

COIL Agenda
25 February 2011
Rogers State University

Called to order 1:15 p.m.

Attendance: Sarah Clark, Elizabeth Jones, Emily Brown, Lee Anne Paris, Kiem Ta, Toni Hobrecht, Nicole Sump-Crethar, Frederick Murray (online), Lee Webb (online)

- I. In-Meeting Presentation by Sarah Clark and Susan Chinburg
 - A. Topic : Collaboration, research, findings and conclusions on embedding a librarian.
 1. Susan teaches technology and business classes at RSU
 2. Sarah was embedded online and in person in all of Susan's classes
 3. They discovered real time interaction is less important than a custom tutorial because the students will come to Sarah on their own
 4. Susan provided Sarah with everything she needed to make the project successful like the syllabus and the assignment Sarah tailored the resources she taught to the assignment
 5. After about a year they started a research project
 - a. Online and on the ground classes have to be identical for accreditation
 - b. Citation analysis: the assignment is very specific and focused, the class is taught in person and online every semester, seemed like a good opportunity
 - c. took a look at the citations used by students in both types of classes
 - i. textbooks, general websites, accepted business websites, databases, journals, etc. (eight categories)
 - d. What they found was that the students were citing the same way between online and in class, no statistical difference
 - e. Future study might examine improvement, pre/post tests
 6. Seems to be best in upper division classes
 7. Helps to have lots of information from the professor so the efforts can be very customized
- II. Web Issues
 - A. Grou.ps
 - a. DSIG uses Grou.ps successfully
 - b. Grou.ps allows COIL to have a social network aspect to summer workshop
 - c. Emily can start adding info like minutes to the site and we will start using in earnest
 - d. Staff training program at SWOSU (Practice grou.ps discussion)
 - B. Web Sub-Committee for OKACRL, headed by Jason Dupree
 - a. What does COIL need? What do we want?
 - i. What do we want?
 1. More streamlined web presence
 2. OK-ACRL should have its own web hosting

3. Access to site for the COIL chair so we can update our own pages
 4. Some design authority
 5. Blog could be great for communication if we would renew our interest
 - a. Need to have everyone on it!
 - b. Schedule for updating
 - c. Early enthusiasm waned quickly, so it needs to be reasonable and easy to update
 6. Grou.ps is for COIL membership to communicate
 7. Web presence part of the larger presence and will bring everything in OK-ACRL together (contact info, social network, news)
 8. Social networks are advertising
 9. Respect for the legacy
 - ii. Beth will represent COIL on the web redesign committee
 - b. FB and twitter will start posting to Wordpress
 - c. We will develop a blog schedule
- C. Listserv
- a. OK-ACRL is moving to OneNet
 - b. We will look into Grou.ps message board as an alternative to Yahoo Groups
 - c. Looking at archiving yahoo messages
- III. COIL on Wheels
- A. We will try advertising in one last push for COIL on Wheels
 - i. Offer to faculty outside the library
 - ii. Emily will ask to speak about CoW at an OCALD meeting
 - iii. Possibly advertise to staff at public libraries being careful to avoid scope creep
 - B. Redo the surveys and send them out again
 - C. Upcoming COW—Canceled
- IV. Workshop 2011
- A. Focus on Instruction
 - i. Get back to basics
 - ii. Public speaking
 - iii. LibGuides during instruction (Lee Anne)
 - iv. Emily created a game for instruction
 - v. Try to avoid sessions with too much lecture
 - B. Consider making part of the day (or all) on creating a lesson plan and present the outline
 - C. Frame the COIL workshop as an instruction session itself
 - D. Going beyond BI to IL
 - E. Training on evaluation
 - F. Learning to market our information literacy services to the larger university community, including administration

- G. Plan Perform Evaluate
- H. Advertise at OU SLIS
- I. Getting invited into the classroom
- J. Location
 - i. Tentatively at OSU Tulsa
 - ii. Alternatively at UCO
- V. Next Meeting
 - A. Online
 - B. March 18th at 1:00 to discuss our impressions of grou.ps
- VI. Adjourned at 2:30

Agenda
Vyew
March 25, 2011

Attendees: Toni Hoberecht, Beth Jones, Lee Webb, Emily Brown, Lee Anne Paris, Sarah Clark, Nicole Sump-Crethar

