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Hispanic/Latinx Inclusive Terminologies Projects Technical Report

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An abstract painting with vibrant colors and thick brushstrokes. The background is a mix of red, orange, yellow, green, blue, and black, with visible texture and depth. The colors are layered and blended, creating a rich, textured effect. The brushstrokes are thick and expressive, adding to the overall dynamic and energetic feel of the artwork.

MLA LATINX CAUCUS

HISPANIC/LATINX

INCLUSIVE

TERMINOLOGIES

PROJECT

TECHNICAL REPORT



MLA Latinx Caucus

Hispanic/Latinx Inclusive Terminologies Project

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Purpose

The purpose of this document is to describe the project management elements of the Hispanic/Latinx Inclusive Terminologies Project that was completed within a one-year timeframe. Individuals are welcome to review this document in order to apply/inform their future project objectives, structure, and deliverables when working with large/multi-project teams.



Background

The MLA Latinx Caucus & Partners

Established in 2014, the Latinx Caucus of the Medical Library Association serves to promote programs addressing health issues unique to the Hispanic/Latinx community, advocates for Latinx members and encourages participation by anyone regardless of race/ethnicity that support these endeavors.

Learn more about the MLA Latinx Caucus by visiting their [homepage](#) and [Twitter page](#).

Calls to Action

On June 1, 2020, the MLA Latinx Caucus [wrote a statement](#) condemning acts of police brutality and in solidarity with the African American Medical Librarians Alliance (AAMLA) Caucus. Within the statement, the caucus leadership outlined a series of calls to action (see box below). The caucus took note of additional calls to actions echoed by two MLA 2020 conference sessions that discussed systemic bias in health sciences librarianship and the need for transparency in open science. Collectively these calls acted as a catalyst for pursuing a project that would address racial bias and systemic barriers.

From [Official Statement](#):

As members of the Latinx Caucus, we will:

- *Listen and validate Black, African American, Afro-Latinx library colleagues' experiences*
- *Read the DEI literature, including Diversity and Inclusion in Libraries in order to learn, self-reflect and take action*
- *Hold constructive dialogue with white library colleagues to encourage support and better understand the significance of these events*
- *Take action through DEI programming, partnerships, and advocacy*
- *Use our voices to be a part of the conversation for change*

Taking on a Diversity, Equity, and Inclusion Project

When taking on a project that is focused on addressing issues related to diversity, equity, and inclusion consider these take-aways when drafting your project structure, goals, and aims:

- Consider who needs to be centered in the project
- Consider using a [cultural humility approach](#) to your project
- Have project members agree on community guidelines
- Have project members formulate positionality statements

Project Team Aims

Collaborative Approach

The Hispanic/Latinx Inclusive Terminologies Project could not be successful without its collaborative approach that brought together 16 individuals across academic disciplines and librarian specialities, working virtually across multiple time zones and at different institutions in the US and Canada.

Below were each team's main objectives:

Search Hedge Project Team	MeSH Project Team
<ul style="list-style-type: none"> To build a comprehensive search hedge that captured Hispanic/Latinx and Spanish-speaking populations in the United States. 	<ul style="list-style-type: none"> To examine MeSH vocabulary related to Hispanic/Latinx populations in order to make inclusive recommendations that enhance search capabilities.

Project Team Structure

Project Team Roles

Each project team had co-leads, project contributors, and subject matter experts/mentors-in-residence.

Search Hedge Project Team	MeSH Project Team
2 Project Leads	2 Project Leads
3 Subject Matter Experts/Mentors-in-Residence	2 Subject Matter Experts/Mentors-in-Residence
4 Project Contributors	3 Project Contributors
Total Members: 9	Total Members: 7

Project Leads

Project leaders coordinated meetings and ensured that project deliverables were completed within the project timeline. Each project team had two co-leaders to better balance project responsibilities.

Subject Matter Experts/Mentors-in-Residence

Subject Matter Experts/Mentors-in-Residence (SME/MIRs) provided their expertise and guidance on processes and steps to take in completing the project. Examples of expertise provided during the course of the project included: expert searching, controlled vocabularies/medical subject headings, search hedge construction, and



racial/ethnic studies. SME/MIRs provided peripheral support and guidance which then encouraged project co-leaders and contributors with autonomy to drive tasks forward. This approach proved helpful in de-centering members who identified as White who also did not want to dominate the conversation or progress of each team or individuals who identified as Black, Indigenous, Person of Color (BIPOC).

Project Contributors

Project contributors participated in the work required to meet project deliverables and milestones. Their support for the completion of project deliverables allowed for dividing labor across large tasks such as the translation of search hedges to work in multiple databases and the formulation of the scoping assessment across multiple sources.

