

Meeting Notes
RAC Website Working Group
Monday, March 26, 2018
9:00-10:00 a.m. (EST)

Participants: Rick Kreider, Flavia Pereira, Allison Hardt, Beth Klemann, Natassja Linzau

1. Review and approval/disapproval of February 26, 2018, meeting notes (Attachment A)

Because we were missing almost half of the group, we decided to wait until April's meeting to approve the meeting notes for February.

2. Status of MyTRB Ticketing System for RAC Websites—New system implemented. Averaging 25-30 tickets per week. So far, so good. Natassja said she has logged 63 total tickets since the system was implemented on March 2. Many individuals are making use of the system, but there are still people who are sending emails directly to Natassja. She is trying to gently remind people to use the ticketing system and hopefully people will get more used to it over time.

3. Review Draft Changes to Acronyms and Abbreviations page—See Acronyms spreadsheet. Acronyms Comments are listed below.

1. As discussed, let's remove the asterisks; the text should be included in parentheses after the acronym is spelled out.
2. The SCOR link should match the R&I and RAC.
3. AASHO could link <https://www.fhwa.dot.gov/infrastructure/50aasho.cfm> and/or <https://www.transportation.org/>,
4. The LTAP link should be <http://nltapa.org/>.
5. The CUTC link should be https://mycutc.com/?utm_source=Press%20Releases&utm_campaign=6d48fa9421-EMAIL_CAMPAIGN_2018_01_05&utm_medium=email&utm_term=0_e764c50d36-6d48fa9421-165266689.
6. ADD UTC (University Transportation Centers). I think we should include both the USDOT link (<https://www.transportation.gov/utc/>) and the CUTC link (https://mycutc.com/?utm_source=Press%20Releases&utm_campaign=6d48fa9421-EMAIL_CAMPAIGN_2018_01_05&utm_medium=email&utm_term=0_e764c50d36-6d48fa9421-165266689)?
7. I'm not sure if we should remove "2" from SHRP or not. I do think we should include three links (TRB - <http://www.trb.org/StrategicHighwayResearchProgram2SHRP2/Blank2.aspx>, AASHTO - <http://shrp2.transportation.org/Pages/default.aspx>, and FHWA - <https://www.fhwa.dot.gov/goshrp2/>). On a quick search, I didn't see any links on the first SHRP program.

After our discussion during the meeting, the group agreed that we should keep the "2" and not mention the first SHRP program, since there are no online resources to link to for that program.

8. For TKN, I think we need to include to references: 1) Working Group of the CCTF with the appropriate link and 2) regional and national TKNS with links to ETKN (<http://etkn.org/>), MTKN (<http://mtkn.org/>), NTKN (<https://transportation.libguides.com/ntkn>), WTKN (<http://wtkn.org/>).
9. I think we should add ETKN, MTKN, NTKN, and WTKN.
10. The RD&T link could be to TFHRC or to RD&T guidance for state DOTs (this link is not yet updated).

Natassja needs to get this link directly from Sue; she will follow-up with Sue. UPDATE: There is not a new link yet; Sue is monitoring this.

11. The TRAC/RIDES link is broken on the AASHTO website. Perhaps we could ask Keith for a link.

Natassja needs to get this link directly from Sue; she will follow-up with Sue.

UPDATE: New link is: <http://tracrides.transportation.org>

12. I didn't have the full name of STRP. I honestly do not know what all the letters stand for.

Natassja needs to get this information directly from Sue; she will follow-up with Sue. An initial Google search did not provide any relevant results for this program so we need more information about it. UPDATE: Natassja emailed Rosa Allen to find out if she knows what the acronym stands for. Rosa and Ann Brach indicated that this program no longer exists.

13. For the RAC Task Forces we may want to indicate "(RAC Task Force)".

Natassja needs to contact Sue to determine what change should be made regarding the task forces; she will follow-up with Sue. UPDATE: Add all Task Forces to the list: Admin, CCTF, PMQ, VOR.

Overall, the group agreed that all of these changes, plus the changes that were already indicated on the Acronyms and Abbreviations page, should be made. **Natassja** will make these changes to the document by our next meeting and make the changes to the page on the website.

