JTRP SAC Meeting Scheduling Process

SAC meetings are an important mechanism for facilitating engagement between Principal Investigators and the study advisory committee. These meetings are typically held at the following times:

* During the proposal development phase
* SAC Progress Meeting should be held every 6 months during a JTRP project. However, these are general guidelines and the PI and PA should confer to identify when those meetings should be held. For example, during some phases of the project it may be appropriate to meet more often. Similarly, during periods where there may be extended periods with little activity (perhaps waiting for construction projects to start), it might be more efficient for just the PA and PI to meet or teleconference.
* Upon completion of draft final report reviews by the SAC as a final close-out meeting to review final reports and develop implementation plans.

This document defines the process used by the JTRP office to facilitate scheduling of SAC meetings. Figure 1 graphically illustrates this scheduling time table. In addition to SAC meeting scheduled during the execution of the research, the JTRP Administrative Assistant is also available to assist when scheduling initial SAC meetings during the proposal development phase and close-out SAC meetings at the conclusion of the project at the PI’s request. For assistance and additional information regarding the SAC meeting scheduling process, contact JTRP Administrative Assistant, Bridget E. Brunton, at bebrunto@purdue.edu or (765) 494-6508.

|  |  |  |  |
| --- | --- | --- | --- |
| **Weeks relative to Targeted SAC Meeting Date** | **Before SAC Meeting** | **SAC****Mtg.** | **After SAC Meeting** |
| **W6** | **W5** | **W4** | **W3** | **W2** | **variable** | **W2** | **W3** |
| JTRP Office contacts PI offering assistance, cites last SAC meeting date, and includes current SAC list |  |  |  |  |  |  |  |  |  |
| PI sends JTRP Office available dates and list of key SAC members for scheduling and likely venue (Indy, West Lafayette, Laporte, etc.) |  |  |  |  |  |  |  |  |  |
| JTRP Office initiates scheduling (5-6 business days for response, spanning a weekend) |  |  |  |  |  |  |  |  |  |
| JTRP Office follow-up with missing responses |  |  |  |  |  |  |  |  |  |
| JTRP Office propose dates to PI based upon PA, BO, and key SAC member availability |  |  |  |  |  |  |  |  |  |
| PI selects date, may involve conferring with PA/BO to resolve conflicts |  |  |  |  |  |  |  |  |  |
| JTRP Office schedules room, projector and at PI discretion, webinar/dial-in number |  |  |  |  |  |  |  |  |  |
| JTRP Office sends email with scheduling details and attached icalendar carefully formatted  |  |  |  |  |  |  |  |  |  |
| JTRP Office sends reminder email to entire study team 3-5 days in advance. |  |  |  |  |  |  |  |  |  |
| JTRP Office sends template for SAC minutes with attendance roster to PI |  |  |  |  |  |  |  |  |  |
| SAC Meeting held |  |  |  |  |  |  |  |  |  |
| JTRP Office follow-up for SAC minutes 2 weeks after meeting |  |  |  |  |  |  |  |  |  |
| JTRP Office posts SAC minutes |  |  |  |  |  |  |  |  |  |

Figure 1: JTRP SAC Meeting Scheduling Workflow Overview

# JTRP SAC Meeting Scheduling Workflow

1. JTRP Office will maintain a list of current projects, including the date of the last SAC meeting.
2. On a weekly basis, JTRP Administrative Assistant will review the current project list and determine which projects have a SAC meeting due in 6 weeks (based on assumption of 6-month intervals for regular SAC meetings).
3. JTRP Administrative Assistant will pull the current SAC member list for each project with a target SAC date.
4. JTRP Administrative Assistant will send an email to the PI offering assistance in scheduling the SAC meeting. The email will include the following information (See Exhibit 1):
	1. Last SAC Meeting date
	2. List of current SAC members
5. PI will respond with preferred dates and time, venue, and list of key SAC members for scheduling.
6. JTRP Administrative Assistant will initiate the scheduling by sending an email with whenisgood link to schedule a date, providing 5-6 business days for a response. (See Exhibit 2)
7. JTRP Administrative Assistant will follow-up with missing responses after the stated deadline.
8. After polling dates are received, JTRP Administrative Assistant will send recommended times to the PI with expected attendees and absences. It is critical that both the BO and PA (as well as other essential SAC members identified by PI) are available during the recommended times. (See Exhibit 3)
9. The PI will confirm the preferred date and time. The PI may also provide a draft agenda for inclusion in the email sent with the scheduling details.

1. The JTRP Administrative Assistant will schedule a meeting room; schedule a projector; arrange webinar & dial-in participation, if applicable.
2. The JTRP Administrative Assistant will send out an email with the scheduling details, including icalendar carefully formatted. (See Exhibit 4)
3. The JTRP Administrative Assistant will send out a reminder 3-5 days in advance of the SAC meeting. (See Exhibit 5)
4. The JTRP Administrative Assistant will follow-up with PI to request SAC minutes two weeks after the meeting.
5. The JTRP Administrative Assistant will post the SAC minutes and update the current project file with the latest SAC Meeting date.

# Exhibits

Exhibit 1: Email to PI offering scheduling assistance.

Subject: SAC Meeting Scheduling for SPR-3528: Replacing Raised Pavement Markings (RPMs) with Painted Centerline Rumble Stripes (CLRS)

Dear Professor Bullock,

Our records indicate a SAC meeting for SPR-3528, Replacing Raised Pavement Markings (RPMs) with Painted Centerline Rumble Stripes (CLRS), was last held on March 2, 2011. SAC Progress Meetings should be held every 6 months during a JTRP project. However, these are general guidelines and the PI and PA should confer to identify when those meetings should be held.

