EBSS 2021 Midwinter Meeting Minutes

    - Recently distributed CFP for annual research forum
    - http://www.ala.org/acrl/aboutacrl/directoryofleadership/sections/ebss/ebsswebsite/ebsscommittees/research
    - Updated rubric to incorporate attention to equity, diversity & inclusion lens – to encourage all researchers to think about how their research affects diverse populations
- Scholarly Communication: Amy Minix
    - Have been working on survey that they sent out, closes on Monday
    - https://forms.gle/ELrAtMA3TsvY22zq6
    - Considering webinar on research data management
    - Considering updating libguide re: OER resources – be on the lookout for request for input
- Social Work: Stephen Maher
    - Finished work on companion document, presented webinar:
        - Social Work Companion Document: https://acrl.libguides.com/sw
        - Information Literacy Standards and Frameworks webinar: https://www.youtube.com/watch?v=Re0pU6HJxEg
    - Continuing to solicit feedback on the document

6. Other Business
    a. No other business
7. Adjournment
    a. Rachael moved to adjourn. Nancy seconded.

Proposal to Sponsor a Guest Lecturer on Developing Research Projects with an EDI Focus

Proposed Event:

As the current chair and vice-chair of the EBSS Research Committee, we are writing to request funds to invite a member of the LIS field who is proficient in research to deliver a 1.5 hour webinar in the Summer of 2021. The proposed 1.5 hour webinar would be freely accessible to members of ALA/ACRL/EBSS.

Impetus & Impact:

The EBSS Research Committee would like to offer a 1.5 hour webinar to increase proposals to the annual EBSS Research Forum by enhancing the visibility of EBSS as supportive community for research amongst EBSS librarians. With a focus on research projects that can help push EBSS librarianship in new directions (in line w/committee charge), the EBSS Research Committee would like to aid in the inspiration for those projects, creating development opportunities particularly for those who are new to research or may need help transforming creative and impactful librarianship activities into research projects. Additionally, aligning with a newly updated research proposal rubric that encourages examining all research with an EDI lens, this development opportunity could foster the prioritization of this perspective. This could ultimately encourage researchers to consider the impact they have on historically underrepresented and underserved communities.

Potential Speakers:

ŏ Dr. Kawanna Bright, Assistant Professor of Library Science at East Carolina University

ŏ Dr. Lili Luo, Professor at School of Information at San Jose State University

Funds Requested:

We have identified two potential speakers who are faculty members in LIS programs. Both scholars are women of color, who teach current LIS students and advise LIS professionals on research paradigms, methodologies, and frameworks. We propose that a speaker fee between $950.00-$1000.00 would be suitable, due to their level of expertise, as well as the time commitment involved with developing new content for the proposed webinar.

Timeline:

A specific date has yet to be determined and depends upon speaker availability and funding, but we would plan to begin advertising the webinar at our committee’s

EBSS Communication Studies Committee Meeting Minutes
6/5/20

Attending
Megan Heuer, Stacy Gilbert, Carolina Hernandez, Kyung Kim, Michael Pasquatoni, Kristina De Voe, Rayla Tokarz, Jen Bonnet

Committee Membership Updates
- Stacy Gilbert will be vice chair for 2020-2021, and then chair 2021-2023
- Jen Bonnet will be secretary for 2020-2021

Worked through "Notes for Final Edits"
- Consistency of terms
- Linking to external sources/documents where appropriate and user friendly (e.g., when entire name is mentioned)
- Footnotes, rather than endnotes, because of Google Docs' capacity for footnotes and not endnotes
-

EBSS Communication Studies Committee Meeting Minutes
7/23/20

Attending
Megan Heuer, Carolina Hernandez, Michael Pasqualoni, Kristina DeVoe, Stacy Gilbert, Jen Bonnet

Agenda
Spent time reviewing the Framework Companion Document for Information Literacy in Journalism in Higher Education

- Edits, deletions, additions, comments
- Discussed whether or not include footnotes or endnotes, plus a reference list (Stacy is looking into this)
- Considered whether to use broader terms like “Understand” in KPs and dispositions
    - Things you know or do are KPs, things you feel or value are dispositions
- Need more time to review the document as a group - Megan will Doodle the group

