

TRANSPORTATION RESEARCH BOARD
GROUP F GUIDELINES TO STANDING COMMITTEES
ON
PREPARATION OF TRIENNIAL SELF-EVALUATION REPORT

(Revised February 2004)

Each standing committee in Group F is required to submit a triennial self-evaluation (TSE) report to the Group F Executive Board one year prior to the expiration of a three-year term of its chair.

This activity provides the committee the opportunity to:

- review its status relative to achieving its goals and outline future goals to ensure that the committee continues to play a significant role in identifying research needs, presenting the results of research and encouraging the implementation of those results within the transportation community; and
- provide justification for the committee's continuation to the Group F Executive Board and Technical Activities Council.

In addition, the activity allows the committee to:

- review its name and scope and recommend any appropriate changes to Group F Executive Board for approval.

The TSE report is comprised of two parts. The first part provides the committee the opportunity to review its name and scope. The second part provides the committee the opportunity to (a) evaluate its performance relative to its future goals from the previous TSE and (b) establish future goals.

To assist committees in preparation of the TSE report, a Check List has been developed (Attachment 1). This List will assist committee chairs in keeping track of information from year to year that is required to be included in a TSE report. Please review the Guidelines and the Check List often to ensure that the TSE report will contain all the pertinent information.

Part One – Committee Name and Scope

This is an opportunity to review the officially approved scope shown in the TRB Directory and/or posted on the TRB website and consider any necessary changes. At a minimum, the report should include name and scope statement from current TRB Directory and/or posting on TRB website and state when the committee last reviewed the name and scope and if they still are appropriate for the committee. If changes are needed, include the proposed scope statement and/or name and justification for the changes.

Part Two – Performance Evaluation and Future Goals

Performance Evaluation

This section of the report will include a description and an evaluation of the committee in meeting its goals over the past three years in the following two categories:

- I. Technology Transfer/ Committee Interactions
- II. Research Needs

To begin, reiterate the committee's future goals **from the previous TSE**. Repeating them here will allow the committee to evaluate its progress in meeting those goals.

I. *Technology Transfer/Committee Interactions*. In the self-evaluation concept the committee should consider this to be one of its prime functions. The committee can undertake any number of different activities to transfer research-related technology. The effectiveness of a committee in transferring technology and in identifying research needs is greatly enhanced when the committee or individual members interact with other TRB committees and relevant professional and technical societies. Examples of interactions to be considered are shared activities (e.g. co-sponsorship of symposia, etc.) or exchanges of information or resources to the benefit of either or both organizations involved, or to the transportation community.

Addressing Concerns from Previous Future Goals

Provide an assessment of the committee's performance in meeting its previous three-year goals regarding the use of technology transfer/ committee interactions in addressing its technical concerns, including an explanation for changes in direction over the past three years when necessary.

In support of this assessment provide specific information on the following and any other actions/activities that the committee deems are appropriate. Documentation should be by year:

Actions/Activities

1. Number of committee meetings each year, along with number of members and visitors in attendance at each meeting (at least one meeting each year)
2. Titles of committee-sponsored sessions -- paper, conference, and poster (at least one session each year)
3. Titles of informal presentations presented at committee meetings (at least one informal presentation each year)
4. Number of papers reviewed (at least one paper reviewed during evaluation period)
5. Number of papers published (at least one paper published during evaluation period)
6. Title of special publications, such TR circular, state-of-the-art report, special report, and conference proceedings
7. Sponsored or co-sponsored conferences, symposia, or workshops
8. Numeric breakdown of membership by government/industry/academia
9. Numeric breakdown of membership by geographic region/international
10. Information on committee members that are also members/friends of related TRB committees or other professional and technical organizations
11. Evidence of joint efforts with other TRB committees, other TRB entities, or other organizations (i.e. AASHTO, FHWA, State DOTs, ASTM, ASCE, FRA, AREMA, etc.)

II. *Research Needs*. TRB committees are required to stimulate research by developing, publishing, and publicizing research need statements (RNS), defining and publishing critical issues, and providing input to research programs at all levels.

Addressing Concerns from Previous Future Goals

Provide an assessment of the committee’s performance in meeting its previous three-year goals regarding the development of research needs in addressing its technical concerns, including an explanation for changes in direction over the past three years when necessary.

In support of this assessment provide specific information on the following and any other actions/activities that the committee deems are appropriate. Research need documentation should include the following for the evaluation period:

Actions/Activities

1. Titles of RNSs developed and/or titles of synthesis topics submitted over the past three years (at least one new RNS developed or synthesis submitted)
2. Titles of RNSs posted on TRB web site (at least one new RNS posted)
3. Title of committee’s RNSs included in any research program
4. Other

Future Goals

In this section the committee should set its direction, at least for the next three years. Try to be as specific as possible, which takes a great deal more thought than a general statement. It should answer the broad question: **How can this committee relate to the transportation industry and its changing needs to assist practitioners and researchers?**

Future goals documentation should include well-defined and focused statements with respect to the following:

1. Current and emerging technical concerns of practitioners and researchers
2. Concerns that require cooperative effort with other committees and/or outside organizations
3. Information on specific activities the committee plans to undertake to address the concerns identified in Items 1 and 2

A thorough, well-thought-out self-evaluation report reflects a committee that is functioning effectively and is well directed.

The Scope, Organization and Function Subcommittee under Group F Executive Board will evaluate the TSE report and provide a measure of performance for technology transfer/ committee interactions, research needs, and future goals using the following verbal grading:

- Outstanding*
- Excellent*
- Good*
- Fair*
- Poor*

ATTACHMENT 1

CHAIR/COMMITTEE CHECK LIST ON TSE REPORT PREPARATION

Part One: Committee Name and Scope

- State the committee name and scope
- List dates of name and scope review
- State number of participants in name and scope reviews
- State considered and proposed name and scope changes

Part Two: Performance Evaluation and Future Plans

Technology Transfer/Committee Interactions

- Number of members and visitors in attendance at annual and mid-year committee meetings by year
- Titles of sessions with sponsor and cosponsor information by year
- Title of informal presentations made at committee meetings by year
- Number of Papers reviewed, presented, and published by year
- Titles of published Circular, State-of-the-art report, etc with publication year
- Titles of workshops, specialty conferences with sponsor and cosponsor information by year
- Numerical breakdown of membership by government/industry/academia and by geographic region/international
- Documentation of interaction with other TRB committees, other professional organizations, etc. Documentation should show how such liaisons have been mutually beneficial.

Research Needs

- Titles of New RNS prepared by year; titles of RNS posted on the web; titles of RNS submitted for funding consideration and funding source by year and outcome.
- Titles of synthesis topics submitted by year and outcome

Future Plans

This section of the report requires a committee to provide information on current and emerging technical concerns of practitioners and researchers and concerns that require cooperative effort with other committees and/or outside organizations. Short- and long-term specific activities the committee plans to undertake to address these concerns should include information on the following items:

Short-term plans should provide specific information on:

- Topics selected for sessions, workshops, etc at the annual and mid-year committee meetings
- Topics selected for developing new RNS
- Topics selected for synthesis suggestions
- Strategy towards attaining balanced membership
- Strategy of involving all members in committee activities

Long-term plans should provide specific and/or general information on:

- Topics selected for preparation of Circulars with target dates for publication
- Potential for sponsoring or cosponsoring conferences with target dates
- Participation in development of Section's strategic plan on how to address concerns of practitioners
- Identification of emerging areas and their impact on transportation, and thoughts on creation of subcommittees, task forces to address such concerns
- Plans on outreach regarding dissemination of information well beyond the TRB audience