

**Library and Information Science for Transportation**  
**ABG40 (LIST) Conference Call**  
*Friday, March 2, 2012*

On the call: Jennifer Boteler, Paul Burley, John Cherney, Sheila Hatchell, Roberto Sarmiento (acting Secretary), Mary Ellen Tucker, Sandra Tucker, Ken Winter (Chair), Lisa Pogue

1. Welcome and thanks from the Chair (Winter)
2. Approve Minutes from last meeting (Winter)

Minutes were approved.

3. Announcements

None

3. Review of Committee Triennial Strategic Plan (TSP) – Sole agenda item. (All)

The TSP was previously distributed and the chair requested the discussion of the document focused on two levels: 1) A altitude view and discussion to make sure the Plan covers all the points it needs to and overall comments on format, etc., and 2) A closer look discussion to review specific items.

The Chair was asked to describe the major sections of the TSP:

- 1) Committee scope needs to be reviewed to make sure it is still valid and then the committee plans for the future 1-3 year period and the 4-7 year period.
- 2) The TSP focuses on comments regarding where the committee will go and what it will do to get there. Present examples of future issues affecting the community and how/what LIST will do to deal with them.
- 3) The TSP must also present its history during the past 3 years: what activities have we undertaken and what have we accomplished to fulfill our mission.

Where will the TSP go next?

- The TSP is reviewed by Jennifer Rosales (our TRB liaison) to make sure we are within the scope of our mission and that we are doing what we are supposed to be doing.
- Then it goes to our Section Chair, Laurie McGinnis, to assure that there is no duplication of functions among our committees and look for possible cross-cutting initiatives for partnering.
- If necessary, the TSP may go higher.

Does the TSP become a plan of action?

- Not really, it is more of a map. Research plans, program plans, etc., change from year to year, so things are kept pretty fluid. We also need to respond to requests from other committees and things change pretty quickly. We need to stay pretty true to our vision; but we are not locked into anything.

Goals on page 4-5 may be too broad.

- As written these are more like guidelines where perhaps these should be more specific as to how the Committee will achieve some of these goals. Discussion continued on how to make them more/less specific, etc.
- Is the TSP an annual report? Not really. We do present previous accomplishments but it is more a “forward” looking document than a “backwards” looking one. The emphasis is on future strategic planning initiatives.
- Members agreed that the goals needed strategic measures of success.
- ACTION – Ken Winter will send goals to committee for members to include more specific language. Due back in 2 weeks.

Does the committee’s scope need to be changed?

- Members agreed that the word “national” should be taken out.
- Should the word “data” be added? The consensus was that at the present time it should not be added to the committee scope statement. Although data is becoming more part of our professional lives and committee functions.

#### Side detour on “data” discussion”

- The question then became how can LIST fulfill its scope and incorporate the data angle?
- It was pointed out that in 2011 the Committee presented a successful data program; so we are already addressing the data issue within our committee.
- Perhaps the “data management” angle should be the one in which we could continue taking “baby steps”.
- ACTION – Sandy Tucker will share via email and post to the website a good MIT slide show on data management. AND share some research topic options.

Comment from Ken: It appears we are in good shape to submit the TSP by the end of month (March).

#### New research topic discussion

- If MinDOT library does not come up with any results for a research question, this question is then forwarded to the Research Office for them to be aware of this fact.
- The NTL used to provide this service.
- If someone were to track these “no results” questions, it would be a good way to discover if there patterns in other DOTs.
- Could we use these “no results” questions to develop research needs statements?
- Could we gather “no results” questions from our members, compile them and then send them to Research of Conduct committee for them to know?
- What would be our next step?
- We could develop a “private” space on the new website to start collecting questions and assure a minimum of privacy.
- Then, develop a wiki or a database with all the information fields we will need – to assure that all information on the questions are somewhat homogeneous.
- Once we have a “product” we can see how we can use it to partner with other committees, see how we can use it, etc.
- This would be also a great new way to highlight our new Research Needs Coordinator position, currently under Sue Sillick.
- ACTION – Mary Ellen Tucker volunteered to start moving this initiative forward. ALSO: John Cherney will contact Kendra Levine to develop a private area in the website. Sue Sillick needs to be brought up to speed.

#### On more specific TSP issues:

- The paragraphs are too heavy; try breaking the text up for better readability.
- Page numbering is a great thing.

#### Question: Clarify NTL/LIST collaboration language on TSP.

- LIST is in a position of assess NTL activities through publications and as a platform for people to speak. We ought to be able to do this for the NTL.
- One example would be the NTL-sponsored Digitization Survey: LIST could be a forum for sharing best practices and presenting and printing the report. A response to this was that perhaps the NTL was in a better position to move this forward and not LIST.

#### Side detour into LIST and “papers” publishing:

- LIST should accept papers on best practices.
- Perhaps we should coordinate with the KM group out of WashDOT.
- A call for papers may be very effective.
- **LOST TRACK OF THIS CONVERSATION HERE!**

Back to the TSP:

- Add to the TSP that the new Research Needs Coordinator position for the committee was created, filled and already providing results.

#### FINAL ACTIONS

- Ken Winter will incorporate changes from meeting into TSP
- Ken will also send "goals" for reviews

#### 4. Adjourn

-END-