Meeting Notes
RAC Website Working Group
Monday, September 24, 2018
9:00-10:00 a.m. (EST)

Participants: Rick Kreider, Allison Hardt, Natassja Linzau, Flavia Pereira, Terry Swygert, Mike Sock

1. Review and approval/disapproval of August 27, 2018, meeting notes. Meeting notes were approved (Allison/Mike). **Natassja** will post them on the R&I/RAC website.

2. Welcome to new members—We would like to extend a special welcome to David Ooten, Oklahoma DOT.

3. Update on an Index, Categories Page, or Site Map for website content. Beth and Natassja developed a draft survey for review by the group **(Attachment A).**

- Rick asked how much of a burden it would be to keep the Index Page up to date. Natassja wasn't sure, but that is one of the reasons we developed the survey so we could figure out how much of a need there is for this page. It will require maintenance after it is created, so we want to be sure it adds a significant value to the website.
- Allison wanted to change the first question on the survey to "Do you have difficulty finding information on the R&I/RAC website?" If people answer "yes" to that question, then they will be asked question #2 and question #3. If they answer "no", then they will exit the survey. **Natassja** will make this change to the survey.
- Flavia pointed out that the search box for the website works really well and maybe we just need to use that. Do we really need an Index Page? That is a good question and one that we hope the survey will answer.
- Beth asked how much non-RAC users use the website. **Natassja** will check the website analytics to see how many people who visit the website are new users vs. return users.
- Once **Natassja** has made the requested changes to the survey, she will send it out to RAC members.

4. Update about RAC Surveys Categories/Taxonomy.
Reneé provided the following information about the TRT and the TRB Subject Categories: "The TRT categories are too broad, so they will not be helpful. The TRB Subject Categories should work better for our purposes."

<u>**TRB Subject Categories List:**</u>
Administration and Management
Aviation
Bridges and other structures
Construction
Data and Information Technology
Design
Economics
Education and Training
Energy
Environment
Finance
Freight Transportation
Geotechnology

Highways
History
Hydraulics and Hydrology
Law
Maintenance and Preservation
Marine Transportation
Materials
Motor Carriers
Operations and Traffic Management
Passenger Transportation
Pavements
Pedestrians and Bicyclists
Pipelines
Planning and Forecasting
Policy
Public Transportation
Railroads
Research
Safety and Human Factors
Security and Emergencies
Society
Terminals and Facilities
Transportation (General)
Vehicles and Equipment

After a brief discussion, the group concluded that the TRB Subject Categories would probably work fine for the RAC Surveys. **Natassja** will make a "crosswalk" of RAC Survey Topics vs. TRB Subject Categories to see how closely they map with the current surveys. Beth suggested that Natassja also list the number of surveys that would fall within a given category. Natassja said that could be very time consuming, but she will see if she can include that information. Natassja also mentioned that all of the survey topics currently used for RAC Surveys have at least one survey or more, and that there should be a broad distribution of surveys across the categories.

5. Inclusion of TRANLIB surveys with RAC Surveys—Reneé and Natassja created some guidance and developed a process for getting TRANLIB survey results posted.

Beth asked if we will be including surveys previously conducted by TRANLIB. Natassja replied that if someone wants to send survey results from a past survey, she would accept those results and post them on the website.

Allison stated that when she told her region that we were going to pilot test this process of posting TRANLIB surveys on the R&I/RAC website, the members of her region said that the results would not be as representative of the states because not every state has a librarian. We need to include some statement to that effect on the Survey Details pages for TRANLIB surveys. **Natassja** agreed to compose a preliminary sentence that could be used, as follows:

6. Regional Chair Checklist—Where to put it on the website? The ideal place for this item is on the Regional RAC page under the Chairperson paragraph. **Allison** agreed to draft a brief explanatory sentence or two and provide Natassja with the final version of the Checklist document. **Natassja** will post this information on the website.