I will be happy to assist you in scheduling the next SAC meeting. In order to do so, I will need the following information:

1. Possible meeting dates?
2. Times?
3. Locations?
4. Review the attached SAC member list and note members that essential to the meeting (in addition to the PA and BO)
5. Indicate if you would you like Webinar, a dial-in number or videoconference arranged?
6. Revisions to the following standard agenda
7. Introductions
8. Review of Research Need/Scope
9. Progress Update and Discussion
10. Summary of SAC Meeting Feedback and Recommendations

I look forward to hearing back from you. Please let me know if you have any questions.

Respectfully,

Bridget E. Brunton

Administrative Assistant

Joint Transportation Research Program

Phone: (765) 494-6508

bebrunto@purdue.edu

Exhibit 2: Email to SAC members to request availability for meeting.

Subject: SAC Meeting Scheduling for SPR-3528: Replacing Raised Pavement Markings (RPMs) with Painted Centerline Rumble Stripes (CLRS)

Dear SAC Member,

I am writing on behalf of Professor Bullock to schedule a SAC Meeting for SPR-3528: Replacing Raised Pavement Markings (RPMs) with Painted Centerline Rumble Stripes (CLRS). Please use the following link <http://whenisgood.net/e9wexgs> to indicate your availability (NY Time) for a 90 minute meeting. I would like to receive your response by the close of business on Friday, June 24, 2011. I will follow up with the selected date/time and venue by Friday, July 1, 2011.

Respectfully,

Bridget E. Brunton

Administrative Assistant

Joint Transportation Research Program

Phone: (765) 494-6508

bebrunto@purdue.edu

Exhibit 3: Email to PI with recommended meeting times.

Subject: SAC Meeting Scheduling for SPR-3528: Replacing Raised Pavement Markings (RPMs) with Painted Centerline Rumble Stripes (CLRS)

Dear Professor Bullock,

The following are the suggested dates for the SAC Meeting for SPR-3528 Replacing Raised Pavement Markings (RPMs) with Painted Centerline Rumble Stripes (CLRS) as well as those who can attend. As you indicated in your previous email I will arrange a dial in number and webinar link.

Monday, July 11, 2011 at 11:00 a.m. – 1:00 p.m.
Tuesday, July 12, 2011 at 11:00 a.m. – 1:00 p.m.

Please confirm which date you would like to host the meeting. I would like to receive a reply by Friday, July 1, 2011, so I can send email to the SAC on Tuesday, July 5, 2011.

Respectfully,

Bridget E. Brunton

Administrative Assistant

Joint Transportation Research Program

Phone: (765) 494-6508

bebrunto@purdue.edu

Exhibit 4: Email sent to SAC with scheduling details.

Subject: SAC Meeting Scheduling for SPR-3528: Replacing Raised Pavement Markings (RPMs) with Painted Centerline Rumble Stripes (CLRS)

Dear SAC Member,

Based upon responses received, we have scheduled the SAC Meeting for SPR-3528 Replacing Raised Pavement Markings (RPMs) with Painted Centerline Rumble Stripes (CLRS) on Tuesday, July 12, 2011 at 1:00 p.m. New York Time at INDOT Frankfort Sub-District, 1675 W. State Road 28, Frankfort, IN (<http://tinyurl.com/3vx2rhh>). For your convenience, I have also attached an icalendar file that you can click on and add this information directly to your outlook calendar.

The conference call details and webinar link are listed below:

Dial In #: 1 (213) 406-8520

Participant Access Code: 712-3532

<https://gomeet.itap.purdue.edu/db>

Agenda:
(Insert PI’s agenda if provided.)

Attendees:

Darcy Bullock

Joe Novak

Mike Prather

Randy Morris

Dave Boruff

Joseph Rudolph

Mike Bowman – VIA Telecon

Michael Holowaty – Possibly via Telecon

Jason Jones – Possibly via Telecon

Rick Drumm

Paul Michael

Dana Plattner – Webinar

Dwayne Harris – VIA Telecon/Webinar

Jim Poturalski – VIA Telecon

Jay Wasson – VIA Telecon

Not able to attend:

Ed Cox

Ryan Gallagher – Boruff & Rudolph in his place.

Please let me know if you have any questions. Thank you and we look forward to your participation on (Date).

Bridget E. Brunton

Administrative Assistant

Joint Transportation Research Program

Phone: (765) 494-6508

bebrunto@purdue.edu

Exhibit 5: Email reminder to SAC members about upcoming meeting.

Subject: SAC Meeting Scheduling for SPR-3528: Replacing Raised Pavement Markings (RPMs) with Painted Centerline Rumble Stripes (CLRS)

Dear SAC Member,

This email is a reminder of the SAC Meeting for Subject: SAC Meeting Scheduling for SPR-3528: Replacing Raised Pavement Markings (RPMs) with Painted Centerline Rumble Stripes (CLRS) which is scheduled for Tuesday, July 5, 2011 at 1:00 p.m. at INDOT Frankfort Sub-District, 1675 W. State Road 28, Frankfort, IN (<http://tinyurl.com/3vx2rhh>).

Thank you,

Bridget E. Brunton

Administrative Assistant

Joint Transportation Research Program

Phone: (765) 494-6508

bebrunto@purdue.edu