EBSS Communication Studies Committee Meeting Minutes
8/13/20

Attending
Megan Heuer, Stacy Gilbert, Carolina Hernandez, Kyung Kim, Michael Pasquatoni, Kristina De Voe, Hillary Ostermiller, Jen Bonnet

Agenda

- V

EBSS Communication Studies Committee Meeting Minutes
11/10/20

Attending: Megan Heuer, Michael Pasqualoni, Hillary Ostermiller, Kristina De Voe, Stacy Gilbert, Jen Bonnet, Kyung Kim

Agenda
Hillary comments/notes

-

Minutes from October 16, 2020 Meeting
ACRL EBSS Electronic Resources in Communication Studies Committee

Date: Friday, October 16, 2020
Time: 12:00 AM – 1:00 PM Central Time

Annual review of LRCS LibGuide

a. Co-chair, Rebecca Kelley, provided an overview of the process for reviewing and editing Libraryg aviyee for rSom-2 (bm-2 (bun(t)-2 (e)4 (re)4 cM)01(t)-2 (he)4 (w (he.33 -1tun(t)-2D

Minutes from Midwinter Meeting
ACRL EBSS/Electronic Resources in Communication

ERIC Users Committee
Meeting Minutes
Thursday, December 3, 2020
11am-12pm central time zone

Present: Amy Dye-Reeves, Kelly Hangauer, Nancy O'Brien (chair)

Guests: Ann Breitenwischer, Alissa Droog, Corinne Ebbs, Amy James, Patrick Labelle, Caitlin Stewart

1. Welcome and introductions
    1. Nancy O'Brien
        1. Committee has been inactive, hoping to revitalize it
        2. There are opportunities to join committee and people can use volunteer form to sign up: http://www.ala.org/acrl/aboutacrl/directoryofleadership/sections/ebss/ebsswebsite/volunteering/ebssvolunteering
        3. Erin Pollard, Director of ERIC database, usually attends virtual meetings
    2. Amy James
        1. Baylor University – instructor and librarian
    3. Amy Dye-Reeves
        1. Education liaison at Texas Tech
    4. Kelly Hangauer
        1. Education & Psychology Librarian at University of Iowa
    5. Alissa Droog
        1. Education and Social Sciences at Northern Illinois University
    6. Corinne Ebbs
        1. Education Resources Head in Western Massachusetts
    7. Caitlin Stewart

ERIC has been extremely busy, but most of what we are doing has been behind the scenes. I would say our biggest things of notes are:

- We released a new API (*Introducing the ERIC API* https://www.youtube.com/watch?v=SCIxFmJWgD4). This was designed to be useful for developers, but we realize researchers and librarians are our main users. I regularly use it for our systematic reviews and it saves so much time.
    1. You might want to look at it and see if it would be useful for you. Fairly intensive project if using for systematic review.
    2. Corinne Ebbs interested in getting more information on API
- We made a huge change to the IES Public Access policy where we now have over 600 journals that will deposit articles on grantee's behalf (see: https://ies.ed.gov/blogs/ncee/post/reducing-the-burden-to-grantees-while-increasing-the-public-s-access-to-ies-funded-research). This is saving res

8. Ann – sometimes when dealing with very narrow subjects, it might be helpful if was like the other databases and included “Cited by”.
    1. Nancy – it is more available in ProQuest, but not in Ebsco
    2. Corinne – Google Scholar is useful for citation counts
9. Corinne – question re: how much time librarian teachers spend on the thesaurus
    1. Amy James – depends on the education level. Especially useful for graduate students.
    2. Caitlin – encourages undergrads to look at the subject headings for articles that look good. Takes time because of discussion around natural language v. database subjects.
    3. Alissa – also covers it more with grad students

– gr226 fdsats4o0 (nc)(m)-3 (e)10 (t)2 (i)6

EBSS Instruction for Educators Meeting

Monday, 28 September, 11 am - 12:00 pm (Central)
Zoom

In attendance: Alison Lehner-Quam, Ashley Crane, James Rosenzweig, Jennifer Shimada, Laura Cameron, Lindley Homol, Melissa Gomis, Robin Ewing (chair), Trent Brager (secretary), Brittni Ballard (guest), Claire Holmes (guest), Karen Wanamaker (guest)

Welcome and Introductions

- We will continue to do procedural steps like intros at meetings until we're more familiar with each other

