

## Minutes

### COIL Meeting

December 5, 2008 at University of Central Oklahoma

- I. Call to order: Meeting was called to order at approximately 1 PM by Jamie Holmes.

Present: Emily Brown, NSU; Jason Cimock, UCO; Jason Dupree, SWOSU; Toni Hoberecht, OUTulsa; Jamie Holmes, NSU-BA; Amanda Lemon, UCO; Barbara Miller, OSU; Frederic Murray, SWOSU; David Oberhelman, OSU; Thomas Thorisch, OSUTulsa; Dara Tinius, OC; Lee Webb, OKCU.

- II. September Minutes: Minutes were not available. Jamie proposed they be shared with the group in attendance via email and could be approved that way. The group agreed.

- III. OK-ACRL Poster Session: Those that worked on analyzing data and contributing to COIL's survey poster reported a successful experience. Jamie coordinated the effort between Amanda Lemon, Barbara Miller, David Oberhelman, and Toni Hoberecht to create various pieces for the poster. Sarah Brick Archer prepared a Captivate presentation to present an overview of the demographical data. Photos of the poster will be shared with the group via email.

- IV. Survey of Group Expertise / Experience: The group brainstormed different topics that could be presented as a COIL on Wheels (CoW) program. Jason Dupree, Toni Hoberecht and Amanda Lemon will collaborate to create a brief survey, using items from that list and others, that will determine the strengths and willingness of COIL members to participate in the CoW program. The survey will be hosted on SurveyMonkey. This will create the pool of potential presenters called upon when requests for

programming come in. These members may also be called upon to participate in the CoW session at OLA in February.

- V. COIL on Wheels: There was discussion of the roles officers will play in the process of organizing a CoW team to respond to a request. Tom Thorisch suggested that someone from our group request a program in order to give an opportunity for practice. Tentative(?) roles to be played: Chair will use skills database to determine qualified (& geographically logical) members for team, send email to them inviting them to participate & determine team leader. Chair(?) will also organize session time and food arrangements with requesting organization. Team leader will organize details of schedule, technology & space needs, etc. Secretary will receive and keep record of process.
- VI. Further Survey Analysis: The group determined that there should be more analysis and publication of the 2 instruction (librarian and program) surveys conducted in Feb. 2008; however, the group did not make any decisions on how to proceed. That issue was tabled until the Feb. meeting.
- VII. Outgoing/Incoming Officers: Jason Dupree was acknowledged and thanked for his service as Chair (2007) and 2008 Past Chair. Amanda Lemon was acknowledged and thanked for her service as 2008 Chair-Elect and welcomed as Chair as of Jan. 2009. Sarah Clark was acknowledged (in her absence) for her service as 2008 Secretary. Emily Brown was welcomed and congratulated as the 2009 Secretary.
- VIII. Incoming Officers: Serving in 2009 will be:  
Amanda Lemon, Chair; Sarah Clark, Chair-Elect; Emily Brown, Secretary;  
Jamie Holmes – Past-Chair

- IX. Blog Update: Jason will send invitations to those interested in contributing who haven't already received them. If an interested member has a Wordpress account, send your WP user name to Jason, and he will add you as author.
- X. Goals for 2009: The committee spent some time brainstorming ideas for next year's workshop. Several attendees were interested in doing something on pedagogy or creating teaching plans, and the committee visited several websites of other colleges that provided resources on creating Information Literacy Lesson plans.
- XI. Adjournment: Jamie Holmes adjourned the meeting at 2:25 PM.

## Minutes

### COIL Meeting

September 26, 2008, Rogers State University

- I. Call to order: Meeting was called to order at 1:10 PM by Jamie Holmes.  
Present: Sarah Brick Archer, NSU; Emily Brown, NSU; Sarah Clark, RSU; Toni Hoberecht, OUTulsa; Jamie Holmes, NSU-BA; Tonya Holt, UCO; Barbara Miller, OSU; David Oberhelman, OSU; Thomas Thorisch, OSUTulsa. Jason Dupree, SWOSU, attended the meeting via VYEW.
- II. May Minutes: Jamie Holmes moved that the May 23 minutes be approved, Tom Thorisch seconded. Minutes were approved unanimously.
- III. Workshop Evaluations, discussion, and certificates: Jamie shared the results of the workshop evaluations. There was a large and positive response to the workshop, and the workshop was full (total 40) with only two no-shows from registration. The group of COIL members who will be reprising the workshop as an OLA pre-conference will use the evaluations to revise the workshop to better meet attendee needs.
- IV. Plan for Survey Analysis and Submission for OK-ACRL Poster Session: The committee discussed the possible need for IRB Approval, whether or not institution data would need to be made anonymous, and discussed the agenda for the OK-ACRL conference. The committee also brainstormed other possible venues for publication.
- V. Elections for 2009 Officers: The candidates for 2009 COIL office Positions are:
  - a. Chair Elect: Sarah Clark (RSU), Frederic Murray (SOSU), and Mark Hopkins (OUHSC)
  - b. Secretary: Emily Brown (NSU)

- VI. Two OLA Opportunities for COIL Involvement:
- a. Sarah Clark, David Oberhelman, and others from COIL will be leading a pre-conference on creating online tutorials, to be held at the Rose State Library computer lab (max attendees: 25) on Monday, April 21.
  - b. COIL On Wheels: Jason Dupree continues to welcome volunteers to get involved in bringing custom workshops on library technologies to outlying libraries in Oklahoma. A brief discussion followed about how to encourage more libraries to take advantage of this service.
- VII. Blog Update: Jamie and Jason brought everyone up to date on the blog. It's been mostly idle since it was created, and members need to come together to contribute content for the blog.
- VIII. New Business: The committee spent some time brainstorming ideas for next year's workshop. Several attendees were interested in doing something on pedagogy or creating teaching plans, and the committee visited several websites of other colleges that provided resources on creating Information Literacy Lesson plans.
- IX. Adjournment: Jamie Holmes adjourned the meeting at 2:30 PM.

## COIL Meeting Minutes

April 11, 2008

Stillwater Public Library/VYEW chat room

**Call to Order:** Jamie Holmes called the meeting to order at 9:32 AM. Members present in person or via VYEW were: Jamie Holmes (Chair): NSU-BA, Jason Dupree, SWOSU; Sarah Clark (Secretary), RSU ; Ona Lou Britton, UCO; Emily Brown, NSU; Amanda Lemon (Chair-elect), UCO; Tom Thorisch, OSU-Tulsa; David Oberhelman, OSU; Tonya Holt, UCO; Sarah Brick-Archer, NSU; Kiem Ta, OSU; Barbara Miller, OSU; and Myra Bloom, ORU, Laura, and Jason C

**Approval of minutes:** Sarah Clark provided a link to/copy of the minutes from the February 22 meeting. one typo were noted. Sarah Brick-Archer moved to accept the minutes with the typos corrected, Sarah Clark seconded. Minutes were accepted by a unanimous vote.

### Old Business

**Survey results (preliminary):** Jamie holmes presented a powerpoint with the preliminary results of the Library instruction survey. The response rate was much higher than the 2005 survey, with 71 of the 118 polled librarians responding.

**Plan for Survey Analysis:** The committee discussed a plan for analyzing the data from the survey. It was decided that the data would be reviewed, and then the committee would put together a Literature Review. OSU and NSU will split the data review duties, with Amanda Lemon, Sarah Brick-Archer, Barbara Miller, and David Oberhelman helping.

**COIL on wheels:** Jamie discussed the brochure for COIL on wheels which was being prepared for OLA. The committee discussed layout issues and other details, and agreed that copies should be sent to OU-SLIS, OCALD, OK—ACRL, and other interested groups.

**OLA Booth Coverage:** Jamie asked for volunteers to work the OK-ACRL booth during OLA: Tom, David, Jamie, Ona, and Jason C. volunteered, and other volunteers were asked to contact either Jamie or Laura.

**COIL Blog:** The blog will be used both to promote COIL on Wheels and other services offered by COIL. Jamie will handle moderation duties and send invites to those who've volunteered to write pieces for the group.