Project Action Plan

An [action plan](#), similar to a project charter, was created to provide potential project members with detailed information regarding how and why the project was put together, the project vision, an explanation of project roles and responsibilities, and objectives/deliverables. The document also hyperlinked to more detailed plans for each project team, found [here](#) and [here](#). The action plan was originally created in August 2020 and used during the first series of meetings.

Project Team Timeline

The project began in Fall 2020 with two initial meetings with potential project participants. By Winter 2021, the project was split into two teams to review search hedges and medical subject headings, respectively. All-member project meetings took place once a quarter. Project leaders from each team held joint meetings to share progress and activities taking place. By Summer 2021, both teams finalized their deliverables. Project wrap-up took place on September 28th, 2021.

Below are the main meetings scheduled for both teams. Each meeting duration was set for 1 hour:

Meeting Order	Meeting	Date
First Introductory Meeting	MLA Latinx Caucus Projects Meeting #1	October 5, 2020
Second Introductory Meeting	MLA Latinx Caucus Projects Meeting #2 (Follow-Up)	October 27, 2020
After the two introductory meetings the Search Hedge and MeSH Project Teams split and scheduled meetings independently, but regrouped during the quarterly meetings outlined below.		
First Quarterly Meeting	Feb 19th All Groups Quarterly Meeting (Hispanic/Latinx Projects)	February 19, 2021



Second Quarterly Meeting	May 4th All Groups Quarterly Meeting (Hispanci/Latinx Projects)	May 4, 2021
Third Quarterly Meeting	July 27th All Groups Quarterly Meeting (Hispanic/Latinx Projects)	July 27, 2021
Fourth Quarterly Meeting	Sept 28th All Groups Quarterly Meeting (Hispanic/Latinx Projects)	September 28, 2021

Meeting Model & Structure

This flowchart shows the meeting model and structure that was used during the course of the project and demonstrates the collaborative approach between both project teams during the course of one year, beginning in October 2020 and continuing through September 2021.

[SEE FULL FIGURE ON NEXT PAGE]

