

Notes from meeting of COIL Workshop Planning Committee
July 5, 2005

Attending: Kate Corbett, Barbara Miller, Tom Thorisch, David Oberhelman

Tom Thorisch will be on vacation from August 5: Donna Davidson will be our contact at OSU-Tulsa.

Tom will turn the design of the workshop flyer over to a staff member at OSU-Tulsa who has been doing some great work with MS Publisher. He will send out a draft for comments. When the flyer has been finalized, it will be posted to the COIL list, the OK-ACRL list, the UCD list, the LED list and the SLIS list. It will also be sent to everyone who attended last year. Can we pull out the names of those already on the COIL list? The workshop date is Tuesday, August 16, 2005 9-4pm at OSU-Tulsa.

The Committee discussed a title for the workshop. The group agreed on "But are they learning?: Integrating teaching and learning styles into course design." Speakers are Jane Bowerman from OU who will speak on student learning styles and Susan Stansberry of OSU will present a demonstration of a Government Documents class designed with teaching and learning styles in mind.

After lunch, which will be provided on site, David will speak on the commonalities of databases, showing how knowledge of one database can lead to familiarity with most databases.

After David's presentation, the group will break up into pre-assigned groups and work on designing an instruction class for a hypothetical professor.

The groups will reassemble for brief presentations.

There will be time for a conference wrap-up and questions.

The cost of registration will be \$12.00 and will include lunch.

RSVP by August 11 giving names of all attendees from your institution. Lunch preferences for vegetarian meals should be noted. RSVP by email to Kate Corbett.

The Committee turned its attention to the menu for the workshop.

Coffee will be provided for all attendees during arrival.

AM Break Mini muffins
 Bagels and Cream Cheese David
 Fruit Tom

Lunch will be sandwiches and chips and cookies, provided by Subway. We will purchase canned soda, water bottles.

PM Break Fruit Kate
 Cookies Barbara

Packets will include: OSU-Tulsa folders, stationery and handouts from the speakers, Kate will inquire about Langston providing pens...

The two speakers will be given \$30 gift cards from Amazon.com in appreciation of their time and trouble. Barbara and David will take care of the gift cards using the OK-ACRL credit card. They will also be responsible for getting the receipt book and credit card from Steve Locy for the day of the workshop.

Kate will get name tags and will number them from 1-8 to break up the attendees for the afternoon session.

David will prepare an evaluation form which will include questions about other topics of interest.

Kate will prepare a membership form to be included in the packet. Workshop attendees will be encouraged to fill in the form and return it to a box right at the workshop. The form will say that the next meeting will be in October.

Kate
7/10/05