Adoption of Agenda

- Adopted

Review of Minutes Process

Trent & Robin unveiled the process for reviewing and publicizing our minutes

- During meetings Robin will display a copy of the agenda and add to it the Google Drive meeting folder as the minutes document. All will have edit access to add to Trent's notes as he takes them during the meeting.
- Trent will send out minutes to listserv, ALA Connect, and EBSS after they are approved by the committee. He will give 1 week for edits to be made by those in attendance. After this week, they are considered approved.
- Robin will set the agenda and send out to listserv, Connect, and EBSS before meetings

Fall Virtual Discussion

Review Fall Discussion Planning notes from 8/31 meeting

- Several discussion questions (in quotes) and overall notes were given to frame the upcoming virtual discussion we're hosting
    - "How are you doing instruction for educators with a Framework tie-in?"
    - Don't include Framework piece very heavily - so we can learn what other tools/documents people use when planning instruction for educators. We could then ask, "why are you using those tools and not the Framework?"
    - "What tools would be helpful for you going forward?" team? It should add a question to address what's going on currently, specifically about providing online instruction. Perhaps:
        - "Which frames are challenging while we're doing strictly online instruction?"

        - Is this a 1-year project? A 3-year project?
        - Many suggestions on how to go about the project regarding timeline:
            - We should start by selecting an end date and fill in benchmarks before that.
            - We should, by the end of the year, have a deliverable of the plan for a multi-year project.
            - This year, we get feedback that informs the draft of the , and next year, we get feedback on the draft.
    - There was a suggestion to form a small group to plan the timeline.
        - Many chimed in to wait until the next meeting to begin planning on this.
    - Other EBSS Committees have been working on companion documents. We should contact them to learn best practices.
        - Post-meeting note: The Social Work Committee has completed theirs (or is, at least, very close)

Adjourn

ACTION ITEMS

- Robin will follow up with the EBSS Chair on if there are any requirements for EBSS discussions
- Robin will check with the EBSS Chair if there is any $ for data calculation and analysis if we were to conduct a survey
- **ACTION ITEM:** All IFE members will review the following resources by next meeting:
    - ACRL ILFSC: Virtual Discussion Forum: Developing Disciplinary Companion Documents to the ACRL Framework: https://www.youtube.com/watch?v=Zjf9eFWS9mI
    - Review Tips for Developing Framework Companion Documents
    - Review ILFSC LibGuide
    - Review the 2011 IL Standards for Teacher Education

Meeting Schedule

October 19, 2020
November 16, 2020
December 14, 2020
January 11, 2021
February 8, 2021
March 15, 2021
April 12, 2021
May 10, 2021

EBSS Instruction for Educators Meeting

Monday, 19 October, 11 am - 12:00 pm (Central)
Zoom
Meeting ID: 938 9156 6438
Passcode: ebssife

Attendance

Robin Ewing (chair), Trent Brager (secretary), Laura Cameron, Ashley Crane, Melissa Sue Gomis, Alison Lehner-Quam, James Rosenzweig, Jennifer Shimada, Lindley Homol

Welcome and Introductions

- Several of us have Zoom accounts that allow for registration but none have tested it.
    - **ACTION ITEM**: Each of us will test it out by the end of the week and inform the group if they can host. Be sure to check if you can

- Do we have an Information Literacy Frameworks and Standards Committee (ILFSC) liaison as mentioned in the “Tips” document?
    - We had one assigned previously: https://acrl.libguides.com/c.php?g=636310&p=4459588
    - **ACTION ITEM:** Robin will follow up and see if that is still current or if we need to re-request a liaison
- Overall Thoughts and Questions
    - The videos are helpful to show how the companion documents are so discipline-specific and use the same language as the faculty and practitioners
    - We need to recognize faculty’s areas of concern. Ex.How do we meet a specific Frame if there’s no specific class about an IL concept? Our companion document document can’t be too prescriptive that faculty can’t be flexible with them
        - Buy-in is so important and it’s great that we’re talking about this at the beginning.
    - The discipline of education is quite standards-based as opposed to Framework-based. How do we make this usable yet “Framework-y”?
    - The idea of “Tricky Concepts” used in one of the videos is something we could borrow
    - Outcomes vs. dispositions. It would be good to good to include **sample learning activities** to show how to reach disposition goals that are less measurable than outcomes
- Are there any completed companion documents? If so, where do they live?
    - Yes, here’s the Social Work Committee’s: https://acrl.libguides.com/sw/about
- Thoughts on the creation process:
    - How do we balance between doing a ton of research to prepare ourselves to create the document vs. actually completing the document?
        - Setting deadlines can help this from becoming simply a research exercise
- What’s the history of this project in IFE?
    - AASL/Teacher Education IL Standards crosswalk and several other crosswalks were worked on before 2018 and not much has happened since…
- Crosswalks
    - AASL-ISTE Standards crosswalk from AASL: https://standards.aasl.org/wp-content/uploads/2018/08/180828-aasl-standards-crosswalk-iste.pdf
    - We should develop crosswalks though they don’t need to be “research-level”. Here’s some that would be valuable:
        - IL for Teacher Education to Framework
        - ISTE to Framework
        - AECT to Framework
        - AASL to Framework
        - AASL to Framework
        - CAEP to Framework
    - Jennifer has experience developing crosswalks with the Framework for her institution as seen here:

