

Meeting Notes
RAC Website Working Group
Monday, December 11, 2017
1:30-2:30 p.m. (EST)

Participants: Sue Sillick, Rick Kreider, Beth Klemann, Radha Gomez, Mike Sock, Flavia Pereira, Natassja Linzau

1. Review and approval/disapproval of October 23, 2017, meeting notes (Attachment A). Meeting notes were approved (Rick, Sue).

2. Meeting Dates and Times—Based on the responses received, we decided to hold all our meetings in 2018 on the fourth Monday of each month from 9:00a.m. to 10:00a.m. Eastern. **Natassja** will schedule these meetings in Zoom.

3. Discuss status of R&I/RAC website migration of documents. There are several pages that need to be evaluated by the group to determine whether or not they should remain on the website plus a few duplicate pages, and some test pages that may or may not be worth keeping. The group reviewed the pages that Natassja had identified and decided which pages to keep and which pages should be deleted. Detailed information about the changes made was recorded in the Concordance document that Natassja created. **Natassja** will make the appropriate changes on the website.

There was a discussion about the RAC-CUTC group and whether or not to continue to host two pages about this group—a general page with info about the group and a “membership” page that lists contact info for members of the group. Although this information is outdated, the Website Working Group felt it is of value. **Natassja** will send an email to Dale with a link to the two pages to see if he can get in touch with the RAC-CUTC group leadership and find out if they have any updates.

Website changes completed:

- **Website Working Group Meeting Notes from September 25, 2017**, are now posted on the website.
- **Link to the Waiver Letters for AASHTO TSPs**—Natassja found the new TSP page on AASHTO’s website. It does not have a link to the waivers, so Natassja also included a link to the waivers on the “Programs” page of the R&I/RAC website. This task is completed.
- **Status of Meeting Notes and Document Migration on R&I/RAC Website**—Heartfelt thanks to Molly for all of her help in checking the pages after Natassja has migrated the documents! A full-scale document migration effort is underway.
- **Changing Name of SCOR to Special Committee on Research and Innovation (R&I)**—Natassja has fixed all of the headers on the WordPress website so that they all read “Special Committee on Research and Innovation” rather than Research and Innovation Special Committee.

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.
- **Acronyms and Abbreviations** page could use some updating:
<https://research.transportation.org/acronymsandabbreviations-asp/> . There was a suggestion to connect SCOR and R&I in the definitions found on the Acronyms and Abbreviations page. **Natassja** will make that change as well.

- **Listserv Governance and Management**—On hold; also, the group determined that listserv governance should be an Admin TF activity, as it is not within the scope of the Website Working Group.
- **Revised FAQ page**—On hold. Test page is located at: <https://research.transportation.org/test-page-two/>
- **Slider for R&I (New Name)**—Flavia suggested that Natassja make a slider that announces this (“SCOR is now the Special Committee on Research and Innovation”) and leave it up on the website’s homepage for a few months until everyone knows. **Natassja** will make the slider and post it.

4. New changes suggested by Sue:

- The header only says “Special Committee on Research & Innovation”. However, it is a joint R&I and RAC website, with most of the information related to RAC. I really think the header should be “Special Committee on Research & Innovation/Research Advisory Committee”. The group discussed this idea and agreed that it is something the Administration Task Force should decide. **Beth** will follow-up with **Allison** to discuss this. We may also need AASHTO’s approval to change the header, since this is a site-wide change.
- We need to add a resource to the Resources page under Research Program and Project Management. I would title it Literature Searches and Reviews (linked to <http://libguides.northwestern.edu/c.php?g=749215&p=5364917>) and I would add it under Funding Sources for Transportation. The group approved adding this link to the Resources page. **Natassja** will implement this change.
- In looking for a location for #2, I noticed the line spacing isn’t consistent on this page. See for example (under Research Program and Project Management) the spacing between the first two items and then the next three (before the sub-bullets). **Natassja** will examine the page in question and fix the line spacing.

5. Website Enhancements Wish List—Based on our discussion of the address/print plugin, we agreed to discuss what other changes members think would make the website work better.

6. Website Governance Homework Assignment--Natassja asked people as a “Homework” assignment to think about what we should include in our website governance document and people should be prepared to discuss this at our meeting in December.

Agenda Items #5 and #6 were discussed together, since they are related to the scope of the website and the activities of the Website Working Group. Sue suggested that we only host items that are specific to RAC but that we could have other links to external resources that are helpful to RAC. The group agreed. Beth stated that the Website Working Group’s goal with these items should be to have a draft document by the July National RAC Meeting.

We also discussed document retention. How long should we host documents on the website and how can we determine which documents should be hosted? **Beth** will ask **Allison** about what our policy should be for the retention of meeting notes; the Task Force Chairs and possibly the Regional Chairs should have some input into this decision as well.

The group decided that we should make an HTML page with the policies for the website around what the Website Working Group’s goals are, their role, policies for document retention, what content should be hosted, and any other guidelines for the website. This webpage could be linked to from the Admin TF main page (<https://research.transportation.org/rac-task-forces/administration-task-force/>) under “Active and Ongoing Projects.”

ADJOURNED. Next meeting will occur on **Monday, January 22, 2018, from 9:00 to 10:00am Eastern, via Zoom.**