5. Review of Draft Website Governance Document—See Draft Website Governance Document; Governance Document Comments are listed below.

- Make sure we mention that we are no longer accepting Word documents to post on the website; all documents must be in PDF.
- Suggest we put together an email newsletter to notify RAC members of changes made on the website.
- Good to use analytics to determine site usage and periodic review of this data.
- How long should we host RAC Survey Results and Peer Exchange Reports?

The group discussed these suggestions.

1. **Natassja and Beth** will work to add a section to the Governance Document titled "Protocols for Updates and Website Changes" that will include guidance on submitting only PDFs and perhaps include guidance on how to submit requests for updates (meeting notes, survey results, etc.).
2. Everyone agreed that an email newsletter to notify RAC members about website changes would be nice, but given Natassja's current workload, that is not feasible. We will keep it in mind for future.
3. Analytics can be used to determine usage, but as Rick pointed out, some usage is not captured if an individual downloads materials from the website and uses them from her/his hard drive on a regular basis. **Natassja and Beth** can revise the Governance Document to indicate that we will use a combination of site analytics and input from the Website Working Group and the Administration Task Force to determine which materials should be kept on the website for longer periods of time.
4. The group decided that we will host RAC Survey Results and Peer Exchange Reports for an indefinite period of time, because they have historical and practical usefulness that extends beyond the 5-year timeframe we have given for meeting notes and items of a more transitory nature. Natassja also mentioned that the Website Working Group continues to evaluate individual pages and their content, and can make determinations about other content that may be worth keeping beyond the 5-year mark. For now, **Natassja** will add a list to the Document Retention section of the Governance Document to indicate which items we will keep for longer than the specified 5-year timeframe, and we can add to that list as we continue to review the content of the website.

Next Steps for Governance Document:

- Beth and Natassja will work on revising the document by our next meeting on April 23.
- During our next meeting, the group will have the opportunity to review the final version of the document.
- Allison will discuss the document with the Administration Task Force during their meeting on April 24.

- Once the Admin TF has reviewed the document and they feel it is ready, Allison will share it with RAC Leadership and they will determine what should happen next.

Website Changes made since last meeting:

- Meeting Notes for January 22, 2018, have been posted on the website.
- Natassja created a new slider for the MyTRB Ticketing System and posted info under “What’s New” on the homepage.
- Natassja has posted updates to State DOT Research information for 19 states since Allison’s request for updates went out on 3/8/18.
- Natassja created and posted a new slider for the 2018 National RAC/TRB State Reps meeting.

Website Changes still pending:

- **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.
- New **Model Calendar** page—Natassja still needs to create a draft page with the new layout and include all the changes that Sue suggested.
- **Review and Update RAC Surveys Topics/Categories** (suggested by Sue)

Dynamic Website Rosters and Updating Task Force Membership Lists

Natassja brought up the issue that we usually request updates to the Task Force rosters prior to the RAC Summer Meeting. Now that the rosters are dynamic, it is much easier to keep them up to date, although adding someone to the roster requires that they are already registered with AASHTO’s E-Affiliate Membership System.

Natassja will send **Allison** an email with the specific instructions on how someone can register as an AASHTO E-Affiliate, so that she can use this information for the Task Force Chairs Checklist, Regional Chairs Checklist, and the Mentoring Guide.

The group also agreed that it would be very useful if the Website Working Group roster could be included on the R&I/RAC website as one of the dropdown options in the RAC Membership section. **Natassja** will ask AASHTO about this.

RAC Websites Presentation during 2018 Summer RAC Meeting

Allison mentioned that Natassja will be potentially giving a presentation about the four RAC Websites at the 2018 Summer Meeting during the “Your Role in RAC” session. Allison said that if Natassja does give a presentation during that session, it should be interactive and not just a “lecture-style” presentation. Options would be using menti-meter or some other ways of getting people involved “hands-on” with the websites during the session. Natassja will discuss this further with Allison.

ADJOURNED. Next meeting will occur on **Monday, April 23, 2018, from 9:00 to 10:00am Eastern, via Zoom.**