(over)

## **New Business**

**Summer Workshop planning:** The COIL Summer workshop will take place on July 25 at UCO, and will consist of a brief presentation on the various options for tutorial building products, followed by demos and hands-on work with the best freeware and pay tutorial builders available. All attendees will leave the seminar with a completed tutorial they can take home and post to their websites.

**Future Meetings:** The next COIL meeting is scheduled for May 23, 2008 at UCO.

**Adjournment:** Sarah Clark moved for adjournment and Barbara Miller seconded. The meeting was adjourned at 11:15 AM.

September 28, 2007

COIL Meeting at SOSU, Durant (simulcast on VYEW)

Meeting started approximately at 1:00 pm and ended at 2:30 pm. Members present at SOSU were Jason Dupree, Jamie Holmes, Tom Thorisch, Sarah Clark, Dennis Miles. Members present on VYEW were Kiem Ta and Frederic Murray.

Minutes were reviewed from the meeting on June 29<sup>th</sup>. Sarah moved to accept the minutes. Tom seconded. Motion carried unanimously.

Discussion began with a wrap-up of the July workshop. We had 35 attendees, and raised \$390. Jason noted that most people stayed to the end, always the sign of a useful workshop. There were also several attendees who were 1<sup>st</sup>-time attendees of a COIL activity. Based on the evaluations, next year's workshop will include fewer presentations and more time for discussions and activities.

Sarah Clark, Access Services and Distance Learning Librarian at RSU, was elected as COIL's new secretary in a special election over the summer. Sarah thanked the members present for supporting her, and is excited to be a part of COIL's leadership. The COIL general elections will be held from October 22 to November 16 on Survey Monkey. Jamie is working on recruiting candidates, who will be announced on the COIL listserv and at the OK-ACRL conference on November 5.

Next, the group discussed needed changes to the COIL Bylaws. Wording was updated to more precisely define a quorum for meeting purposes. In addition, membership in COIL was defined to mean that a person is subscribed to the COIL listserv. There is an outdated membership list on the COIL website that has people who are not members of the listserv. Jamie and Sarah volunteered to email these members to update their contact information and encourage them to join the listserv.

The group moved into editing the librarian survey. After making numerous edits and corrections, Jason stated he would encompass the suggested changes into the final version on survey monkey. ACRL will pay for the costs of the survey.

Brainstorming continues on the Roadshow project, where small teams of COIL members bring workshops to outlying libraries that can't always send an attendee to Oklahoma City or Tulsa. After discussion about the need for recruiting instructors and other startup issues, Jason said he would draft a document describing the program. We will officially announce the program at OK-ACRL and the next OCALD meeting.

Progress continues on the website overhaul, and Jason still needs volunteers to create and update content for the site. Tom Thorisch agreed to work on the history section, and Frederick, Dennis, and Sarah expressed interest in writing updates for the planned blog. OSU is unable to host COIL's blog for us, so we are exploring other options such as Blogger for this portion of the site. Jason also briefly discussed some library promotional videos he ran across online, as well as the 21<sup>st</sup> Century Skills state initiative.

COIL's next meeting will be held on November 30 at SWOSU in Weatherford and on VYEW. (in case of inclement weather, meeting will be held on VYEW only) Sarah moved to adjourn the meeting, and Dennis seconded. Meeting was adjourned at 2:35 PM.



June 29, 2007

## COIL Meeting on VYEW

Meeting started approximately at 10:00 am and ended at 12:00pm. Members present Jason Dupree, Jamie Holmes, Tom Thorisch, David Oberhelman, Sarah Clark, Jan Ferris, Dennis Miles, and Frederic Murray.

On this day, Vyew was having technical difficulties and the file/desktop sharing feature was unavailable.

Minutes were reviewed from the meetings on May 25<sup>th</sup> and June 1<sup>st</sup>. Frederic moved to accept the minutes. Dennis seconded. Motion carried unanimously.

Discussion began on the COIL surveys by selecting a timeframe for the surveys' availability. Everyone agreed that a one month period would be sufficient. Oberhelman added that OK-ACRL would pay for a SurveyMonkey one month subscription (to support COIL's endeavor). There was voiced concern about communication and delivery method of the surveys. It was agreed that library directors and appropriate personnel would be contacted at each individual institution by phone or email. Direct mailing and postcard reminders were suggested too. A well coordinated effort appeared to be the prevailing theme.

Next, the group moved into editing the librarian survey. It was suggested to reword question 2 for clarity. The discussion was split about revising or starting over. The objective is to revise and keep in mind we are attempting to increase the response rate. Attendees asked for a list of the questions without the analyses attached (something later added to the COIL website: <http://okacrl.okstate.edu/coil/librarian-LOQ.doc> and <http://okacrl.okstate.edu/coil/program-loq.doc> ). For time considerations, everyone agreed to submit further revisions by email.

Discussion moved to catchphrases and clarity of purpose. Thorisch submitted the only catchphrase "Round 2." Clark added the following points to address clarity: 1) how short the survey is and 2) how quickly it can be completed. Everyone agreed this would help response rate. The catchphrase was accepted because it gave the surveys a sense of credibility.

During discussion, Dupree visited SurveyMonkey's website and found both surveys archived. SurveyMonkey stated it would take a 24 hour period before the surveys were restored to active status.

Next, attendees examined what should be done with this information. Everyone was in agreement that COIL should use all avenues available (i.e., publishing a report, doing conference presentations, sending it to the Board of Regents/OCALD, etc.). During the discussion, Ferris mentioned Clark's background in marketing which would be a plus for future planning. Several ideas were mentioned but one stood out: "a road show."

Attendees were asked to include brainstorming ideas for the road show idea along with their revisions for the surveys.

Next scheduled meeting would be after the COIL workshop.

June 1, 2007

### COIL Meeting on VYEW

Meeting started approximately at 10:00 am and ended at 12:00pm. Members present Jason Dupree, Jamie Holmes, Tom Thorisch and Janet Bailey.

Members experimented with the technology and realized that all browsers were not equal. Mozilla and Explorer were the best browsers to use to access Vyew.

Vyew keeps the entire transcript of the meeting for use in documenting the minutes of any meeting.

Jamie recommended that we use names when we address the group or individuals to clarify conversation threads.

The members experimented with the different features of Vyew.

Jamie proposed changes to the call for proposals document.

1. Change presentation from 20 minutes to 15-30.
2. Group agreed to leave the proposals can't change after they are submitted for the sake of the flow of the program.
3. Change to COIL name.

Group agreed to send call for proposals to OK-ACRL, ask at OU-SLIS if there are any students who are working with new technologies.

Jamie designed a map for directions to NSUBA.

Group brainstormed about the title of the Seminar and came up with "Unconventional Info-Lit in Action: Where Weird Meets Worthy"?

Next meeting was set to discuss proposals at 10:00 am June 22, 2007.

Jason restated what the revisions should be: 1) insert the new title into the call, 2) put text in about "one-shot BIs," anything else?

Jason changed the proposal deadline to June 21, 2007.

COIL Meeting 5/25/2007

Meeting started at 12:55 pm. and ended at 2:58 pm.

Those in attendance Jason Dupree, Jamie Holmes and Thomas Thorisch.

Minutes were approved with one spelling correction.

Janet Bailey announced her resignation as secretary of COIL. She is leaving Oklahoma and moving to Abilene, Texas to work at the Abilene Public Library. As of result of her resignation, COIL members decided to conduct a special election for secretary. We decided to have this new secretary help with the workshop and serve August 2007 to December 2008. Jason will send out the announcement asking for candidates and create the online ballot. The group discussed how many more meetings would take place after the workshop, and decided on two; one in September and one in November.

Jason discussed the website updates. He would like to apologize for being behind schedule and offered to present the website change at the workshop.

Jason disclosed arrangements for virtual meetings in the near future especially one on June 29th to discuss the call for speaker submissions and the COIL surveys. A test of this virtual meeting (Vyew which is freeware) would be conducted on Friday, June 1 at 10:00am.

