

## Meeting Minutes

<b>Date</b>	May 26, 2011	<b>Time</b>	1:30 p.m.
<b>Facilitator</b>	Mara Campbell	<b>Scribe</b>	Donna C. Linnenbrink
<b>Subject</b>	RAC Value of Research Task Force Meeting Minutes		
<b>Attendees</b>	Brian Hirt, CTC & Associates; Dave Huft, SD DOT; Chris Jenks, TRB; Ann Overton, VDOT; Glenn Roberts, NHDOT; Myra Sperley, ODOT; Linda Taylor, Mn/DOT		
	Regretted: Mark Morvant, LA DOTD; Dale Peabody, MaineDOT		

### Action Items from March 30, 2011, Conference Call

Action Item	Follow-up Report	Owner
Submit Communication Tools and Methods document to Sandra Larson, RAC chair; and Rick Collins; RAC vice chair, to consider for distribution to all RAC regions.	Mara Campbell reported she submitted the Communication Tools and Methods to Sandra Larson and Rick Collins for review with a request to distribute at the RAC meeting in July.	Mara Campbell
Discuss with Crawford Jencks the possibility of publishing Communication Tools and Methods as an “Impacts of Practice” If not, have Pat Casey format the document and post it on the website for use by others.	Chris Jenks spoke with Crawford Jencks regarding publishing the communication document as an “Impacts of Practice.” Crawford Jencks indicated this document did not meet the criteria for publishing as an Impacts of Practice. Chris Jenks will visit with Crawford Jencks regarding publishing this document in a different format. Ms. Campbell will include this on the July meeting agenda.	Chris Jenks
Share Value of Research Task Force support for: 1) use of RPM as a national system, and 2) for submission of high-value projects with the contractor and the 20-63 panel.	Due to a conflict, Mr. Morvant provided the following written update on this action item. <ul style="list-style-type: none"> <li>• A new requirement will be added to support the High Value Research submissions through a web-based form. This will support states that won't use RPM in submitting their High Value Research projects.</li> <li>• A new requirement will be added to support the designation of a project as a High Value Research submission. This could be a simple checkbox on the Project page to designate it as a High Value Research project.</li> </ul>	Mark Morvant

### Key Points Discussed

No.	Topic	Highlights
1.	SCOR Strategic Plan	Chris Jenks verified there are no revisions to the SCOR Strategic Plan. The Strategic Plan was not an agenda item for the March SCOR meeting and it was not discussed. The Value of Research Task Force will continue their taskings as currently outlined in the plan.

2.	High Value Research Brochure	<p>Due to a conflict, Mr. Peabody provided the following written update on items related to the High Value Research (HVR) brochure.</p> <ul style="list-style-type: none"> <li>• FHWA - Dawn Vanlandingham is the lead on editing (new and improved template) and packaging all of the submittals into one document to be ready for summer meeting.</li> <li>• Roberto DeDios and Mr. Peabody are working on details for the summer meeting session on HVR. The “sweet 16” high value research projects are being invited to present.</li> <li>• TRB - Fred Hejl has been provided the “sweet 16” projects as a placeholder for the poster session at January 2012 TRB conference.</li> <li>• Pat Casey's group has all of the high value research submittals and the “sweet 16” list for use in preparing the four color brochure.</li> </ul> <p>Brian Hirt, CTC &amp; Associates LLC, reported the following information related to production of the High Value Research Brochure.</p> <ul style="list-style-type: none"> <li>• A list of candidate topics to share with the task force is tentatively scheduled for distribution early next week - hopefully by Wednesday morning. The task force's approval is requested by Monday, June 6 so CTC staff can move forward with researching and writing the brochure.</li> <li>• Draft brochure content in Word format will be available for review by the task force by July 5 with input from the task force requested by the end of that week (Friday, July 8).</li> <li>• A laid-out draft brochure will be presented to the task force during its meeting in Salt Lake City. With members already having had two opportunities to weigh in on subject matter and content, hopefully discussion will center on the brochure design and layout -- which will be similar to last year's brochure -- and next steps for completing it.</li> </ul> <p>The proposed turnaround times above are rather short. The process is getting started later than it has in past years, so the steps have been compressed a bit, including the review periods.</p> <p>Mr. Hirt noted some of the projects in the executive brochure will be selected from the sweet 16, but the brochure will include projects selected from the complete compendium of projects submitted to ensure a diverse representation of high value projects in the final document. He indicated the contact person for the projects selected for the brochure will be consulted to provide additional project details. Ms. Campbell noted the sweet 16, projects from FHWA, and TRB were sent to Pat Casey &amp; Associates for evaluation and determination of recommended projects for the brochure. She noted the Value of Research Task Force</p>
----	------------------------------	---

2.	High Value Research Brochure	<p>will be the technical review panel for the final brochure content.</p> <p>Clarification was provided that the June deadline for submission of high value research content is for the compendium that will be bound and distributed during the High Value Research presentation at the July RAC meeting.</p>
3.	Wrap Up and Next Steps	Mara shared that organizational changes at MoDOT will remove the research portion of her job duties. She's looking for a chair of the Value of Research Task Force and encourages anyone interested to contact her. She will be in Utah in July to transition the Value of Research and Region 3 duties.
4.	Next Meeting	The Value of Research Task Force will meet in conjunction with the RAC/TRB State Representatives Meeting in Utah July 25-28, 2011.

<b>Action Items</b>		
<b>Action Item</b>	<b>Owner</b>	<b>Target Date</b>
Include discussion of publication format of Communication Tools and Methods document on July agenda.	Mara Campbell	July 11, 2011
Review list of candidate topics for high value research brochure and provide feedback to CTC & Associates.	Task Force Members	<b>June 6, 2011</b>
Anyone interested in chairing the Value of Research Task Force to contact Mara Campbell.	Task Force Members	July 1, 2011