

# Transportation Knowledge Networks (TKN) Working Group

## Meeting Notes

Co-Chairs: Jennifer Harper, Missouri DOT (in person) and Renée McHenry, Missouri DOT (online)

July 26<sup>th</sup>, 2017 1:15 to 2:45 pm ET in the Broadway C Room and GoToWebinar

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### ATTENDEES

Name	Organization	Role	Attended How?
Victoria Beale	Ohio DOT		Online
Dr. Denise A.D. Bedford	Georgetown University	Guest	Online
Sandy Brady	Louisiana DTD		Online
Jacob Carlson	University of Michigan	Guest	Online
Ken Chambers	Nevada DOT		In-person
Leighton Christiansen	National Transportation Library	NTL/NTKN contact	Online
Ron Curb	Oklahoma DOT		In-person
Chris Daily	Arkansas DOT		In-person
Janet Daly	TRB		Online
Dr. Anne Ellis	Arizona DOT (retired)	CCTF Co-chair	Online
Dr. Carol Flannigan	UMTRI	Guest	In-person
Jennifer Harper	Missouri DOT	Co-lead	In-person
Brian Hirt	CTC & Associates		In-person
Mary Huie	FHWA		In-person
Mitch Ison	Nevada DOT		Online
Cameron Kergaye	Utah DOT	CCTF Co-chair	In-person
Rick Kreider	Kansas DOT		In-person
Andrew Lemer	TRB	NCHRP project contact	Online
Kendra Levine	University of California-Berkeley		Online
Alex Linthicum	BTS	Guest	Online
Marie Manthe	Kansas DOT		Online
Renée McHenry	Missouri DOT	Co-lead	Online
Mary Moulton	National Transportation Library	NTL/NTKN contact	In-person
Hafiz Munir	Minnesota DOT		In-person
Carol Paszamant	New Jersey DOT		Online
Dale Peabody	Maine DOT		In-person
Rocio Perez	Texas DOT		In-person
Louise Rosenzweig	University of Texas CTR		Online

Name	Organization	Role	Attended How?
LaDonna Rowden	Illinois DOT		In-person
Tyson Rupnow	Louisiana DOTD		In-person
Sue Sillick	Montana DOT		In-person
Teresa Stephens	Oklahoma DOT		In-person
David Stevens	Utah DOT		Online
Bill Stone	Missouri DOT		In-person
Bob Sweet	Independent library consultant	MTKN chair	Online
Kathy Szolomayer	Washington State DOT		Online
Craig Thor	FHWA		In-person
Jessica VanDenBogaert	Florida DOT		Online
Karen Waters	Illinois DOT		Online
Enid White	Wyoming DOT	WTKN chair	In-person
Lamara Williams-Jones	North Carolina DOT	ETKN chair	Online
Laura Wilt	Oregon DOT		Online

## MEETING NOTES

- Welcome and introductions (Jen)

*Jen welcomed everyone in person and online. We will not be doing introductions for all participants because our agenda schedule is tight. Online attendees are in listen-only mode at present. Renée will monitor the chat box. This webinar is being recorded.*

- Business

- a. Revisit purpose & main activities/Relationship to other TKN organizations (Renée)

*Jen and I took over as co-leads of the TKN Working Group (previously known as the TKN Task Force) in early June and sent out an email announcement about the change. We inherited the mission, purpose and past activities of the Task Force. Jen and I feel that the group's purpose and scope seem sufficient at present. We have been reaching out to our TKN and KM partners so that we can coordinate and be complimentary in our approach to avoid unnecessary duplication of effort. As developments occur, such as learning more about the role of the AASHTO KM Committee and developing a new relationship with our parent CCTF, the working group will adapt and change based on member input.*

- b. Member and Friend update (Jen)

*We have an updated "old list." Depending on what Cameron wants to do, it might be better to start fresh and survey everyone in August to determine which AASHTO members want to remain and identify who wants to be a "friend." No one was opposed to this so we will send out a survey to confirm interest.*

- c. Decide meeting frequency (Jen)

*Jen asked about meeting frequency. **Bob** and **Kathy** agreed that bimonthly sounded good (via chat). The group opted for bimonthly for now, the first Thursday of the month (but this can change later). Next meeting will be scheduled for **Thursday, September 7 11:30am-1pm ET**.*

- d. Attend CCTF meeting (Jen)