Jamie will explore the best possible lodging near to Broken Arrow. She discovered that the Best Western was booked heavily for another event and could not offer the usual price break for NSU-BA which means the cost would be \$80/night (approx. 4 mi. away). The other hotel Holiday Inn Express was \$109/night located at 51 and Elm. Jamie was going to look to see if any others might offer a cheaper rate but would be 10 miles or more away from NSU-BA.

Jamie was exploring the options for lunch plans. She mentioned Hamitup, Rib Bones and the Chinese Buffet. Jamie didn't have copies to share regarding options. Nothing addressed vegetarian options, she'll re-review the options and explore new ones. Some options offered prices for snack food for the break times but the prices seemed expensive. Coffee could be easily prepared from NSUBA facilities. Tom mentioned that last year's food was purchased from a local store and prepared by COIL members. For the morning break, we agreed that a fruit tray would be a more suitable choice and we'd need to acquire water, juice and tea. Coffee, tea and water would be used during the afternoon break. Tom felt that sweets would not be desired.

Call for Speakers--a few changes were made to the first draft prepared by Janet. A comment was made to change the title and wording to make it more appealing to a broader audience especially Systems Librarians. It was suggested to include "buzzwords" to encourage the kind of presentations we would like to see: wiki, blog, Aquabrowser, Del.icio.us, podcasting, etc. Plus, add a statement to encourage readers to

point out those who have experience. The deadline for submitting proposals is June 22, 2007. On July 2, 2007, presenters that have been selected will be notified of their acceptance. Tom mentioned seeking Cokie Anderson and/or OLA-UCD for possible presenters for the workshop.

Gifts--none. A certificate was mentioned to be rewarded to those who attend the workshop signifying he/she is now an "unconventional" librarian. Jamie mentioned she has unused marble paper for which we could use for these certificates. Janet was to design a certificate.

Registration—Jason planned to create the necessary documents for registration and keep the price at \$15/person if we eat at a restaurant, but if we provide food selections at NSU-BA, the price would be \$20/person. Jamie will secure folders, pens and paper for the workshop packets. Insert materials will consist of: agenda, evaluation form, contact list of presenters and website bibliography, ACRL material, and scrap paper. In regards to registration and possibly the call for speakers, it was deemed worthy to approach MPLA to see if we could offer hospitality to academic librarians from SE Kansas, SW Missouri and NW Arkansas. The registration deadline is July 24, 2007, the Tuesday before the workshop.

Minutes submitted by Janet Bailey

Meeting called to order at 10:27 am Friday April 13, 2007 at Oklahoma Christian University.

Members present: Jason Dupree, Emily Brown, Laura Teske, Paula Eggert, Suzanne Haynes, Thomas Thorisch, Jamie Holmes, Kristin Kroger, David Oberhelman, Janet Bailey

General Discussion:

Meeting began with a discussion on the benefits of attending ACRL and LOEX  
<http://www.emich.edu/public/loex/index.html>

LOEX is geared primarily for instruction librarians. We briefly viewed some of the tutorials. <http://www.emich.edu/public/loex/tutorials.html>

Primo sites of the month mentioned.

<http://www.ala.org/ala/acrlbucket/is/iscommittees/webpages/emergingtech/site/index.htm>

University of Waikato in New Zealand.

Their site lists 7 tutorials for instruction librarians.

<http://www.waikato.ac.nz/library/learning/wise/>

Workshop Organization:

1. Tentative date set for July 27<sup>th</sup>
2. Potential site for summer workshop is NSU-Broken Arrow.
  - Jamie investigate hotel accommodations, food catering or restaurant sites.
  - Tom suggested doing a survey on the listserv and with ACRL to see if people would be willing to travel to Broken Arrow for the workshop.
  - Jason emailed listserv.
3. Theme for the workshop.
  - Jason mentioned adapting ACRL's theme and offered Unconventional Library Instruction. With this topic, COIL could solicit speakers from around the state who are producing some groundbreaking ideas in instruction.
  - Perhaps 12-15 20 minute presentations based on library theories and practical hands on presentations. Tom mentioned trying to organize 12 to 15 presenters could potentially be problematic.
  - Jamie mentioned Webquests as a potential topic.
  - Jason mentioned his game of subject TABOO as a consideration.
  - Assessing quests, tutorials and assignments could also be a topic.
4. Potential Schedule for the Workshop.
  - 8:45-9:15 Registration
  - 9:15-10:15 Presentations
  - 10:15-10:30 Break

- 10:30-11:30 Presentations
  - 11:30-12:00 Panel discussions
  - 12:00-1:00 Lunch
  - 1:00-2:30 Demonstration
  - 2:30-3:00 Show and Tell
5. Financing the workshop
- \$15. 00 registration fee plus a \$5.00/flat fee for lunch was proposed.

Meeting was adjourned at 11:55.

Submitted April 17, 2007  
By Janet Bailey  
COIL Secretary

COIL Meeting  
February 9, 2007  
Oklahoma Christian University  
Gaylord Center

Members present: Emily Brown, Kristin Kroger, Jamie Holmes, Dennis Miles, David Oberhelman, Keim Ta, Tom Thorisch, Jeanie Johnson, Jason Dupree, Janet Bailey.

Pre Meeting Meebo tutorial  
[www.meebo.com](http://www.meebo.com)

Jason called the meeting to order at 11:17. Asked for an approval of the October 13, meeting minutes. They were approved.

Tom had some final thoughts to share from last year.

1. The summer workshop made \$480 dollars of which \$250 was profit.
2. Handout "What really happens in Library Instruction????", Class instruction, mini groups, one-on-one. Technology is great, but we also need to make contact with people as well. Reference is changing and is including software training. Need to relook at what students really need to know.
3. Thoughts to pursue an Internet tutorial with the use of Camtasia by Techsmith. <http://www.techsmith.com/> (\$299.00 per copy) Jamie demonstrated her tutorials.
4. Emily Brown and Kristin Kroger mentioned COPPUL, a Canadian consortium, with a subcommittee called ANTS that is creating online open share tutorials. They are using Qarbon.  
COPPUL <http://www.coppul.ca/index.html>,  
ANTS <http://www.brandonu.ca/Library/COPPUL/index.html>  
Qarbon <http://www.qarbon.com/>  
ALA\_Information Literacy Instruction listserv  
<http://www.ala.org/ala/acrl/acrlissues/acrlinfolit/professactivity/electroniclists/electroniclists.htm>

Jason mentioned the updates on the website for the COIL logo and handed out a survey on what members would like to see on the website. He finished the meeting with these ideas for COIL to work on for the year.

- Utilizing technology will be a priority.
- Revisiting the COIL surveys to get more data and attempt to publish the results.
- Announced the accessibility to pitch a project to OCALD through the committee on Instructional Support. This committee is reviewing distance education at the moment.
- Proposed Summer workshop date July 27, 2007. Still need ideas.
- Meetings are proposed for tentative April 13, May 25, July 27, September 28, November 30.

Meeting adjourned at 12:15.  
Submitted 2/12/07  
By Janet Bailey, Secretary



**Minutes of ACRL/COIL October 13, 2006 Okmulgee, Oklahoma.**

**Present:** Jamie Holmes, Jeanie Johnson, Jenny Duncan, Tom Thorisch

The minutes from the April meeting were not approved because there was no quorum at the meeting.

**Treasurer's Report:** See attached for most recent treasurer's report, dated 8/11/06

**Web site:** Tom shared the agenda, which was printed on stationary with the new logo design, soon to be put in place on the web site by Jason Dupree. It can be viewed at <http://okacrl.okstate.edu/coil/results2.html> . The group agreed that the new logo & look for the site are great and that the selection process went smoothly.

**Candidates for 2007 Office:** Jason is working on putting together a slate of candidates. Voting will be online again this year, sometime in November.

**Summer Workshop:** Tom shared a summary of evaluations from the Summer Workshop, which was held in July. Comments were very favorable; all found the content valuable and enjoyed the opportunity to network with other instruction librarians. Please see attached.