EBSS Instruction for Educators Meeting

Welcome and Introductions

No, looks like good structure

Identify stakeholders of the document

- Education librarians
- School of education faculty
- Secondary = Library admin - It needs to sound feasible for them. Shouldn't have to give them a hard sell. Could we add a component of the document that speaks to them directly?
- Secondary = Students - They will/should be teaching these skills to their students in the future so we should make this usable for them
- Practitioners

Questions for Annah Hackett, our ILFSC liaison who will be at the December 14 meeting

- Who besides the Social Work Committee has a completed companion document?
- Are other committees that are creating Framework companion documents gathering

Meeting Schedule

December 14, 2020
January 11, 2021
February 8, 2021
March 15, 2021
April 12, 2021
May 10, 2021

EBSS Instruction for Educators Meeting

Monday, 11 January, 11 am - 12:00 pm (Central)
Zoom
Meeting ID: 917 9696 2399
Passcode: ebssife

Regrets: Ashley Crane, Kathryn Otto, Leslie Morgan

Note Taker: Trent Brager

Welcome and Introductions

Review of EBSS IFE Virtual Discussion Session

Padlet Notes
What themes & ideas emerged from the conversation?

- Wide breadth of topics. We want pre-service teachers to know a lot.

Q1: What skills or dispositions do education students need to learn from a librarian? Which skills or dispositions are particularly challenging to teach and why?

Q2: How are you adapting to teaching during the crisis? Have you changed your planning process or learning objectives?

Q3: Have you integrated the ACRL Framework or the Information Literacy Standards for Teacher Education into how you teach education students? What other resources do you use when planning or assessing your instruction?

Response from April, EBSS Chair

-

- How do we integrate knowledge practices v. dispositions AND focus on technology?
- Move “Examples of Learning Objectives and Activities” higher on the page/document since we’re working with a practice-focused profession
    -

Committee

Robin Ewing, Trent Brager, Laura Cameron, Ashley Crane, Melissa Sue Gomis, Alison Lehner-Quam, Kathryn Otto, James Rosenzweig, Jennifer Shimada, Leslie Morgan

Meeting Schedule

January 11, 2021
February 8, 2021
March 15, 2021
April 12, 2021
May 10, 2021

EBSS Instruction for Educators Meeting

Monday, 8 February, 11 am - 12:00 pm (Central)

Zoom

- Ashley: assessing the level students are at in their IL, both in undergrad v. grad, and between grades in P-12 (e.g. 6th grade v. 8th grade)
    - More on digital literacy or media literacy rather than specifically IL
    -

- Scope/purpose
- Potential structure/vision,
- Special challenges related to information literacy in the disciplines
- Additions?
    - Add reflection section to our companion doc or include within each Frame?
    -

January 29, 2021
11AM Eastern

Attending: John Siegel, Jordan Sly, Yali Feng, Emily Bergman, Emily Kingsland, Emily Darowski, Julia Eisenstein, Kimberly Arleth, Liz Chenevey, Melissa Vetter, Peter Tagtmeyer, Genevieve Innes, Kathy Shields, Meghan Testerman, Anita Kuiken

Agenda & Minutes

- Introduce attendees
- Review 2020 subgu<s

- Other Business
    - Facebook Page for Society for the Teaching of Psychology has a lot of helpful conversations (e.g., about OER)

Email Excerpt
from Rebeca Peacock, 12/03/20, member of the Information Literacy Frameworks and Standards Committee, and the liaison to the Education and Behavioral Sciences Section Psychology Committee.