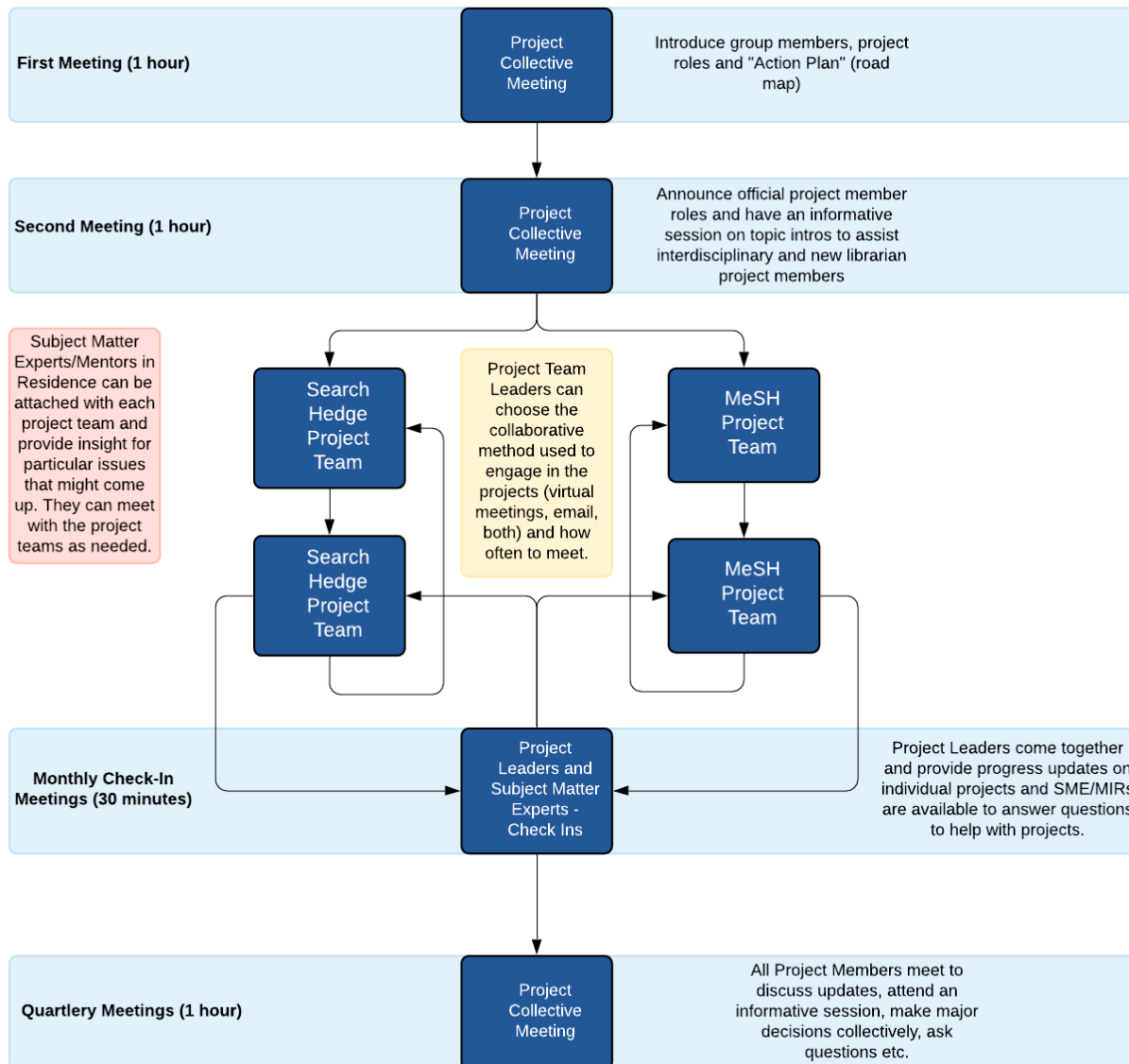


Figure 1. Meeting flowchart for both project teams through the course of one year.

Meeting Tools & Considerations

Because digital technologies change over time, below are general considerations for running successful meetings with multiple teams:

- Consider **outlining your meeting model and structure** (see Figure 1)
 - Locate **workflow/diagram tools** to help you map out meeting models
- Consider using your institution's **virtual platforms** to set up meetings



- If you do not have an institutional subscription, many of these platforms can be used for free with some limitations such as number of attendees or time limits
- Consider using a **polling tool** to determine best times to meet for individuals residing in different time zones
 - If it is difficult to decide on a time, make recommendations on a set time that most project members can attend and then do the following to keep all members up to date on progress:
 - Record your meetings (if permission is granted by members)
 - Send out a follow-up email with a meeting recap
 - Offer to meet individually with anyone who is seeking further guidance or assistance

Project Deliverables

Project descriptions and deliverables were shared during the second meeting on October 27, 2020. Below is an overview of each project team's objectives and main deliverables.

Search Hedge Project

Original Objectives:

1. Create a set of functional search hedges based on the availability of Hispanic/Latinx terms in each respective database.
2. Once functional search hedges are created by the group, the next step will be to identify and run one database through testing and validation with input from expert searchers
 - a. A working group has formed to validate the PubMed (NLM) search hedge.

Based on the work completed within the one year timeframe, below were the final deliverables:

- PubMed Search Hedge
- Translated search hedges to other biomedical databases

The PubMed Search Hedge was completed and submitted to Temple University's institutional repository, TUScholarShare in July 2021.

MeSH Project

Original Objectives:

1. Complete a scoping assessment of how Latinx terminology is emerging in the literature
2. Make MeSH recommendations:



- a. Determine additional entry terms for Hispanic Americans
 - b. Determine additional entry terms for Mexican Americans
 - c. Determine additional MeSH terms
3. Put together a one-pager in an SBAR format outlining recommendations
 4. Set up a monthly schedule to submit recommendations to the MeSH Review Team
 5. Consider writing a paper on the topic

Based on the work completed within the one year timeframe, below were the final deliverables:

- Four MeSH Term Recommendations
 - Latin American MeSH term recommendation
 - Brazilian American MeSH term recommendation
 - Hispanic American MeSH entry term recommendations
 - Mexican American MeSH entry term recommendations

All four recommendations were submitted to the National Library of Medicine (NLM) Customer Support Center in the Summer of 2021, between July-August 2021.

Project Next Steps

At the conclusion of the one-year commitment, project co-leaders, SME/MIRs, and project contributors had the option to continue into the second phase of the Hispanic/Latinx Inclusive Terminologies Project which has been split into two areas:

1. Validation of the PubMed Search Hedge
2. Dissemination of deliverables and findings into presentations and manuscripts

We hope to conclude this phase of the project by the end of 2022.

Project Repositories

In recognizing the need to disseminate information using [Open Scholarship](#) principles, this project's documentation and deliverables have been uploaded through various institutional repositories and third-party repositories. The central repository for this project can be found at <https://osf.io/9mgwq/>. We recommend that future projects related to this one are also shared through open repositories to encourage further collaborations in this field of study.

- Digital Scholarship@UNLV: <https://digitalscholarship.unlv.edu/>
- ISSG Search Filter Resource, The: <https://sites.google.com/a/york.ac.uk/issg-search-filters-resource/home?authuser=0>
- Open Science Framework (OSF): <https://osf.io/>
- TUScholarShare: <https://scholarshare.temple.edu/>