*Jen reminded in-person attendees that they can attend the CCTF meeting to learn more about their activities (since we are now a working group under their task force).*

## Activity updates

- NTL & NTKN updates (Mary Moulton, NTL)
  - *The Final Strategic Plan has been released.*
  - *They are building a new NTL website using LibGuides.*
  - *The NTL has hired an interim director (didn't catch name)*
  - *They are expecting a soft launch of ROSA-P this summer.*
  - *Library Pooled Fund*

*She would not be allowed to “lead” a pooled fund but would be allowed to assist the lead state if a new library pooled fund is formed.*

*A discussion followed about the past library pooled fund prompted by a question from an attendee onsite about the benefits received from it. Mary commented that it helped provide access to licensed materials such as Knovel (note from **RM** – it was ASCE not Knovel), LibGuides, cataloging tools such as RDA Toolkit; it funded travel for members, worked on consolidating resources, conducted special studies such as library ROI, offered cooperative digitization and coordination of data management issues, provided library cataloging support, facilitated networking among transportation libraries, and worked closely with the AASHTO RAC TKN task force on the projects it was working on [chat comments from **Bob, Karen and Sandy**]. Mary was particularly concerned about cooperative digitization and losing access to materials and that states should not give up on the pooled fund.*

*Later, **Laura** added that she was part of a four person working group that came up with a scope proposal for a new pooled fund. The lead state under consideration was decided against due to limitations it had to impose on how the study would be run.*

- AASHTO Digital Publications\* (Renée)

**Background** - *Our working group along with others has been interested and concerned about managing the AASHTO Digital Publications process since its launch in Fall 2015. But questions and concerns still persist. A letter from RAC to the AASHTO Board was drafted by Rick Kreider from KDOT and Renée a year ago which identified issues and made recommendations. The letter however fell by the wayside when the Task Force became dormant.*

**Status** - *I worked with Erin Grady in the AASHTO Publications Dept. to update their e-pubs [presentation](#), expand their [FAQ](#), create a [LibGuide](#) for state DOTs who manage this process and identify which representatives or designees weren't on the transmittal list. Jen and Renée want members to review all this new information since it will impact the issues in the draft letter to the Board. Some may no longer be issues. We would like to schedule a separate community-wide meeting (to include the regional TKNs) the second week of August to discuss this new information and the contents of the Board letter. Renée then showed the LibGuide's basic tab (for information direct from AASHTO, including the expanded FAQ) and the state DOT tab which includes examples of how libraries have been handling this process.*

- White paper publication “Transportation Knowledge Networks 10 Years After TRB Special Report 284” \* (Renée)

**Background** - *Back in 2016, members of the MTKN wrote an article for TR News about the TKNs – where we stand 10 years after publication of the [TRB special report #284](#). It was submitted, even revised, but was ultimately rejected by TR News in Jan. 2017 as too technical. For better visibility and distribution, it was brought to the old Task Force to see if publication was possible as a white paper.*

**Status** - Renée reworked it as a white paper and sent it to the authors for final feedback. Cameron has graciously agreed to let us publish it as a CCTF Working Group product on the AASHTO website.

- [Technical Report Documentation Page \(TRDP\) & Research Report Distribution\\*](#) (Renée and Sue Sillick, Montana DOT)

**Background** - The old Task Force developed research report distribution guidelines and instructions for filling out the 1972 technical report documentation page, DOTF 1700.7 (TRDP). The TRDP is completed and inserted in new SPR-funded state DOT research report publications. In addition, the TRDP was modified (with instructions) and it was submitted for consideration for replacing the 1972 form. In future meetings, we can discuss if these need to be revised and promoted more to increase adoption.

**Status** - Sue reported that she just spoke with Tim Klein, to whom she sent the modified TRDP. He said they rolled it up into a package on improving government. He was very positive that we could get the form approved this year. Via chat, Bob said that the OMB also has a TRDP that some transportation researchers use and asked if we should harmonize. [Follow-up from Renée: In the [library pooled fund report](#) that was conducted, the [NTIS form and instructions](#) were used as a guide for improving the DOT form]

- [Knowledge Management Calendar\\*](#) (Laura Wilt, Oregon DOT)

**Background/Status** - Laura oversaw development of the calendar as part of a subgroup. The idea came out of the TKN Task Force and the project was funded and conducted by the library pooled fund. The interactive knowledge management calendar (hosted on the WTKN site) includes upcoming events (viewed as a list or by month) and resources. Other people can be added as editors so they can contribute items. It's available for use by TKNs or any other interested entities. Sue added that it has a different focus than the RPPM calendar but each site does point to the other. Laura is exploring whether the calendar could be included (or absorbed) as part of the NTKN's collaborative website.