The committee's role is to oversee the development and review of discipline-specific information literacy documents. As your liaison, I can answer questions and provide guidance as you update [or develop] your information literacy documents. The committee's LibGuide has a host of information to guide you in this process, including a tip sheet and checklist. Chapter 14 of the ***ACRL's Guide to Policies and Procedures*** also details the steps of this process.

We recognize that this process can take a considerable amount of time, and it is helpful for us to have an approximate timeline for each group. If you have any questions, please do not hesitate to contact me.

Minutes: Social Work Committee

29 July 2020 / 10:00 AM / Zoom

Attendees

Olivia Given Castello, Sarah Johnson, Stephen Maha, Maureen Elise Barry, Scott Marsalis

Minutes

1. Leadership of this group for 2021
    - SJ and SM are now( )969 0.3656n1DC /C20 1

Next Meeting Agenda

1. Aug. 25, 2pm EST
2. Finalize our companion doc LibGuide edits
3. Brainstorm ideas for next projects

Action Items

1. OGC: Send Doodle poll to for next meeting, sometime the week of 9/14
2. All of us: finalize comments/working in the About tab Google Doc, within the ACRL Framework tab bold the passages originally bolded in our starting spreadsheet, continue to work through MB's punchlist to edit our individual frame tabs on the guide for consistency
3. SJ: let us know when ACRL leaders confirm the next steps in the publication process, rename References tab to Resources, provide a PDF as well as Word document
4. ScM and MB: fine tune the boxes/formatting of this new ACRL Framework tab
5. All of us: if anyone knows any of the Social Work Librarian's Toolkit contributors ask them about their vision and process

Next Meeting Agenda

1. Meeting date/time: 9/16/2020 11am EST
2. Finalize our companion doc LibGuide edits and publish the guide
3. Continue brainstorm ideas for next projects
4. Update on CSWE?
5. Discuss what would be next for revising the Social Work Librarian's Toolkit?

Minutes: Social Work Committee

16 September 2020 / 2:00 PM EST / Zoom

Attendees

Present: Yali Feng (YF), Sarah Johnson (SJ), Stephen Maher (SM), Maureen Elise Barry (MB), Olivia Given Castello (OGC), Thomas Weeks (TW), Carin Graves (CG)

Absent: Scott Marsalis (ScM)

Minutes

1. Welcome new member: Thomas Weeks
    - Social sciences and education librarian from Augusta College
2. Companion Document to the ACRL Framework LibGuide
    - Review & finalize edits to About page
        - MB: will update the text from the Google Doc, and will make the links Link assets so that the LinkChecker can be used on them
    - Review & finalize "punch list"
    - Announcement to Academic Social Work Librarians email list (?)
3. CSWE-- there will be a virtual social work librarians meeting. SJ will update the academic social work librarians group soon about it
4. Continue discussion: next project, new projects.
    - Social Work Librarian Toolkit
        - SJ talked to Kimberly Pendell - we are welcome to revise the toolkit
        - CG also reached out to a colleague who had worked on it as well, and will report back about that conversation
        - The other items we've brainstormed can yield things that would be added to a toolkit, so we will prioritize those first
    - Systematic Reviews
        - We don't want to duplicate programming or other work already don't but the ACRL Interest Group on SRRM
        - Perhaps host something joint with them, or something that focuses on discussion/sharing of social work librarian experiences related to systematic reviews
        - Possibly journal club format (e.g. an article), or view and discuss a presentation on SRs in social work (e.g. ScM's 2019 EBSS Research Forum presentation)
    - Digital Scholarship (Tabled for next meeting)
        - YM: will send SJ a paragraph suggesting topics/resources (?)
    - Shared Collection Development (Tabled for next meeting)

Minutes: Social Work Committee

14 October 2020 / 10:00 AM EST / Zoom

Attendees

Present: Sarah Johnson (SJ), Stephen Maher (SM), Maureen Elise Barry (MB), Olivia Given Castello (OGC), Thomas Weeks (TW), Carin Graves (CG), Scott Marsalis (ScM)

Absent: Yali Feng (regrets)

