

**Meeting Notes**  
**RAC Website Working Group**  
**Monday, April 23, 2018**  
**9:00-10:00 a.m. (EST)**

**Participants:** Rick Kreider, Beth Klemann, Sue Sillick, Natassja Linzau, Allison Hardt, Mike Sock, Bobbi deMontigny

**1. Review and approval/disapproval of March 26, 2018, and February 26, 2018, meeting notes (Attachment A and B, respectively).** February meeting notes were approved (Allison, Rick). March meeting notes were approved (Rick, Allison). **Natassja** will post both sets of meeting notes on the website.

**2. Review of Draft Website Governance Document**—The group reviewed and discussed the changes to the Draft Website Governance Document. Notable changes were made to the live document in the “Protocols for Updates and Website Changes” section and the “Document Retention” section.

**Natassja** will send **Allison** the revised version of the file. The revised file (included in these notes as Attachment A) will be discussed by the Admin Task Force tomorrow (4/24/18) and Allison mentioned that she would potentially be discussing this document with RAC Leadership during their call next week.

**3. Acronyms and Abbreviations Page Finalized**—See final version online: <https://research.transportation.org/acronymsandabbreviations.aspx/>. The group reviewed the changes on this page. One further change was requested: For the SHRP2 acronym, we decided to put pipes between the three URLs provided for this program. **Natassja** will make this change on the website.

The group also discussed where on the website the Acronyms and Abbreviations page is linked. It is linked in the RAC New Member Guide, on the FAQ page, on the Resources page, and at the bottom of the “About R&I and About RAC” page. Bobbi mentioned that when these links are at the bottom of the page (on the “About” page), it looks too much like an advertisement, so if we put them at the top of the webpage then people will notice those links more. After discussion, the group decided that the link on the “About R&I and About RAC” page should be moved to the top of the page, above the “About R&I” and “About RAC” section, along with the other two icons that are at the bottom of the page (the “RAC Mentoring Guide” link and the “Listserv Etiquette” link). **Natassja** will make this change on the website, and the group will provide feedback during our next meeting.

**4. New Page on R&I/RAC Website for Help Documents**—This is a request from Keith Platte.

Here is the text from his email:

A work group within RAC has developed a series of five “how to” documents, which are attached. Could we set up a new page on the Research website which contains the attached documents? I was thinking each PDF could be a picture to click. Is this possible? The end game is to send the page with all these documents (we are looking to produce another 5 or 6 of these) to the other AASHTO committees to help them with the research process.

- How to Guide on Transportation Research Funding
- How to Guide on the AASHTO Committee Research Process
- How to Write an Effective Research Statement

- How to Create a Transportation Research Strategic Plan
- Purpose of "How To" White Papers for the AASHTO Committees

The group used this request as a case study for the proposed Governance Document. The group discussed whether this information is appropriate to be included on the website and concluded it is appropriate because it is a product of the CCTF. Sue proposed that we put it on the CCTF landing page, under “Products” and we decided to put it at the top of the products list and title the link “Research ‘How To’ Guides” in boldface type.

Rick noted that there is already a link both to a PDF and a webinar about “How to Write an Effective Research Statement.” Sue said that she would discuss with the CCTF how to treat the old guidance and whether or not to include its content in the new “How To” guide or just link to that document. We could have a page for “AASHTO Committee Outreach” in future, if there are more products developed to help other AASHTO committees. For now, **Natassja** will work on creating a draft page for these 5 documents. **Sue** will work as a liaison between Natassja and the CCTF so that the page can be designed and developed. This may take some time, because the documents for the new page are currently in draft format and have not been finalized.

#### **Website Changes made since last meeting:**

- New dynamic roster for Website Working Group now live—**Natassja** mentioned that she has asked AASHTO about the possibility of having direct links to the individual rosters for RAC Task Forces, Regions, and Working Groups. She will let the group know what she hears back about that.
- State DOT Research Fact Sheets—posted 5 more
- Acronyms and Abbreviations Page updated
- Website Governance Document updated
- New Mentoring Guidelines posted
- Provided Allison with instructions for how individuals can be added to AASHTO’s membership system for the dynamic web roster updates (For Task Force Chairs and Regional Chairs to facilitate updates)

#### **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)

## **ATTACHMENT A**

### **R&I/RAC Website Governance**

#### **Role of Website Working Group**

The Website Working Group (WWG) serves a very unique and valuable purpose. In the industry of web development, it is very rare--almost unheard of--to have a dedicated group of users that regularly evaluates and continually works to help update and increase the relevance and usefulness of the content on a website. The WWG serves as a vetting and governing body when other RAC members have suggestions for improving

the website or when outside groups (such as AASHTO, FHWA, etc.) have suggestions for content or other materials that they believe should be hosted on the website.

