

**Meeting Notes**  
**RAC Website Working Group**  
**Monday, January 22, 2018**  
**1:30-2:30 p.m. (EST)**

**Participants:** Mike Sock, Sue Sillick, Rick Kreider, Dale Peabody, Flavia Pereira, Cynthia Jones, Beth Klemann, Natassja Linzau

- 1. Review and approval/disapproval of December 11, 2017, meeting notes (Attachment A).** Meeting Notes from December were approved (Rick, Mike). **Natassja** will post these on the website.
- 2. Meeting Dates and Times**—Natassja has scheduled all of the meetings for 2018 in Zoom and sent out invites to the Website Working Group members.
- 3. Status of R&I/RAC website migration of documents.** Document migration was completed on 12/19/17. A total of 1,144 documents were migrated and all links were checked. Special thank you to Molly Brown (OH) for her help with quality checking pages.
- 4. RAC/CUTC group pages on R&I/RAC website.** Natassja contacted Dale Peabody and Daryll Dockstader and they suggested that we should delete these pages from the website because the group is not currently active and the pages are badly out of date. Natassja has deleted these 2 pages for the time being.

Rick pointed out that the RAC/CUTC Liaison Group pages on the R&I/RAC website are mentioned in the Mentoring Guide. **Natassja** will confer with **Allison** to make sure she is ok with removing the link to the pages in the Mentoring Guide for now. The direct link to the CUTC website will remain in the Mentoring Guide.

**Website changes completed:**

- **Website Working Group Meeting Notes from October 23, 2017**, are now posted on the website.
- **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 created the slider and posted it.
- Suggested by Sue: 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 add it under Funding Sources for Transportation. Natassja has added the link.
- Suggested by Sue: On the **Resources** page, the line spacing isn’t consistent on the page. Natassja has fixed the line spacing so it is consistent on the page.
- Suggested by Sue: On the R&I/RAC website, 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”. Natassja contacted AASHTO about this change and AASHTO is not willing to allow this change because it is not consistent with the branding of their other committee websites.

**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. **Natassja** will create a draft of this page for our February meeting.

- **Acronyms and Abbreviations** page could use some updating:  
<https://research.transportation.org/acronymsandabbreviations-asp/> .

Beth asked for volunteers—one seasoned RAC member and one new person—to review the list. **Sue, Rick, and Flavia** offered to work on updating the page. Target dates: Beth would like them to have a list of questions for the members of the Website Working Group to discuss at our meeting in February, with the goal of having recommended edits to the list ready for group approval at our March meeting. Sue offered to help track down a version of the old Trifold Brochure that had a lot of acronyms and abbreviations on it. She will contact Allison to see if she has a file for the brochure that they could use as a starting point for updates. UPDATE: Sue was able to locate a copy of the trifold brochure and she has emailed it to group members.

- **Listserv Governance and Management**—On hold. This issue is beyond the scope of the Website Working Group and can be addressed by the Admin Task Force, if necessary.

Natassja mentioned that there is a possibility to migrate all of the listservs over to the AASHTO infrastructure and use Office 365 to manage them, since we are already using the AASHTO Membership Information Management System (AMIMS) to maintain the dynamic web roster. Sue was curious how the new listserv would work. She also asked if we could post the current listserv email addresses (all 6 of them) on the website somewhere for people to reference more easily. **Natassja** will email **Allison** to ask what she thinks about listing the listserv email addresses on the R&I/RAC website.

We discussed how the Website Working Group might be able to support such a listservmigration from TRB/National Academies to AASHTO. Dale wanted to know if this is something that AASHTO is pushing. Natassja said they had suggested it a while ago, but they have not been very vocal about it lately. This is an important decision with many ramifications and will need the approval of RAC Leadership. Dale is willing to bring this issue up with RAC Leadership, but he suggested that **Natassja** create a document that summarizes the pros/cons and limitations of the current system as well as the new one. Natassja will also check with AASHTO to see what it would take to migrate the lists and why we should or should not do that.

- **Website Governance Document**—Develop a document that will outline the policies and procedures for the governance of the R&I/RAC website; draft due by July 2018 for discussion at National RAC Meeting, including:
  - Scope of Website (what content we will and will not host)
  - Document Retention (schedule of how long we will keep various types of content on the website)
  - Goals for Website Working Group, etc.

The group discussed document retention. Mike suggested we could compile meeting minutes into a single document at the end of each year, as a way of cutting down on the number of documents we maintain on the website. This led to a discussion of how long we should keep meeting notes and how long they are valuable to RAC members. The general consensus was 5 years because the meeting notes have relevance within that timeframe. After 7 years, the information is so out-of-date and often the individuals who produced the information are no longer RAC members or have retired or left their DOTs. Sue suggested maybe we could archive older documents but keep them somewhere they can still be accessed, such as on TRB's servers and available upon request by email, for example. Cynthia pointed out that if the documents are not on the website, it can immediately make them more difficult to find and access, especially for new RAC members.

Natassja mentioned that she created a Work Plan for the R&I/RAC website that she would like to discuss at a future Website Working Group meeting. One of the key elements of that Work Plan is to develop a governance document. We discussed the governance document in general, and what might be included in that. **Beth and Natassja** will work on an outline of categories/issues that the governance document should contain. We may also want to do some information gathering about what policies other states and/or AASHTO already have in place for their websites regarding document

retention, content strategy, etc. Dale suggested that we ask AASHTO if they have an actual governance document for their websites. **Natassja** will look into this.

Beth asked Dale if he thinks the governance document will need to be approved by AASHTO and R&I. Dale responded that when we get to the point where we have a document to show, we will cross that bridge when we come to it.

**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.

Based on feedback from the group, the primary requests for enhancements are centered around the search function.

- There could be some improvements made to the search feature on the R&I/RAC website as a whole, because currently when you use the search bar it searches all 100,000+ pages of the AASHTO infrastructure. What we would like is to restrict the search to just R&I/RAC website so members can find things more easily.
- The search feature for the RAC Surveys and RAC Peer Exchange Reports databases could be enhanced as it is not working as well as it could be currently.

**6. Meeting in May 2018**—Currently our meeting in May is scheduled to occur on Memorial Day. The group agreed that Monday, May 21, will work best, although Rick is not available on that date. **Natassja** will update the calendar invite to show that we will be meeting on May 21.

**ADJOURNED.** Next meeting will occur on **Monday, February 26, 2018, from 9:00 to 10:00am Eastern, via Zoom.**