Minutes

1. Brief update on discussion with ACRL EBSS publications committee
    - SJ talked to Caitlin Plovnik-- after mid-Nov. She will update us about what is needed to make this an "official publication" of ACRL so that it is a citable document
    - There is a transmittal form that needs to be filled out
    - We need to share a draft with C&RL News
2. Continue discussion of possible next projects
    - Open Social Work Education -- if anyone knows anyone involved with Open Social Work Education, ask them about what's new with that OER project and report back at our next meeting
        - SJ notes from talking to Kimberly Pendell 9/21
            - There should be a redirect on this site to our new website https://opensocialwork.org/
            - Close to having something for each of the core courses
            - Intro to SW was written by students; may need to be updated
        - SJ notes from Matt DeCarlo (Social Work professor, Stockton U) 9/22:
            - I'm excited that there is interest in social work OER! Things are denr11.0lA5-q073ork OCgkight edirectio.s Wo hed wor newHBSEe

              Socis

4. All of us: promote companion LibGuide
5. Maureen will reach out to EBSS leadership to ask if they have web page stats on Social Work Liaison toolkit

Minutes: Social Work Committee

1 December 2020 / 2:00 PM EST / Zoom

Attendees

Present: Sarah Johnson (SJ), Stephen Maher (SM), Maureen Elise Barry (MB), Olivia Given Castello (OGC), Yali Feng (YF), Scott Marsalis (ScM)

Guests: Kimberly Pendell, Matt DeCarlo

Absent: Thomas Weeks (TW, regrets)

Minutes

1. Kimberly Pendell and Matt DeCarlo (Open Social Work

        - Argue for content creation - authoring something new as a way of flipping the class, or modify existing content to tailor it, or take all your class content and put it into a workbook that is an open resource
            - Also faculty can share activities, videos, etc. so often we focus on full-length textbooks
            - Libretexts is an open text-remixing platform that Matt is excited about
        - New faculty can be the most receptive to using OER
    - Is there any way you think the current COVID-19 crisis could help usher in a pivot to open?
        - This moment is forcing a lot of professors to take classes online, so that shift to using technology could be an opening
        - It could be a good chance to communicate that as some students run into textbook issueç
          financially on the margins
        - There is subscription content that students outside North America may not be able to access
        - A chance to explain that some textbook publishers will not sell us an ebook version - faculty may not have been put in a position where they've noticed this in the past
        - As their presentation advocated: positioning OER within social work as a social justice issue, since social inequalities are being very starkly exposed now due to COVID
    - Would they be open to doing a webinar geared towards social work librarians?
        - For this group and open to the other Academic Social Work Librarians group as well?
        - Are there groups in CSWE that would be interested in OER?
        - Matt: I'd be happy to present or offer any resources I can. My goal is to build a community of practice in social work using open education, so we can scale up the resource sharing we already do. Working in open education has helped me understand just how central librarians are in that scholarly project.
2. Some resources shared:
    - Workshop Matt gave at CSWE https://www.youtube.com/watch?v=8E3zPZEy3c0&t=554s&ab_channel=MatthewDeCarlo
    - CSWE Educational Resources pages
        - https://www.cswe.org/Education-Resources
        - https://www.cswe.org/Centers-Initiatives/Centers/Center-for-Diversity/Educator-Resource
        - https://www.cswe.org/Centers-Initiatives/Initiatives/Clearinghouse-Policy-Coalition/Policy-Clearinghouse-Resources/Social-Welfare-Policy-Services-Syllabus

- https://psyarxiv.com/f9m47

3. Next meeting: late Jan. or early Feb.

Action Items

1. OGC will send out doodle poll for next meeting late Jan. or early Feb.

Minutes: Social Work Committee

4 February 2021 / 1:00 PM EST /

Attendees

Sarah Johnson (SJ), Stephen Maher (SM), Maureen Barry (MB), Cari- f1 BT0 g0.004 Tc -0.004 Tw 11.040 0 11.047 2 59
paper. The 20-

    - The committee felt this was a manageable/achievable project and decided to divvy up the work.
5. Next meeting: Thursday, April 1, 1:00 p.m. EST

Action Items

1. For next meeting:
    - SM: will ask Google Group for their thoughts on the toolkit.
    - MB: will reach out to ACRL to ask if/how we can edit the toolkit
    - SJ: will create a Google Doc to serve as a brain dump for this project
    - SJ: will check Stats & Data