The WWG operates under the auspices of the RAC Administration Task Force. This group meets regularly to determine the content, architecture, and governance of the website, as well as provide valuable user feedback about the website on an ongoing basis.

**Content Scope**

The R&I/RAC website will only host items that are specific to RAC and that RAC members or their respective task forces, working groups, or regions, have contributed to and/or created. The website will also link to external resources that are helpful to RAC.

For other types of materials and content that are outside of the scope of the R&I/RAC website, users will be directed to post these materials on the Research Program and Project Management (RPPM) website (<http://rppm.transportation.org>).

Examples of things we will post	Examples of things we will link to on the R&I/RAC website (hosted elsewhere)	Examples of things that should be posted on RPPM
<ul style="list-style-type: none"> <li>• Meeting notes from RAC committees, task forces, regions, working groups, subgroups</li> <li>• Materials for document libraries</li> <li>• RAC survey results</li> <li>• RAC membership info</li> <li>• State DOT fact sheets</li> <li>• Resources for RAC members (training, mentoring guidelines, program management, etc.)</li> <li>• RAC Peer Exchange Reports</li> </ul>	<ul style="list-style-type: none"> <li>• State DOT links (websites, publications, etc.)</li> <li>• Resources available on other websites: AASHTO, FHWA, CUTC, etc.</li> <li>• RPPM Calendar and other resources (state research manuals, etc.)</li> <li>• TRID, RiP</li> </ul>	<ul style="list-style-type: none"> <li>• State DOT Research Manuals</li> <li>• Strategic Research Documents</li> <li>• Events and meeting agendas for events</li> <li>• Unfunded and Partially Funded Research Needs</li> </ul>

**Protocols for Updates and Website Changes**

Requests for updates and website changes must be submitted through the MyTRB ticketing system. To submit a request, please send an email to [mytrb@nas.edu](mailto:mytrb@nas.edu). Please include the following information in your request:

**Subject Line:** *Website Name* (include URL if possible) and *Nature of Issue or Request*

**Message Body:** Include more detail about the issue, such as:

- screenshots of error messages,
- description of problem,

- documents to be uploaded/posted and indicate where they should be posted.

NOTE: Requests for posting new documents or content for the website may be subject to approval by the Website Working Group.

The following types of files are acceptable for posting:

- PDFs,
- Excel spreadsheets,
- PowerPoint presentations, and
- Image files (such as jpg, png, tif, gif, etc.).

Video files must be hosted elsewhere and they will be linked from the website. To get video files hosted on AASHTO's YouTube channel and/or linked, please send a request through the MyTRB ticketing system mentioned above.

Other document/file types will be assessed by the Website Working Group on a case-by-case basis.

## Document Retention

Schedule: Meeting notes will be retained for no more than 5 years; after that period of time has elapsed, notes will be archived on TRB's servers for another 5 years and will then be purged. The following table lists the retention periods for the majority of website content.

Document Type	Retention Period
Meeting Notes	5 years maximum
RAC Surveys	Indefinitely
Peer Exchange Reports	Indefinitely
Other Documents	To Be Determined, as appropriate, by WWG

The key indicators of whether or not a document should be retained are:

- Is the information still current or is it out of date?
- Is the information still relevant to the activities of RAC members in their duties as research managers?

## Collection and Analysis of Site Usage Data

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. The R&I/RAC website administrator will provide usage reports every 6 months to the WWG to enable more effective and efficient website governance.

While analytics can be a useful tool to understand use of the R&I/RAC website, additional considerations should be taken. Low traffic does not necessarily translate to low importance. Since the website has a large number of electronic documents, individuals can download and reference the documents at their leisure. Therefore, the analytics may be misleading when considering what should be removed.

**DATE APPROVED: [date here] by [governing body]**