7. Funding for RAC Websites. Discuss website needs and planning for the next ~5 years.
Lori Sundstrom, NCHRP Manager, does not believe that project funds from NCHRP should be used for the ongoing support and maintenance of these websites. Therefore, RAC Leadership will not be creating a problem statement for the RAC websites. Instead, Lori is creating a line item in the NCHRP budget to account for these costs.
Allison suggested that we could have a conference call with the appropriate stakeholders to discuss the website needs and determine how to pay for those needs. Those stakeholders are: Natassja, Lori, Allison (R&I/RAC Website--Administration Task Force), Joe Crabtree and Joe Horton (Transportation Pooled Fund Website--Program Management and Quality Task Force), Bill Stone (High Value Research Website--Value of Research Task Force), and Cameron Kergaye/Sue Sillick (Research Program and Project Management Website--Coordination and Collaboration Task Force).**Natassja** will check with Lori about next steps.

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.
  Beth asked the group to think about what we might want to work on as a group. **WWG members** are asked to think about what we need to enhance or improve on the website. Natassja suggested that we revisit the FAQ page to determine whether or not we want to keep this page or get rid of it. **Natassja** will put this item on our agenda for the October meeting.
- 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 also mentioned that Deb Irvin (Lori's assistant) is in the process of creating a model calendar for CRP. **Natassja** will check with Deb to see what the status of this effort is.
- **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.
    o How to Guide on Transportation Research Funding
    o How to Guide on the AASHTO Committee Research Process
    o How to Write an Effective Research Statement
    o How to Create a Transportation Research Strategic Plan

- Purpose of "How To" White Papers for the AASHTO Committees

Sue was involved in this effort, so we will ask Sue about the status at our next meeting. She is currently out of the office travelling for several weeks.

ADJOURNED. Next meeting will occur on **Monday, October 22, 2018, from 9:00 to 10:00am Eastern, via Zoom.**

ATTACHMENT A

REVISED DRAFT R&I/RAC WEBSITE INDEX PAGE SURVEY

The Website Working Group of the Administration Task Force is considering building an alphabetical index page on the R&I/RAC website to help members find information and content more easily. We would like to know what website content should be included in this index.

1. As a RAC member, do you have difficulty finding information on the R&I/RAC website? (yes/no)

[If "yes," go to Question 2. If "no," exit survey.]

2 Which of the following types of content do you have difficulty finding on the R&I/RAC website? (Please check all that apply.)

--Info about R&I/RAC such as RAC Operating Guidelines, Regional Bylaws, etc.?

--Peer Exchange Reports?

--Results of a previously conducted RAC survey?

--Documents and other materials produced by the RAC Task Forces? (Please check all that apply)

Admin TF

- RAC Operating Guidelines
- RAC 101 (PPT)
- Mentoring Program
- RAC New Member Guide
- R&I/RAC Website Governance Document

CCTF

- AASHTO Committee Webinar (2015): You've Got Questions, We've Got Answers Webinar: Research Resources (WMV), Transportation Research Resources (PPT) – Sue Sillick, AASHTO's Research Program (PPT) – Georgene Geary
- Access to Social Networking Sites Survey
- CRC Resources Quick Guide and Diagram: From Research Need to Research Result
- Funding Sources for Transportation Research: Competitive Programs–Talking Points for Funding Sources

- How to Write an Effective Research Statement (PDF version)
- How to Write an Effective Research Statement (TRB Webinar)
- Research Program and Project Management (RPPM) website, a transportation research collaboration tool
- RiP Project Status Categories and Definitions
- Transportation Research Needs Custom Google Meta Search– Talking Points for Transportation Research Needs Custom Google Meta Search
- Transportation Knowledge Networks (TKN) Products

    PM&Q

- Transportation Pooled Fund website

    VOR

- High Value Research website
- Research Impacts: Better – Faster – Cheaper documents, a repository
- Research Makes the Difference brochures
- HVR Supplemental Brochures
- Sweet 16 Past Winners
- High Value Research Process Documents

3. Is there anything else not listed above that you have struggled to find on the R&I/RAC website? If yes, please provide details below.

Thank you for taking the time to respond to our survey! We greatly appreciate your feedback.

Sincerely,

R&I/RAC Website Working Group