## Regional TKN Updates

- [MTKN](#) (Bob Sweet, Independent library consultant)

The MTKN is engaged in a process of redefining what it is we do and who we are. They started out as the Midwest Transportation Librarians Consortium and evolved into a knowledge network (which would include knowledge and data managers). As a result, they are rewriting their bylaws (completed a couple of months ago). We were waiting for the NTKN's strategic plan to be completed. Our guiding principles document represents more of a challenge. We hope to have a revised draft in October which is when our annual meeting will be held in Evanston, IL. The MTKN arranged for Erin Grady to present on AASHTO digital publications in early June. A number of issues still remain. Renée already mentioned about the TKN white paper. Our October meeting will be face-to-face. The library pooled fund paid for travel to gather in one place for joint pooled fund and MTKN meetings. This was very valuable and we are hoping it can be revived. There is no substitute for face-to-face meetings.

- [ETKN](#) (Lamara Williams, North Carolina DOT)

Lamara wanted to echo Bob's earlier comments about the loss of the library pooled fund. It kept us in touch. We were more supported, active, creative, could travel. A centralized entity kept us going. She hopes it starts up again. Otherwise, it feels like we are backtracking. Within the ETKN, several librarians have moved on or retired. She is unsure whether these positions have been filled or not (such as University of Arkansas, CTDOT and NYSDOT). She thought that maybe the ETKN should write a letter of support.

- [WTKN](#) (Enid White, Wyoming DOT)

The WTKN is revamping their website. They had an intern working on this last summer as well. They are building up a calendar and asked for events to be submitted. The member list was dropped from their

website so they are working on getting that back online. They are working on a strategic plan (what the group wants to do each year).

## NCHRP Project Updates

- [NCHRP 20-110 Best Practices for Increasing Access to the Results of Federally Funded Scientific Research](#)

(Dr. Carol Flannagan, University of Michigan)

*NCHRP 20-110 is between phases I and II. The project goal is “develop useful guidance and implementation activities to assist state departments of transportation (DOTs), other public agencies, and transportation research organizations to efficiently and effectively ensure access to the results of federally funded transportation-related research.” The US DOT policy on public access is a given but more guidance is needed. Her collaborators are Denise Bedford, Georgetown University; Jake Carlson, University of Michigan Libraries; and Jared Lyle, Inter-University Consortium for Political and Social Research (ICPSR). She is also working with Bob Sweet. The phase II plan is under review. During phase I, they did information gathering (survey and literature review). But they are missing the perspective of research administrators and staff from the higher program level. So this group can be very helpful with feedback. She would like to know what are they missing as they move forward. Each state’s situation is variable (access to expertise; staffing). What challenges are you up against? She passed around a sign up sheet for volunteers. They intend for the guidance to address general issues. Planned guidance chapters are:*

- *Developing Research Preservation Strategies and Policies*
- *Stakeholders, Roles, and Responsibilities*
- *Managing Research Publications*
- *Managing Research Data*
- *Infrastructure Support*
- *Learning and Training*
- *Estimating and Managing Costs*
- *Assessing and Managing Progress*

*To get the discussion started, she prompted with some starter questions. At what level are states right now? Do you or don’t you require a DMP? Do you know if it’s any good? A DMP should be a living document. **Jen** commented that SPR funded research is exempt but not exempt if the PIs use matching UTC funds. A culture shift is likely needed. Cameron suggested having a stable URL. Carol said the DOIs at the NTL are still being worked on. Jen added that MoDOT Research has talked about it but what does accessible mean and how it is defined? If the public calls, do you turn over the data or can they access themselves online? PIs are not clued in. Should the data be raw or processed? What if it’s subsequently used incorrectly? What is our or the PI’s responsibility or liability? What about the PI’s mandate to publish or perish? Carol agreed that these were common concerns. There is still uncertainty around policy (it’s not the study group’s job to address that). But more concrete boundaries are needed. **Enid** commented that she is working on this with State Archives. The data would stay with the researcher and have an up-to-12 month embargo period. They are not warranting afterwards. The DMP is required 3 months after the report is due. It spells out where the data lives. If it’s the PI, then has their contact information, where it’s housed; and retention period. They do metadata for both the report and the dataset. With regard to where it’s housed, the costs for Wyoming DOT were too high (hard drive; software) with no benefit. If the researcher has charge of it, they can continue to add to it and the cost is on them. The State of Wyoming is required to inventory publicly accessible data from all agencies. State Archives is setting up a database. They are willing to accept her data (processed or final but not raw; don’t want to be liable for it). The PI*

