next meeting will occur on **Monday, September 25, 2017, from 1:30-2:30pm via WebEx.**


ATTACHMENT A SCOR/RAC Website Errors to Be Fixed

[Home](#)

Slider:

Remove information about upcoming RAC Meeting and baseball game

Arrows in corner of image to see other image are just filled boxes but should be arrows



Slider Image Links

- #1 [View website for upcoming RAC meeting](#)
- #2 [For more information, contact Ned Parrish or view the Louisville Bats website](#)
- #3 [Sweet 16 High Value Research Winners for 2017 – List of States and Projects](#)

Have a Frequently Asked Question? – link invalid

[What's New](#)

The following links are invalid:

- [Solicitation for Panel Members – Nominations Due 5/31/17 \(5/2/2017\)](#)
- [FY2018 NCHRP Program Announcement \(5/2/2017\)](#)
- [RAC Roster \(Remove Coco Briseno, Phillis Nahale, MariJane Stahl \(CA\); add Jim Appleton \(CA\)\) \(4/6/2017\)](#)
- [SCOR Roster \(Add Anne-Marie Leclerc\(new Affiliate member\), Remove John Tunna\) \(3/3/2017\)](#)

[SCOR New Member Handbook](#)

Majority of the links are invalid

[RAC New Member Guide](#)

Table of Contents – all links are invalid

All links within document are invalid

[AASHTO Research Advisory Committee \(RAC\) Operating Guidelines](#)

The following links are invalid:

- [RAC Operating Guidelines in PDF format](#)
- [RAC Member Description Chart](#)
- [RAC Recognition of Individuals](#)

[Peer Exchange Activities](#)

Update Scheduled and Planning Stage Peer Exchanges

[RAC Peer Exchange Task Force](#)

- [Update Membership Roster \(Updated June 23, 2009\)](#)
- [Document Library – all links are invalid](#)

[RAC Task Forces](#)



“Admin TF Description” looks like a link. Move it down and to the left over description. Repeat for other Task forces.

[RAC Coordination and Collaboration Task Force \(CCTF\)](#)

Research Program and Project Management (RPPM) – link invalid

[RAC Transportation Knowledge Networks Task Force\(TKN\)](#)

“Read about” – link invalid

[RAC Transportation Knowledge Networks \(TKN\) Task Force Document Library](#)

Majority of the links are invalid

[RAC Value of Research Task Force\(VOR\)](#)

Document Library – Link invalid

[Active RAC Surveys](#)

Surveys listed are no longer active

[FAQ](#)

The following links are invalid:

- A list of SCOR or RAC Members
- Meeting Notes for National RAC
- Meeting Notes for Regional RAC
- Contacts in other research programs and organizations
- Reports of peer exchanges by various states
- Results of RAC Surveys
- Websites of State DOT research branches
- Guidelines on conducting a peer exchange
- RAC Bylaws and Operating Guidelines
- Completed research publications
- Dates of upcoming SCOR/RAC meetings
- Glossary of Acronyms and Abbreviations for transportation research programs and organizations
- A model calendar
- State Planning and Research program
- Where are all the UTCs located?
- Listserv Etiquette Guidelines
- Who else in my DOT is involved in TRB activities?
- AASHTO RAC Meeting Planning Guidelines

[Contacts](#)

Images of logos don’t show up although names of the images can be seen.

The following links are invalid:

- Standing Committee on Research (SCOR)

- Research Advisory Committee (RAC)
- State DOT Publications Notifications
- State DOT Research Websites
- State DOT Research Unit Fact Sheets
- TRB State Representatives Advisory Panel (STRAP)