**Faculty and Librarian Relationships & Communication:** The group discussed the idea of looking more closely at this as a topic in the future. Jamie distributed five documents containing articles or web site content on the topic. Tom will work on a bibliography of readings.

**Instruction session topics:** Tom distributed a list of topics typically covered in a library instruction session and suggested that perhaps the group could use this as a starting point for a discussion of "what to cover when you only have \_\_\_ minutes." This topic was considered as a possible workshop topic in the past and could be on the table again. (From the Feb. COIL meeting minutes: *An additional, separate topic considered is prioritizing instruction ("What to teach if you have 5 minutes, 15 minutes, 50 minutes, etc.?"*))

**Next meeting will be a business lunch: Friday, Dec. 1, 2006, at Oklahoma Christian University**

**COIL Planning Meeting  
May 24, 2006**

Conference title- Bridging the gap between librarians and teaching faculty: Forming partnerships with teaching faculty to improve student research.

Last year, there were 35-40 attendees.

\$15 should be OK for registration.

**Changes to the prelim schedule Tom provided at the 5/24 meeting:**

9:45 to 10:15 – Speaker 1 could be an example of a successful collaborative effort between librarian & teaching faculty

10:15 – 10:30 – break

10:30 – 11:30 – Speaker 2 – a panel made up of faculty from different disciplines – we would put together a list of questions & give them to panel beforehand (questions like, How can we better help you? How can we better reach your colleagues? What do you expect your students to know? What assignments do you currently use that involve library resources? What problems do your students typically have with them?)

**Break out session ideas:**

- 1) Create an info sheet that faculty could include in their syllabi – What info takes priority? What would be include on a 1-page handout? It could be available online ultimately – it would need to be general info & then a framework for librarians to enter in institution-specific information
- 2) Create assignment idea(s) and ideas for how to sell it to faculty
- 3) PR topic: How can librarians reach out to faculty and break down barriers?
- 4) Flowchart showing the complexity of tracking down the full text of an article – something we could use to show faculty the process without taking the time to explain the whole thing

**For our faculty panel:** We should focus on asking faculty from OKC area – won't have to travel so far

Barbara will check on CC Brown's summer schedule

**For our librarian panel:**

We should try to get librarians from different types of libraries & libraries that do things differently.

Ona Brittan could show us what they've done at UCO (assignments on their home page)

Some ideas for future conferences? : 1) David – cooperation between associations: OLA, ACRL, COIL, LED 2) Pedagogy/teaching and learning styles

**Other than the summer workshop:**

Regarding the survey, we should add a cover letter that highlights recommendations/needs based on the results and send it out to respondents.

**Minutes of ACRL/COIL April 28, 2006. Midwest City, Oklahoma.**

**Present:** Janet Bailey, Roy Degler, Jason Dupree, Jamie Holmes, Melissa Huffman, Cheryl McCain, Barbara Miller, Debbie Nelson, David Oberhelman, Cari Roberts, Tom Thorisch

The minutes from February 22, 2006, were approved as written.

**Web site:** Jason showed the group an update of the web site.

**Survey:** Jamie Holmes, Sarah Brick Archer and Helen Clements have volunteered to work on whatever the group wants to do with the survey results. Jason suggested publishing, re-issuing and sending results to those who responded.

Jason is looking at teaching philosophies & suggested we could hash out a PR document based on the survey.

**Summer workshop:** The date has been changed from July 18, 2006, to July 19, 2006, a Wednesday. The workshop will be held at UCO in Edmond. The cost will be \$15.

Details still need to be settled, but the format will probably be: a speaker and/or panel followed by breakout sessions, where attendees are given clear objectives and will work on issues and then return to the whole group to de-brief.

A possible schedule was discussed.

The group has decided to focus on four main topics: online links for distance education, communication with faculty, creating meaningful and up-to-date class assignments, and marketing ideas.

Speaker ideas: faculty from different disciplines could talk about their own research experiences; librarians could talk about their successful collaboration experiences with faculty (Sarah Brick Archer); someone could provide a faculty perspective (what are some barriers you face when dealing with the library); Cecelia Brown (OU) could discuss her research on faculty information seeking behaviors

David has agreed to serve as moderator and provide a brief introduction to the day's events.

COIL members have been asked to brainstorm & perhaps find a faculty member who is available that day to be a speaker. A panel format is also being considered.

A planning meeting has been scheduled for May 16, 2006; it will be held in Stillwater. Volunteers to help plan: Tom, Jamie, Barbara, Cari, Helen

**Minutes of ACRL/COIL February 24, 2006. Edmond, Oklahoma.**

**Present:** Sarah Brick Archer, Janet Bailey, Ona Britton, Helen Clements, Kate Corbett, Jason Dupree, Jamie Holmes, Tonya Holt, Jeanie Johnson, Barbara Miller, Cari Roberts, Kiem Ta, Tom Thorisch

The minutes were approved with two name spelling corrections: 1) Jaime Holmes, new COIL secretary, should be Jamie and 2) Tanya Holt should be Tonya.

**Web site:** Tom proposed that we look at changing the icon on the web page to reflect our group's new name. The group agreed that this should be done. Officers agreed to have their phone numbers and photos included with other information on the "officers" page on the site. The "Active Member" and "Participating Member" lists were discussed... why separate lists were created in the first place, etc. The group decided to send all members (on both lists) an invitation to join the COIL Listserve, noting that keeping people informed about the group's activities is the most important thing. If people don't want to receive the listserv messages, they don't have to respond & once on the list, there are instructions provided for removing oneself.

**By-laws:** Kate reviewed the three by-law changes and noted that two of the three have already been approved. The group voted to approve the third as well.

**Survey Results:** Kate stated that the purpose of the survey was not only to plan programs, but also to provide information for the regents, OK-ACRL, and other groups that have an interest in the information. Jason began an analysis of the survey results, but it's a large task. Jamie Holmes, Sarah Brick Archer and Helen Clements volunteered to take a closer look at them and begin a formal analysis. Some questions the group hopes to answer include: What's going on in the state? Where is there overlap in what's being done? Who's doing original things? The answers to those questions could be used as a platform for future projects. Results could be presented as part of the content portion of a future COIL meeting.

**COIL meeting structure:** The group agreed that future meetings should have a two-part nature and include more than just typical group business. The other part of the meeting would be some form of presentation or problem-solving activity. Barbara suggested a "forum" structure, e.g. "bring in your problem with and issue and we'll brainstorm solutions together."

**Summer workshop:** The date has been set for July 18, 2006. The purpose of the workshop is to allow professionals to get together to share ideas related to some featured content. Possible topics include: how to support faculty, how to best disseminate information to faculty, what do faculty do in a library & how can we best help them. Some ideas related to the topic of faculty support: Barbara noted that Kevin Drees has noticed a lower number of classes requiring library instruction because faculty members have begun inserting info into their own instruction. Sarah pointed out that if faculty are able to reinforce the skills librarians teach, that's an important part of Information

Literacy. Also we could get faculty feedback, what do they need? What works? The second part of the workshop could be spent brainstorming strategies for reaching out to faculty.

An additional, separate topic considered is prioritizing instruction (“What to teach if you have 5 minutes, 15 minutes, 50 minutes, etc.?”)

The discussion of the workshop will be continued via the Listserv. The most important thing is that the workshop provides participants with ideas that are feasible and useful.

Some ideas were shared regarding ways to provide instruction outside of “class:” students come to a workshop and get a certificate of attendance for credit / extra credit; online instruction modules and discussion board in Blackboard or WebCT; requiring students to “discuss” their research strategy as part of the grade

**“Practical Topic” ideas for future meetings:**

- 1) How to handle Information Literacy Instruction for distance ed students
- 2) How to incorporate plagiarism/citation info into instruction
- 3) How to incorporate the information cycle into instruction
- 4) How to connect with this generation of learners
- 5) 1 credit class; content management system for instruction idea repository
- 6) Creating an Information Cycle video (topics: election of Arnold S. in California, Olympics, google logo/enterprise)

**Next meeting: April 28, 2006, at Rose State College**

Minutes of ACRL/COIL December 13, 2005. Edmond, Oklahoma.