must retain processed and raw data for 3 years. **Enid** asked if we should ask RAC for feedback. Carol responded that she asked the CCTF for help. **Enid** said they got their form examples from MnDOT.

- Other NCHRP Projects (Andy Lemer, TRB)

Andy provided updates on the following projects. He also reminded the group that there are other projects in other modes relating to knowledge management (such as transit). Several projects have been completed on topics such as the maintenance knowledge gap, strategic workforce development and a technology knowledge center for transit. Issues addressed include ensuring the future capabilities of the DOT (how do you collect and extract knowledge from others that can then be used to pass along to the future workforce; how do you train staff to do this; how do you access this information). We can always do more to identify how best to archive and collect useful information within the DOT and for the public. Let him know if there are any questions.

TOPIC	Project Number and Name	Status
Information Retrieval	<a href="#">NCHRP 20-97 Improving Findability and Relevance of Transportation Information</a>	PI is working out details for second application-oriented phase. They are using a text analytic method to work with project level data to make it more orderly and retrievable (like when law firms do discovery on documents). During the second phase, they will go to 3 states to apply these methods in demonstration and test with objects to show that the methods work and to leave something behind for states. They are looking for participants.
Information Retrieval	<a href="#">NCHRP 20-103 Guidance for Development and Management of Sustainable Information Portals</a>	The report is in preparation (there will be a print and online supplement). They will have draft report ready in approx. 5 months (don't have an editor yet). This will become NCHRP report no. 865?
Knowledge Management	<a href="#">NCHRP 20-104 Capturing and Learning Essential Consultant-Developed Knowledge within Departments of Transportation</a>	Have draft and final reports but is waiting on assignment of an editor (which may take up to 5 months). This will become NCHRP report no. 867?
Taxonomy	<a href="#">NCHRP 20-109 Improvements To The Transportation Research Thesaurus</a>	The draft report is completed and the final report is expected soon. TRB is trying to decide what to do with the <a href="#">TRT</a> in the future.

## NEXT MEETING

Our meetings will be held bimonthly for now. The next meeting will be on [Thursday, September 7, 2017 11:30am-1:00pm ET](#). An Outlook meeting invite is forthcoming.

## WORKING GROUP ACTION ITEMS/STATUS

Activity	Status	Who
Update member list	Will send out member survey first week August	Jen/Renée
Meet regularly	Setting up bimonthly meetings starting 9/7/17; will send out Outlook invite soon	Jen/Renée
Hold AASHTO Digital Publications feedback community meeting and update Board letter	Sent out poll 8/1 about when to meet; meeting to be held sometime in the third week of August	Jen/Renée
Publish TKN white paper	Hope to publish in August; waiting on feedback from a few people	Renée
TRDP/Research report distribution	Will discuss next steps at a future meeting	Renée
KM calendar	Seeking NTL support for hosting/license fees and whether they can take over calendar (e.g. embed on their web page); she will reach out to WTKN webmaster for some technical assistance in the mean time	Laura

## YOUR ROLE/ACTION ITEMS

- When received, complete the member verification survey.
- If desired, participate in the AASHTO Digital Publications call later in August (or provide written feedback)
- Provide feedback to [Carol Flannagan](#) about your state DOT's challenges or experiences with internally managing the DOT public access data requirements for your contractors.
- Pass along to [Andy Lemer](#) any potential knowledge-related ideas you might have for FY2019 NCHRP problem statements
- If known, provide DOT staff suggestions to [Andy Lemer](#) who could supplement the panel for [NCHRP 20-97](#) (testing methods and guidance presented in [NCHRP Report 846](#)). Staff engaged with an agency's information management concerns and practices, particularly regarding project development and subsequent system management activities would be ideal.

Notes taken by RM; last updated 8/3/17