**COIL Meeting Minutes**
**Friday, January 30th, 2015**
**1:00 – 2:30**
**Tulsa Community College**
**Metro Campus Library**

Attendees: Myra Bloom, Adam Brennan, Kristen Burkholder, Megan Donald, Suzanne Haynes, Tamara Kharabora, Gisele McDaniel, Ruth Neal, Clair Powers, Krista Ramirez, April Schweikhard, Sarah Whittle

I.  **Introductions and Get-to-Know-You activity (Everyone)**
    a.  The meeting began with introductions and a fun get-to-know you activity called Two Truths and a Lie.

II. **Update on this year's COIL activities (Megan Donald)**
    a.  Megan asked for volunteers to host one of the future COIL meetings. The hosting library will be in charge of giving a professional development talk over a topic of their interest or sharing instructional techniques. The calendar of meetings for the first half of the year is as follows:
        i.   Friday, January 30th; TCC Metro Campus; Topic: Cephalonian Method
        ii.  Friday, February 27th; OU-Tulsa; Topic: Getting Published
        iii. Friday, March 27th; OU-Norman; Topic: TBA
        iv.  Thursday, April 23rd; OSU-Stillwater; Topic: Digital Humanities
        v.   Friday, May 29th; NSU-Tahlequah; Topic: TBA

    b.  Megan reiterated the goal of divorcing the unCOILed workshop planning from the regular COIL meetings, so that the meetings can remain focused on professional development and sharing of instruction techniques. Several attendees volunteered to be on the unCOILed planning committee. Megan will be sending out emails to the planning committee as details such as location and date are finalized.

    c.  Megan asked everybody to read over the current COIL bylaws. They were last revised in September of 2005. In a future meeting when time allows COIL will discuss any changes, additions, or deletions recommended for the bylaws.

III. **Cephalonian Method Instructional Technique (Adam Brennan)**
    a.  Adam Presented on the Cephalonian Method: an interactive framework in which the presenter seeds questions on color-coded cards to the audience and then calls for those questions during different points of the presentation. He uses humorous instructions on how to read the cards and offers incentives to participants for following the instructions.

b.  The color is used to control the presentation flow.  For example, Adams calls for yellow cards when showing off databases, because yellow cards contain questions related to database usage and searching.
c.  Adam uses a PowerPoint to accompany the format, and a printed "key" to the PowerPoint.  When a question is read aloud, he uses the number pad on the keyboard to bring up the appropriate slide, creating the illusion of a continuous presentation, no matter what order the questions come in.