

PM&Q Task Force Minutes
June 28, 2017, 12:00 noon – 12:40 pm (CT)

ATTENDEES

Joe Horton, Chair

Megan Swanson, Secretary

Members: Jen Harper, Ned Parrish, Tommy Nantung, Ryan Culton

Friends: Joe Crabtree, Barbara Harder, Ann Scholz, Enid White

Joe Horton welcomed all attendees.

The minutes from the March 16th meeting were approved. Megan will send them for posting on the RAC website.

1. PM&Q Action Plan – Joe Horton is updating the PM&Q action plan. Once complete, he will send it out to the task force, with the intent to approve it at our meeting in Kentucky. Joe would like the task force to further revise the mission statement, and is requesting member feedback and suggestions for change.

2. PM&Q Louisville Meeting – July 26 1:15 to 2:45. Joe Horton cannot attend. Joe Crabtree will set up a conference line for PM&Q. Joe C's staff will also be reaching out to all of the region and task force chairs regarding their tech needs for the summer meeting. Our task force will still use the PM&Q phone bridge. Ned Parrish has volunteered to be the on-site coordinator for this meeting, and Joe will call in.

Suggested agenda items include:

- Updates from the sub groups – Each group will share (1) who they are, (2) what they have accomplished in the last year, and (3) what their plans are for the future;
- A presentation on the PM&Q interest survey;
- Discussion on and approval of Action Plan; and
- Membership verification, including general PM&Q membership status, sub group memberships, and email address confirmation. Megan will print out the current roster to use both for sign in and verification.

3. Subgroup Activities

A. Research Implementation:

- An article is scheduled for publication in Transportation News' September 17 issue.
- Ryan and Hafiz Munir should touch base with Sue Sillick and Barbara Harder on their interest in assisting with this subgroup.

B. Program Management Tools:

- RPM web site: Maina and the contractor already extracted the High Value Research submission website portion and made it an independent website and everybody already used it during the 2017 HVR submission. The source code for the RPM is kept by the new contractor. If in the future, the RPM portion is needed, we can easily resurrect that portion and make it an independent website again. Tommy is coordinating a vote on this.
- Pooled fund Study Website: Monday June 19 there was a teleconference to double check the list of updates that had been done so far and the new contractor is ready for the next update. We are beta testing the development website and Natassja already set up a deadline for the panel member to submit comments in the next 2 weeks. In the next two weeks the panel members will do the following tasks:
 - Review the fixes on the current list of issues and fixes.
 - Provide suggestions for any new issues they discover in the process of testing and using the website. Natassja will add any suggestions received to the list of new issues that we started during the meeting.
 - Ned shared some concerns on the search by word functionality.
- Spy Pond Partners, LLC has been working on a pooled fund with WashDOT. There is some additional funding left, so Spy Pond has been contacting the states with questions about processes and systems for project management and tracking. PM&Q members asked if someone from WashDOT could provide an update on this at the summer meeting. Joe Horton will work on getting someone to talk with our group.
- [David Jared's article](#) was in Public Roads magazine this spring.

C. Intellectual Property:

- There will be some updates to NCHRP 799 to fine tune some of the current information and move this effort past the ground level.
- Enid White has been working with several states, Leighton Christiansen, and Elsevier regarding requests for authors to give up their authorial copyrights in order to be published. Initially, many professors and students were afraid to say no, as they had concerns that they would be dropped from the publication. Enid's group has found a simple solution, and there have turned out to be no repercussions. Enid will share information that we can share with our professors and students to help them to keep their copyrights
- Enid is also working on issues regarding the desire for the publishers to be the first to publish. We cannot necessarily promise this, as publications are typically part of our federally funded research deliverables.

D. Personnel/Administration:

- Peer Exchange Review (NCHRP 20-111G): project is progressing well under ARA's leadership, including completion of detailed interviews. Update for panel scheduled for tomorrow, June 29, and most project work should be done by the end of July. Joe will see if Jason Bittner can give an update on this process at RAC.
- Staffing Levels Project. The NCHRP Synthesis submittal on this was approved and combined with one on research performance measures (from Bill Stone, MoDOT). The new Synthesis project is #49-07, and David Jared plans to serve on the panel, which convenes Oct. 5 in D.C.
- Ahead of the Curve is also progressing well, with Ines Spadoni (U. of Fla.) and David Jared to co-chair a new TRB joint subcommittee (ABG10(1)) on AOTC development. The 25-member subcommittee will hold its first meeting on July 18, and anyone can become a Friend of this subcommittee.

E. Research Deliverables:

- Megan shared that the group (Brad Overturf, Sue Sillick, Megan and Ned Parish) has been working on collecting information on quality and timeliness of deliverables. They will share additional information at the Louisville meeting.

6. Open Discussion