Present: Kate Corbett, Jason Dupree, David Oberhelman, Tom Thorisch, Barbara Miller, Ona Britton, Lee Anne Paris

The minutes were approved with two spelling corrections in names.

**Election results:** Jamie Holmes won secretary by one vote  
Jason Dupree won vice chair/chair elect

Jason will put up the new officers on the web page

Tom is working on ideas for the **next workshop**. He is talking to ACRL chair/elects, to Melissa Huffman from OLA/LED. Barbara will be chair of LED next year and wants to co-produce a meeting and program with COIL.

David said that Tulsa is a popular place for meetings, so perhaps we could hold a joint meeting there.

Barbara advertised the GODORT workshop, to be held at the new history center on May 31, 2006. There will be ample opportunity to view the new museum and to hear information on government materials which you could use to help celebrate the centennial.

Tom has some ideas for the next workshop, which all agreed should take place in July rather than August.

Ona has two new instruction librarians at UCO, Cari Roberts and Tanya Holt. They could look at films of our workshops for help in designing classes.

The recently completed survey will give us names to send flyers for the next workshop. Could we do a joint COIL/LED workshop? There would be problems for OLA, because they do these to earn money and we do not.

Kate mentioned that she is now doing cataloging, and that there is a need for a catalog level group in ACRL – she might start one.

### **Proposed next meeting, February 24, 2006**

Kate mentioned the recently reviewed bylaws changes, and will bring the revised bylaws to the February meeting.

Other proposed agenda items: Summary of the survey.

Perhaps we could go into schools and help them with instruction programs.

**Change #1: Article V, Section 1**

a) Change the title from "Nominating Committee" to "Nominations"

b) Change the following sentence of that description:

*Now:* "A nominating committee, composed of three members, shall be appointed by the Chair in August."

*Revision:* "The Chair-elect shall be responsible for creating a slate of candidates."

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**Change #2: Article V, Section 4**

a) Change the following sentence of that description:

*Now:* "A list of new officers will be included in that mailing."

*Revision:* "A list of new officers will be included."

Minutes of COIL meeting, September 30, 2005, Univ. of Central Oklahoma, 1-3 p.m.

Members present: Kate Corbett, Tom Thorisch, Helen Clements, Barbara Miller, Kiem-Dung Ta, Deborah Thompson, Barbara Miller, Jason Dupree, Ona Britton

The meeting open with approval of the minutes, accepted with one correction: Refworks is a single word.

Deborah Thompson and Barbara Miller repeated the presentation they gave at *Encyclomedia* on vocabulary and concepts needed by high school students before they can work in a college library. A discussion on the presentations followed.

Tom Thorisch reported that he is working on a slate of officers for next year. He is down to a short list.

Kate reported that the workshop evaluations were very good for the most part.

Bylaws revisions:

Kate presented the bylaws with her proposed corrections, based in part on suggestions from the group. She noted that we have not been passing on paper materials to the archives, as is suggested in the bylaws. We should save minutes, workshop ads, etc to hand in to ACRL. Tom, Jason and Barbara should be working on materials to archive. The group passed her corrections by a voice vote and will be posted to the website this month.

Jason noted that part VI, Nominations and Elections, should be changed. Number 1 noted that there should be a nominating committee, but in practice the chair-elect IS the committee. Jason's proposals will be sent out on the list before our next meeting, where they will be discussed and voted on.

The group also noted that the words "in that mailing" should be deleted from section 4, Article VI. In line three of that section the last word should be IN not IS. Kate will leave in the discussion of the newsletter for the time being.

Under section 2, Article I, Objectives, number 1 and 2 should be merged, and section 2 deleted. Article III should be omitted, and combined with Art. IV.

The rest of Kate's corrections were accepted as is and approved by a voice vote. She will retype and submit for a vote at the next meeting.

Survey – The final version sample will be sent to those present, by Kate. If there are no more corrections, she hopes to send out the survey November 1.

The group adjourned at 3 p.m.

Submitted, 10-12-05  
Barbara Miller, Secretary



Minutes of COIL meeting, July 22, 2005, Univ. of Central Oklahoma. Present: Kate Corbett, David Oberhelman, Tom Thorisch, Janet Croft, Jason Dupree, Barbara Miller, Deborah Thompson, Ona Britton.

The minutes were approved with one correction.

Workshop: Most details are done. We need to get the speakers in touch with each other and with David and Barbara to coordinate presentations. Tom has a version of the flyer up, which we looked at. He was asked to add the ACRL Logo at the top, and to add wording to contact Kate Corbett with any questions. We need to contact several groups to spread the word. Kay has the workshop on the OLA calendar. Jason will contact COIL and ACRL, and OCALD. The flyer or info can go up on the OK-ACRL web page. Charles Brooks can get up info on the OLA web page. LED has been notified. Tom and Dona Davidson will be in charge of local arrangements in Tulsa.

Kate reported on Oklahoma ACRL business. ACRL will hold a workshop on Publishing on November 11. The speaker will be David Kohl, from the *Journal of Academic Librarianship*. It will be \$45 and will be held at Rose State. OCALD is planning a conference on ACRL standards and is soliciting presentations.

The Survey: Kate went over the survey, and will not use the free version of SurveyMonkey because it is limited to 10 questions. She can buy access for \$20 per month, and have a longer survey. That will leave 2 weeks to answer and two weeks for stragglers. She received several suggestions for additions to the survey.

*What is the level of university support for library instruction:* Does the primary support come from: University Administration, the College Level, Department Level, Individual Faculty Level, and/or Library Faculty.

*What is the importance of accreditation to the instruction* (is it important to the departments because of their accreditation?)

The Survey will be sent to library directors, who will be requested to pass it on to librarians engaged in instruction at their library. *We will have a separate section for the directors and for individual librarians to answer.*

Under type of instruction, Deborah asked whether we can ask for total classes of each type? The group thought this would be too detailed, but there is a space for additional comments on specific characteristics of the program you wish to mention, and it might go here.

The section on *Educational Philosophy* will go to the individual librarians, as will the section on teaching methods.

The section on competencies and skill objectives should eliminate the words “first year” and just say “students.”

Under *Reflection and Discussion* we could use questions on how you deal with lack of motivation, and this should also move to the individual section.

Time frame – It was decided to send this survey in November, when librarians are through with the bulk of fall classes and they would be fresh in their minds. It will be announced at OCALD and ACRL that the survey will be sent.

Deborah showed the group the “Library Assignment” section of the UCO instruction webpage. There is a link from the instruction page, and from the faculty services page.

Kate asked whether any librarians teach citations in the BI sections. Most did not, but David and Barbara teach it in their credit class. Deborah did not teach it in her BI’s. Tom reported that their school is getting “RefWorks” online, which he likes better than Endnote. Deborah does not like Endnote either.

David reminded everyone that the slate of officers is due by October 1. Tom will work on this. We need one board member, a secretary and a chair-elect. Several people voiced the idea that we are top heavy with officers, and really do not need a board for COIL. We could have a vote on this at the conference. To amend the Bylaws and eliminate the COIL board, Article 6 Section 1 of the Bylaws states that a majority of members can approve such a change. Since the next regular COIL meeting is in September we would have to present a proposal in August, with ballots. This would eliminate Article 4 of the Bylaws.

Kate also asked whether we could change the name of our organization, keeping the same initials (COIL) but perhaps using the words Community of Oklahoma Instruction Librarians. Several suggestions were made for the “C” word, such as committee, community, council. Everyone should send ideas to David, who will compile them.

The group adjourned at 3 p.m.

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

Minutes of Oklahoma ACRL COIL group, May 27<sup>th</sup>, 2005, Oklahoma University of Sciences and Arts: 1 p.m.

The minutes were approved as written.

Kate reported on the workshop. The date will probably be August 16, we have speakers lined up, and the program will start with a lecture on student learning styles, followed by a lecture on assessing your teaching style and learning how to design a class which reached students with different styles of teaching. Barbara will follow these guidelines and give a sample govdocs class. David will give a session on commonalities in databases to help us cut to the essential in instruction. Then the group will break into smaller groups, each with a class assignment, and will design a class. Then we will get together and report. This gets everyone involved. The workshop will be at OSU Tulsa, and we will probably charge \$10 or \$12. (lunch included).

