

Meeting Notes
RAC Website Working Group
Monday, June 25, 2018
9:00-10:00 a.m. (EST)

Participants: Flavia Pereira, Rick Kreider, Allison Hardt, Natassja Linzau, Beth Klemann, Mike Sock, Sue Sillick

1. Review and approval/disapproval of May 21, 2018, meeting notes. Meeting notes were approved (Rick, Allison). **Natassja** will post them on the website.

2. Update on Draft Website Governance Document. Natassja has posted the document on the R&I/RAC website and sent an email to the RAC listserv list about the document. She also shared it with David Dubov, Keith Platte, and Jim McDonnell at AASHTO. This task is completed.

3. Review FAQ page—Test page is located at: <https://research.transportation.org/test-page-two/>. The group was asked to review this page prior to our June meeting.

The group discussed the FAQ page.

- Sue asked if there is a way to see what people are actually searching for on the website and whether or not they find it.
 - **Natassja** will look at the analytics to see if there is a way to track what people are searching for. Natassja also mentioned that we should review the site analytics at our next meeting in August, since we agreed to do that in the Website Governance Document.
 - **Natassja** will add reviewing the site analytics as an agenda item for our next meeting and will share the analytics report with the group.

Highlights of the discussion include the following:

- The group agreed that we should not link to items on the FAQ page that are already included in the left-hand navigation bar.
- We should not include TRB items, but should instead direct visitors to the TRB website for those items.
- Allison said she has a difficult time finding task force products, because she cannot remember which task force the products are from, even if she knows the name of the product.
- Sue mentioned that some of the PM&Q Implementation content is being posted on RPPM but we should still link to it from the R&I/RAC website.
- Flavia mentioned we should give people an easier way to find the Website Governance Document.
- Sue noted that the only working group listed in the left-hand navigation is the TKN Working Group. Should we put all of the working groups in the list, but possibly indent them in the navigation menu?
- Beth suggested that we create an “Index” or “Catalogue” page that could list website content by category and/or alphabetically. Some of the items that should be listed include: Task Force products; governance documents (Operating Guidelines, Website Governance Document, etc.); Acronyms list. **Natassja** will add this item to the agenda for further discussion in August.

The group decided not to meet during the RAC Summer Meeting in July. **Natassja** will cancel the calendar event dated July 23.

4. RAC Surveys Categories/Taxonomy—The group was given a homework assignment: (1) group members should look at the categories we currently have on the website and (2) review and/or research the

categories/topics used for RiP, TRID, RPPM, HVR, and other sources, so we can get a sense of what already exists.

There is a list of the current topics used in the RAC Surveys database at the following URL:

<https://research.transportation.org/survey-categories/> .

Sample lists of categories were provided as part of the meeting notes from our May meeting; these were included as **Attachment A** to the May meeting notes and they are also included in this meeting notes document.

Here is a summary of our discussion:

- When looking at the RAC Surveys Categories, Rick noticed that there were three different categories for materials (Concrete Materials, General Materials, and Materials). He offered to review the surveys that are listed under those categories to determine if there is a way to consolidate them.
- Allison said she liked the RPPM list and that it is better than what we have on the website. Also, that list is very similar to the TRB list of categories.
- Natassja mentioned that Allison and Flavia sent their states' categories lists; these are also included in Attachment A.
- The group noted that changing the list of categories means that all of the old surveys will need to be re-categorized. Beth suggested that we use the RPPM list as the standard for consistency and that we could divide up the existing surveys among the members of the Website Working Group.
- Sue suggested that we create a "crosswalk" from the old survey categories to the new RPPM list of categories.
- Natassja asked if we have any librarians who could be utilized to help with the re-categorization effort, since that is a particular expertise that librarians have. Several members recommended that we ask Renee McHenry.
- **Natassja** offered to send an email to Renee McHenry and Bill Stone, asking if she might be interested and willing to help coordinate efforts, because the Value of Research Task Force is also working on a list of topical categories for the High Value Research projects.
UPDATE: Renee McHenry is willing to help out with this update of survey categories. She has agreed to join our call in August to discuss further.
- The group decided that it makes sense to wait until we have the list of categories finalized before we go through and change the categories for the existing surveys.
- Sue said she would be happy to work with Renee on this effort if that is feasible.

5. Website changes completed. Natassja provided the following updates: the meeting notes for April have been posted, the Website Governance Document has been posted and shared with RAC and AASHTO, and the homework assignments were sent out to the group.

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.

- **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

Sue provided an update on the Help Documents: The first 5 documents are close to being finished. Sue is aiming to get the first 5 documents posted by the July RAC Meeting. **Sue** will work with **Natassja** to get those documents posted when they are ready.

6. Presentation on RAC Websites at the Summer RAC Meeting—Natassja is working on putting together a presentation about the RAC Websites for the meeting in July.

- Natassja asked if the WWG members have any suggestions on important items to include in her presentation, from their perspective.
- Sue suggested encouraging people to register for RPPM.
- Flavia and Sue suggested that we should also try to recruit some new members to participate in the WWG.
- Beth said that Ann Scholz is a heavy user of RPPM and might be a good person to demo some of the functionality of that website. When she was working with Ann, Beth used to do the work related to the High Value Research website, and she believes it is helpful if there are multiple RAC members so they can each handle some of the duties of RAC members and it doesn't fall on just one person. **Natassja** will make sure to include that point in her presentation.

Beth mentioned that she has agreed to stay on as Chair for the WWG for 1 more year, but she will be stepping down next year after the RAC meeting. We are very grateful for her service thus far and look forward to another productive year with Beth as Chair.

Cynthia Jones has been reassigned and will no longer be able to participate in Website Working Group meetings, unfortunately. We will miss her!

ATTACHMENT A

Sample Lists of Topic Categories for Consideration

From RPPM:

Administration and Management
Aviation
Bridges and Other Structures
Construction
Data and Information Technology
Design
Economics
Education and Training
Energy
Environment
Finance
Freight Transportation
Geotechnology
History
Hydraulics and Hydrology
Law
Maintenance and Preservation
Materials
Marine Transportation
Operations and Traffic Management
Pavements
Passenger/Public Transportation
Pedestrians and Bicyclists
Pipelines
Planning and Forecasting
Policy
Railroads
Research (about Research)
Safety and Human Factors
Security and Emergencies
Society
Terminals and Facilities
Transportation (General)
Vehicles and Equipment
Other

From Connecticut:

Administration
Construction and Specification
Highway Geometrics

Hydrology and Hydraulics
Maintenance and Operations
Materials and Pavement
Safety
Geotechnical
Surveying
Structures
Training and Implementation Technologies
Traffic Engineering
Transit and Commuter Rail
Transportation Planning
Energy and Environment
Management and Performance
AASHTO RAC Reports

From Maryland:

- Environmental
- Highway Design
- Hydrology and Hydraulics
- ITS
- Maintenance
- Materials
- Planning
- Safety
- Traffic