

Literature Committee Report  
Spring 2026 – Houston, TX  
Roxanne D. – Committee Chair

## **Project Summary: Literature Digitalization & Review**

### **Conversion Progress**

At the request of the Digital Strategy Committee, the committee has been converting legacy PDF source files into editable formats to eliminate the need for manual retyping.

- **Total Requests:** 20 pieces of literature
- **Completed:** 16 documents successfully converted to editable formats.
- **In Progress:** 2 documents currently undergoing conversion.
- **On Hold:** 1 document currently on hold pending outcome of Board of Trustee vote
- **N/A:** 1 document identified as non-source material; no conversion required.

### **Editorial Updates**

The Literature Committee has completed a series of formatting, grammar, and structural revisions of the last publication of the Combo Book. These updates will be implemented in the next scheduled printing.

### **Six-Month Outlook**

Our primary focus will shift to a systematic review of all current literature, prioritizing documents by their oldest revision dates. This review includes:

- Correcting typographical, grammatical, and structural errors.
- Identifying outdated verbiage to be submitted to the Board of Trustees for amended publication approval.

### **Membership**

The committee remains open to new members and encourages those interested in contributing to our editorial process to join.