Kate Corbett brought forth a discussion of the questions to be asked in the survey.

Tom Thorisch discussed asking questions about online tutorials. He mentioned that there were problems with Alan McKiel's CLIP program, because the flash software is not ADA compliant. The colors are bad for many viewers and there needs to be a separate text version. Deborah Thompson said that they have Camtasia software and will put up modules for searching Academic Search Premiere. Dr. McKiel had worked on the technical details of the tutorials, and not on content, and there are problems with continually changing content, and new interfaces to databases, etc.

Feedback was discussed – an idea was to number all parts of the tutorial, and then ask the students, where did you get lost? Number J-5? Or, they could hand in cards with places where they did not understand, then that part of the tutorial could be changed. Kate mentioned that in the immersion classes they were instructed to begin with outcome – what should the students learn?

Other questions to be added to the survey?

Does your library (or university) mandate instruction for any group of students?

Do you have a coordinator of instruction? How high up in library hierarchy is this position?

How supportive are your faculty? (Deborah T. says its mixed at her university).

How do you market your instruction? Tom T. went in some cases from group instruction to one on one time for students. He tells the professor that, if a student group wants a lecture, he will meet with them outside of class time. He gets about 5-6 such requests per semester. The group complained that students are not computer smart; they do not have window's skills.

Kate will work with the questions to reformat them into a questionnaire with "survey monkey". She hopes to end up with about 15 questions.

Another question was suggested, on which (or how many) students are getting repeating sessions in the classroom. Deborah asked for a question on assessment. Can you identify repeat BI students? Asking have you had library sessions elsewhere (different school)?

Deborah says she will have an electronic handout that can be printed off for students. She said that software companies will probably produce modules to teach these classes.

Deborah Nelson asked for a question about the student class size. A third have more than 25 students.

Tom thought that Beth Freeman might put up money for the survey.

Kate will incorporate all questions into a new questionnaire, and we will comment.

Deborah Thompson is promoting BI's as workshops, which will hopefully give impetus to attend, they sound like you will learn more. They work better than scavenger hunts. They also have added a library assignment machine for faculty on their web page, where faculty can custom select the types of material they want students to find, and assign those questions which have been screened by librarians to be helpful to students. Go to [lib.ucok.edu](http://lib.ucok.edu) for "faculty services".

The meeting adjourned at 3:30 p.m.

Minutes of Oklahoma ACRL Council on Information Literacy, Friday, February 25, 2005, 1 p.m. Stillwater Public Library

Members present: Kate Corbett, David Oberhelman, Helen Clements, Barbara Miller, Melissa Huffman, Tom Thorisch, Lauren Donaldson, Debbie Nelson, Jason Dupree, Janet Croft, Kiem Ta.

The Minutes were approved as read (with two typos to be corrected).

Website – David indicated he could take this over from Kelly Brown, the former web master. It is housed on the OSU server. He will check with Kelly to see whether she is interested in continuing. Kate asked if we could check with Kelly about hosting a COIL meeting at her institution, the University of Science and Arts of Oklahoma in Chickasha. Kate indicated that we should put more links on the site, such as links to ACRL instruction pages.

David and Barbara reminded everyone of the OLA/LED workshop on library cooperation, March 11 at Rose State. Much of the cooperation discussed centered on instruction, so would be beneficial to COIL members. Barbara mentioned that there were several school librarians at this workshop, interested in cooperation. Kate indicated an interest in having a joint meeting with COIL and school librarians, in the summer. David pointed out that Sharon Morrison, who will speak at this workshop, has a cooperative program in place at her library. Kate has had talks with the Coyle school librarian at Langston, and might invite her to a summer workshop. It was also suggested to attend the Texas Library Assn. Meetings to get new ideas. Barbara will check with a colleague at North Texas to find out who is doing Education in Texas. Barbara mentioned attending the ACRL online workshops, on Best Practices in Information Literacy. Janet noted that at OU they do this type of workshop in a group.

Members of the group discussed various problems and solutions in instruction. Barbara has a hard time teaching Serials Solutions to students, because each page comes up with a different interface and the students are confused. Lauren reported that Deborah Thompson uses a trick called table tents, folded pieces of board with a name and keyword on the board. The students then discuss more words and questions. Jason uses three columns and three rows, in a grid, to explain keywords and subjects, and the Boolean operators *and* and *or*.

Kate presented a survey to be distributed to libraries, asking what instruction they do and what methods they use. The group discussed what questions should be included. Tom has started using an assessment tool. He has mixed levels of students in his classes, and feels he has to assess needs first, then objectives in the class (the skills and concepts to be learned). He uses a short assessment sheet, where students can indicate what is important and what not important in the class. This tells him what the class learned and what ideas he did not get across. He asks questions such as “Should all research be remotely done,” and “What search do you prefer?” David reminded everyone that if we do a survey we need IRB approval at most institutions. We have to have the goals of the survey and ask questions which would have qualitative answers. Long term data could then go to the state regents, who would be interested in this. We could also do a web survey, which might bring better response.

Debbie Nelson reported that she has multi tasking problems. How can she plan out a program? It was mentioned that planning the standards you are working towards should be done first. We might ask questions about planning and assessment. Others mentioned the need for a web page on a campus library page, with classes available on various levels. We also could put a self-following online tutorial up. The CLIP program at NOSU is a start, but must be updated often. Kate uses business card sized “green cards”, with basic information on them on how to do simple searches. Tom focuses on essentials and then adds one idea at a time. David is attending a LOEX meeting, stressing the Bare Necessities. Are we asking whether a BI or IL approach works best? WE need to know what the state goals are for IL. OCALD might be a group to ask for this information. What should be the components of statewide information literacy? Include both concepts and skills. Best practices would mean all teaching librarians at each institution would be doing the same thing. All those who attended the meeting agreed to create a list of questions that they want to see on the survey. At the next meeting, we will compile the questions for the survey.

We need a new workshop topic for this summer. It was suggested to go beyond the beginning topics of last summer. David suggested Jane Bowerman at OU on learning styles. We might also tackle course design. Cecy Brown would be a good speaker. David, Tom, Kate and Barbara volunteered to be a sub committee to work on the workshop ideas. They will meet in March. Barbara suggested teaching a govdocs class, with which the attendees might not be familiar, so they can see which learning styles work best.

Meeting adjourned at 3:08 p.m.



COIL Meeting  
January 23, 2004  
University of Oklahoma  
Bizzell Memorial Library  
Travis Room

*Attendees*

<b>Name</b>	<b>Institution</b>	<b>Email</b>
David Oberhelman	OSU	<a href="mailto:davido@okstate.edu">davido@okstate.edu</a>
Cathy Adams	OBU	<a href="mailto:cathy.adams@okbu.edu">cathy.adams@okbu.edu</a>
Barbara Miller	OSU	<a href="mailto:bmiller@okstate.edu">bmiller@okstate.edu</a>
Rita Howell	TU	<a href="mailto:rita-howell@utulsa.edu">rita-howell@utulsa.edu</a>
Kiem-Dung Ta	OSU	<a href="mailto:tkiem@okstate.edu">tkiem@okstate.edu</a>
Thomas Thorisch	OSU-Tulsa	<a href="mailto:thorisc@osu-tulsa.okstate.edu">thorisc@osu-tulsa.okstate.edu</a>
Kate Corbett	Langston	<a href="mailto:kcorbett@lunet.edu">kcorbett@lunet.edu</a>
Helen Clements	OSU	<a href="mailto:clemenh@okstate.edu">clemenh@okstate.edu</a>
Cecy Brown	OU-SLIS	<a href="mailto:cbrown@ou.edu">cbrown@ou.edu</a>
Adri Edwards-Johnson	SWOSU	<a href="mailto:adri.edwards-johnson@swosu.edu">adri.edwards-johnson@swosu.edu</a>
Rachel Butler	OKCCC	<a href="mailto:rbutler@okccc.edu">rbutler@okccc.edu</a>
Jay Ramanjulu	OKCCC	<a href="mailto:jramanjulu@okccc.edu">jramanjulu@okccc.edu</a>
Ben Johnson	ECU	<a href="mailto:benjohnson@mailclerk.ecok.edu">benjohnson@mailclerk.ecok.edu</a>
Jason Dupree	SWOSU	<a href="mailto:jason.dupree@swosu.edu">jason.dupree@swosu.edu</a>
Janet Croft	OU	<a href="mailto:jbcroft@ou.edu">jbcroft@ou.edu</a>
Dona Davidson	OSU-Tulsa	<a href="mailto:ddona@osu-tulsa.okstate.edu">ddona@osu-tulsa.okstate.edu</a>
Lina Ortega	OU	<a href="mailto:lortega@ou.edu">lortega@ou.edu</a>
Nancy Littlejohn	OU	<a href="mailto:nlittlejohn@ou.edu">nlittlejohn@ou.edu</a>

**Guest Presenters**

L. Dee Fink	OU	<a href="mailto:dfink@ou.edu">dfink@ou.edu</a>	
Jane Bowerman	OU	<a href="mailto:bowerman@ou.edu">bowerman@ou.edu</a>	<a href="http://faculty-staff.ou.edu/B/Jane.L.Bowerman-1/">http://faculty-staff.ou.edu/B/Jane.L.Bowerman-1/</a>

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*COIL Business Meetings Minutes*

David Oberhelman introduced the 2004 officers

Chair: David Oberhelman

Co-Chair: Kate Corbett

Secretary: Adri Edwards-Johnson

Board Members: Dona Davidson; Kiem-Dung Ta

Webmaster: Kelly Brown ([kbrown@usao.edu](mailto:kbrown@usao.edu))

David wants everyone to be sure to visit the COIL web site at <http://okacrl.okstate.edu/coil/>  
Also, if you haven't already signed up for the COIL yahoo discussion group please be sure to visit <http://groups.yahoo.com/group/coil-listserv/> and register. If you have questions regarding the yahoo group please contact the group administrator Jason Dupree ([jason.dupree@swosu.edu](mailto:jason.dupree@swosu.edu))

There was discussion to sign up all ACRL, OLA-LED, and OLA-UCD members to the COIL group as well—but no firm decision was made.

The **next COIL meeting will be MARCH 26**, potentially at Rose State. David will contact Melissa Huffman to see if she will speak as to how Rose State promotes their bibliographic instruction program. When the date gets closer further information will be sent out to the group.

Meeting/Programs/Workshop Ideas:

~ Persuasion Techniques

How to persuade faculty to utilize library instruction more thoroughly in both for student and faculty development

~ Promotion

<See the March 26 meeting for more information>

~ Library Instruction Techniques Workshop

Guest presenters would demonstrate a library instruction session. The group would then discuss strong and weak points of the presentation. This workshop could be held in August prior to the beginning of classes. Other groups that may be interested in participating would be ACRL, OLA-LED, OLA-UCD, and OASLMS. If you are interested in presenting an instruction segment please contact David Oberhelman.

## COIL Meeting Minutes

**Date:** January 17, 2003

**Place:** Nash Library, University of Science and Arts of Oklahoma

**Time:** 1:30

In attendance:

Kelly Brown (USAO); Dona Davidson (OSU); Barbara Miller (OSU); David Oberhelman (OSU); Kiem-Dung T. Ta (OSU) Cindy Gottsch (NWOSU); Verna Graybill (NWOSU); Marilyn Moore (NWOSU); Jason Dupree (SWOSU); Kate Corbett (Langston University); Sharon Morrison (SOSU); Josh White.

The meeting was called to order by David Oberhelman. Barbara Miller conducted a PowerPoint presentation entitled *Information Literacy Approach*. The presentation emphasized the practical application of the ACRL Literacy Standards. A discussion was held about the Information Cycle/Research Cycle and how realistically one can implement the standards.

The general meeting was adjourned.

After the meeting the COIL board met briefly to discuss suggestions for upcoming topics and locations for future meetings. A suggestion was made and will be explored further about having a COIL conference during the February/March 2004 time frame.

The next general meeting will be held on Friday April 4<sup>th</sup> at Langston University OK City. The topic of discussion is TBA.

## **OBIC Meeting Minutes**

**Date:** January 25, 2002

**Place:** Bizzell Memorial Library, OU

**Time:**

### **Oklahoma Bibliographic Instruction Council Business Meeting**

In attendance: Myra Bloom (ORU), Laura Bottoms (RSU), Rachel Butler (OKCCC), Janet Croft (OU), Gwen Dobbs (UCO), Wanda Donica (Cameron), Jason Dupree (OBU), Robin Ewing (OU), Jan Ferris (RSU), Bev Joyce (OU), Claren Kidd (OU), David Oberhelman (OSU), Lee Anne Paris (OK Christian), Jay Ramanjulu (OKCCC), Karen Rupp-Serrano (OU), Kay Womack (OU)

Jay called the meeting to order at 3:00pm following Jason's presentation on using Blackboard for designing an instructional module at OBU. Jason reported that he had set up an OBIC mailing list on Yahoogroups and would be sending members an invitation to join. He and Jay introduced the new OBIC web page designed by Kelly Brown.

Jason is contacting companies to find a unique domain name to register for OBIC and is exploring a hosting site that would not depend upon one institution. His PowerPoint presentation will be mounted on the OBIC website.

The next piece of business was a possible name change for the organization. OBIC has been in use since the initial task force was organized in 1993, but a new name might be needed now. The executive officers of OBIC proposed COIL (Council for Oklahoma Information Literacy). Gwen, OK-ACRL president, said she supported the name change and would take it to the board for its approval. Gwen also noted that OBIC was not mentioned in the OK-ACRL by-laws, a point which treasurer Steve Locy (OSU) had raised, and she said there would be a vote at the Oklahoma Library Association OK-ARCL meeting to amend the by-laws to include OBIC.

Jason then handed out membership forms to gauge who is currently an active, voting member of OBIC. This form includes a profile of what BI-related activities each member does in his or her position. Jay mentioned plans for a one day OBIC seminar; more information as to the theme, speakers, and location will be discussed at a future meeting. The next meeting of OBIC will take place March 29, 2002 at East Central University in Ada and the topic for the presentation will be Bibliographic Instruction for Distance Learners. The meeting was adjourned at 3:30.

## **OBIC Meeting Minutes**

**Date:** March 30, 2001, Friday

**Place:**

**Time:**

### **Proposed Goals and Objectives for OBIC**

#### **1. Increase attendance of librarians.**

How to manage this problem? The meetings must travel further away from the Metro area to provide equal access to meeting locations. Planning of meetings needs to happen earlier. Long range planning should go into effect for a minimum of one academic year in advance. Meetings at the last minute do not provide OBIC with a positive image. Advertising and marketing of meetings need to occur earlier. Currently, there are no participating members from the following institutions: Cameron University, Langston University, Murray State College, Northeastern Oklahoma A&M College, Oklahoma Panhandle State University, OSU-MED, OSU-OKC, OSU-Okmulgee, OU Law Library, and Redlands Community College.

#### **2. Become more visible within the State of Oklahoma.**

OBIC should have a representative present at each OK-ACRL workshop or conference to encourage participation and answer questions. OBIC should be represented at the annual OLA conference.

#### **3. Reevaluate OBIC's mission, goals, and objectives.**

Should OBIC broaden out to include all areas of reference work? Development meetings that include collection development, databases, weeding, computer skills, reference services, management of a reference desk and other librarians, and orientation for librarians new to the library field or to the State of Oklahoma.

#### **4. OBIC should become more service oriented.**

OBIC should be the "spearhead" for trying to develop a digital (generic) online instruction tutorial that all state libraries could tap into, especially if there is a small number of staff or the staff's time is limited.

#### **5. OBIC should organize an annual mini-conference.**

This falls under the plan of visibility. Our mission emphasizes development and a one-day conference for the state would be beneficial. Does OBIC have available funds? Currently, OK-ACRL does not provide any funds to OBIC. Should we generate a

conference fee to pay for expenses and speakers? OK-ACRL is uncertain. Should we apply for development grants? With the use of money, OBIC would need to create the position of treasurer.

#### **6. Reorganization of OBIC meetings.**

In order to be more productive and not waste librarians' time, the scheduled OBIC meetings should be divided into a business section and a development section. The basic structure of scheduled meetings would remain intact.

We would begin with a luncheon. An RSVP system for the lunches might keep our timetable on track. After lunch, we would have the business meeting. The business meeting would be used for planning, brainstorming, and finalizing ideas, meetings, services, policy changes, etc. Some librarians don't care to be that active in OBIC. Librarians who want to be active would be encouraged to attend.

After the meeting, the development workshop or presentation would proceed.

Librarians only interested in the educating themselves could attend much later in the afternoon, which would prevent them from losing too many constructive work hours on that day. Should OBIC provide more than one presentation? Librarians should feel that time spent at this meeting is worthwhile. Possibly organize two one-hour presentations. The development section can either be on the same topic or two different ones.

## OBIC Meeting Minutes

**Date:** 4/21/00, Friday

**Place:** Oklahoma Department of Libraries

**Time:** 1:30 p.m.

**Attendees:** Gerald Hickman (Seminole State College), Jeanie Cavett (Rose State College), Abbey Warner (UCO), Jason Dupree (OBU), Jay Ramanjulu (OCCC), Edwin Wiles (OCU), Susan Hahn (OU), Tamra Stansfield (OSU), David Oberhelman (OSU), Tanya Finchum (OSU), Patrick Bauman (ECU), Kate Corbett (Langston), Shari Clifton (OUHSC), Robin Insalaco (OUHSC), Beverly Joyce (OU), Ona Britton (UCO)

**Minutes Taken by:** Ona Britton

**Topic:** How to Use Legal Resources

**Presenter:** Marilyn Jacobs

OBIC President Gwen Dobbs called the meeting to order and asked for approval of minutes from the last meeting. They were approved with one amendment submitted by Beverly Joyce from the University of Oklahoma. Gwen then introduced Marilyn Jacobs, who presented on the topic of how to use law resources.

Jacobs discussed the 3 types of law: Statutory Law, Administrative Law, and Case Law. She then explained the importance of knowing the differences between these types of law for finding law information. Each branch may make laws, and knowing the branch in which a law originates expedites law research.

Jacobs then discussed legal citations, giving examples of how to read them. She cleared up much confusion for many members by stating that law resources include only cases that illustrate a change in a law rather than all cases tried. Next, she discussed various print resources including

- Legal Encyclopedias
- Treatises
- American Law Reports
- Legal Periodicals
- Digests
- Case Reporters
- Oklahoma Statutes
- Federal Statutes
- Code of Federal Regulations

She included a packet with photocopies of many sources plus samples of the print indexes. She created hands on exercises to familiarize the audience with the sources.

The final segment discussed online sources, including Findlaw, Lexis-Nexis, and LegalTrac from Infotrac. Jacobs demonstrated these databases and discussed how best to use them for legal resources.

A short question and answer session followed. Gwen adjourned the meeting at 3:30pm.



## OBIC Meeting Minutes

**Date:** 02/25/00, Friday

**Place:** University of Oklahoma, Bizzell Library, Room 149d

**Time:** 1:00 p.m.

**Attendees:** Gwen Dobbs (UCO), Lori Mardis (ECU), Bev Joyce (OU), Pat Williams (ODL), David Oberhelman (OSU), Carolyn Torrence (SWOSU), Nancy Draper (Hillsdale), Cheryl McCain (OU), Ona Lou Britton (UCO), Abbey Warner (UCO), Jason Dupree (OBU), Rachel Butler (OKCCC), Joshua Achipa (SNU), Deborah Thompson (OU), Jay Ramanjulu (OKCCC), Linda Bollenbacher (MBC), Anna Schick (MBC), Gerald Hickman (Seminole State College)

**Minutes Taken by:** Lori Mardis

**Topic:** Using the Library for Academic Success-An Elective Library Instruction Credit Course

**Presenter:** Beverly Joyce, Ph.D., Instruction Coordinator/Professor at the University of Oklahoma

OBIC President Gwen Dobbs called the meeting to order and minutes of the 12/3/99 meeting were approved.

A tentative course syllabus was passed out for the Elective Library Instruction Credit course. Efforts to improve retention started the " Gateway to College Learning" course. The retention rate went up 20% with this program. This program tried to provide freshman bridges from high school to college. The course was not mandatory unless a student was accepted to the university on probation. This course provided an orientation to college life (study skills, financial aid, writing center, campus police, lecture on sex in college, five hours of community service, health center, and attendance of two cultural events). The class also came to the library for a mandatory one-hour session. When the 52 sections of the Gateway course came to the library for the one-hour session, all of the reference librarians needed to become involved with the instruction. " Find It Now" , a separate class from "Gateway to College Learning", was offered the following year. Both were offered through University College, but Dr. Joyce taught the only section of "Find it Now." To aid in the study skills section of the library seminar, the book Toolkit for College Success, was used. The instructor also took the students to the Writing Center and a few cultural events. The book, Information Skills for Academic Research, was used for the library skills section of the class. Examples of assignments and activities included: finding a book in the library, call number discussion, sending journal articles/citations through email, finding articles on reserve, occasional reading tests on the textbook, writing about the textbook in the journal, and at least one office visit with the instructor. Beverly Joyce did not need to

promote the class because of her University contacts with advisors. An informal evaluation of the class was conducted during the last class period. This class period was a pizza party at Dr. Joyce' s house. The feedback from the evaluation stated that students did not like the journal entry assignments and wanted more time spent on where to look for specific research questions. Students also really liked the money and time management section of the class. The time the course was offered was managed around Dr. Joyce' s schedule.

The meeting adjourned at 2:05 p.m.

## OBIC Meeting Minutes

**Date:** 12/3/99

**Place:** East Central University

**Time:** 1:00 p.m.

**Attendees:** Edwin Wiles (OCU), Jay Ramanjulu (OCCC), Pat Williams (ODL), Gwen Dobbs, Ona Lou Britton, and Abbey Warner (UCO), Mary Evans, Lori Mardis, and Dana Belcher (ECU)

**Minutes Taken by:** Pat Williams

**Topic:** Copyright Issues

Edwin Wiles called the meeting to order and minutes of the September meeting were approved.

Edwin began the discussion on copyright. He had asked lawyers at OCU's law school to come and address the group but was unsuccessful. The law is in a state of flux and no one was prepared to speak. Copyright law is vague and has not been interpreted by the courts. There is no definition of "fair use". There are only guidelines and those have not been interpreted by the courts either. It was the general consensus that faculty are the biggest source of copyright questions. Reserves are on shaky ground. Libraries turn a "blind eye" to how reserves are handled. Add to the mix electronic reserves and it makes everything even more complex. Electronic formats often means loss of access control by the library. It makes the library/college/university liable for use by non faculty/students. How to deal with reserves is handled differently at the various schools. It was generally felt that the burden of copyright compliance should fall on the faculty submitting the reserve. But in all likelihood the library will by default have to ensure compliance. The issue of distance education and copyright was also discussed. At a recent conference on this subject, guidelines could not be created as the issues were too hotly contested or too complex to sort out. If an instructor creates a web page for a class and inserts a link to someone else's web page, is this a copyright issue? Add to the mix that copyright laws vary from country to country. The courts haven't decided yet whether to follow the copyright laws of the user or of the author. Edwin suggested that the group might want to look at the book Commonsense Copyright: A Guide for Educators and Librarians by R.S. Talab.

The rest of the meeting was spent talking about the new officers. Jay Ramanjulu has been putting together a slate of officers. Jay has agreed to be chair elect and Lori Mardis as Secretary. Ballots will be sent out and asked to be returned by December 23. Meeting adjourned at 3:45 and the group received a tour of the library.