- Meeting called to order 1:05 pm
- Grou.ps
 - Thoughts
 - Thought there would be an email every time there was a post, but that wasn't how it happened
 - Nothing has been close to Ning
 - The only thing that some have built into their routine is email so the social network is less useful
 - Some don't like being overwhelmed by lots of email
 - A social network might be really good for workshops and conferences
 - Grou.ps came into discussion before the website redesign. The redesign might make this moot.
 - Why not just use Google Docs for collaboration?
 - Beth can bring up need for collaborative web-space with redesign committee
 - Table Grou.ps as a collaborative workspace and hold on to Grou.ps for summer workshop
 - Comments/Critiques
 - Facebook or Posterous as an alternative to Grou.ps
 - Better listserv has made emails a little easier as a method of communication
 - Some places prevent people from being able to use Facebook and Twitter
 - There is a place for both email and social networking
 - Possibly purchase Ning for summer workshop only
 - Listserv for main communication, Facebook for more social participation, consider Grou.ps or Ning for summer workshop
 - Listserv?
 - Much better than yahoo groups
 - Emily has had only one bounced back email
 - Did anyone see responses to Emily's emails? No. Some responses only went to Emily's email and not to the whole list
 - Now it seems to be going to everyone except that Emily has to moderate every email
 - Emily has to approve people once and then they are always approved for future posts

- Web Committee Questions to Consider:
 - What do we like/dislike about the *DESIGN* of the OKACRL website?
 - No shadows
 - White space to the side seems wasted
 - General refresh
 - Latest logo needs to be used
 - Too much text, balance of text, images and whitespace
 - New color scheme
 - Content management like wordpress would be helpful
 - Like the menu and internal navigation
 - Breadcrumbs would be helpful
 - What do we like/dislike about COIL's web presence?
 - New color scheme
 - Updated COIL logo font and colors (ask for people to come up with some options for us to consider)
 - More images on the COIL page would be nice
 - Sizes of fonts are too different from each other, small menu
 - What do we like/dislike about the *CONTENT* of the OKACRL website?
 - Good and complete content
 - What do we like/dislike about COIL's web presence? (COIL's content)
 - Chat widget—no one is ever online
 - Link problems (some are dead or don't go where they should)
 - Need a Summer Workshop page for all things from current, upcoming, and previous workshops, like social networks we've used in the past
 - Need a static menu, breadcrumbs
 - Design
 - Unique Design?
 - Follow OKACRL example?
 - Want to have a cohesive look with OK-ACRL
 - What do we want ("sky's the limit")
 - Collaborative workspace
 - Co-authoring
 - News feed for all interest groups on main OK-ACRL page and OK-ACRL feed on IGs' pages
 - Need to have a person accountable for keeping the website (also COIL's website) up to date, but we also need group level access
 - Wordpress
 - Clean look
 - Contact info, how to join
 - Transition editing responsibilities easily

- Should we stay on OSU's web server?
 - Need to have our own server
- Next in-person meeting time/location
 - Oklahoma Christian, April 22nd, Lunch at 11:30, Meeting at 1:00
- Meeting adjourned at 2:25 pm

COIL Meeting Minutes

22 April 2011

Oklahoma Christian University

- Minutes
- Discussion
- COIL on Wheels
 - Ad by Sarah Clark
 - Email blast
 - OCALD
 - OLA, PLD, UCD
 - Ad should be ready this afternoon
 - OCALD and COW advertising
 - Looking for time on their agenda in addition to the email blast
 - Emily will talk to the person who is running OCALD this year
 - Survey Questionnaire
 - Updated Questions
 - Pretty explanatory for what we want to do
 - Add Photoshop, intro to open source, and Dreamweaver
- iCon 2011
 - Emily proposed a COIL program
 - August 4-5 at Rose State College
 - Deadline for submissions May 13
- Blog (Toni Hoberecht)
 - Content
 - Standards for Information Literacy
 - Integration of info lit into courses on campus
 - Blog the process of integration
 - Road blocks, successes
 - Open it up to comments and possibly other bloggers
 - Wouldn't be the sole purpose of the blog
 - Interest in authoring posts from others?
 - Emily will send out a signup sheet and a link to the blog
- Workshop 2011
 - General
 - Workshop Title Brainstorm Session
 - Back to basics of instruction
 - *Public speaking, effective presentations*
 - Continue with unCOILed social network leading up to the workshop

- unCOILed 2011: Get Schooled!
- Session Structure
 - Three parts: Planning for instruction (morning), instruction (mid-day), evaluation (close of day)
 - Single track workshop, maybe with breakout sessions on instruction
 - Forum style panel on public speaking which includes best practices
 - Toastmasters—table topics: do a table talk and then receive friendly critique
 - Ask people to come prepared to present a portion of a BI they have done a lot of times and then match their performance against best practices
- Call for presenters
 - OK-ACRL, COIL, UCD
 - How many presenters do we want? Three breakout sessions and two all together sessions
- Start at 9:00
 - 9:30 for Planning instruction
 - 11:15 for lunch
 - 1:00 three breakout sessions
 - 2:30 Assessment
 - End by 3:30
- Advertising
 - Listservs
 - Texas and Kansas in addition to Oklahoma
 - Sarah will send list to Emily of where we advertised last year
 - LISevents.com as another place to advertise
 - OU SLIS
 - See if we can plug the workshop on campus? Or, flyer?
 - Ask Dr. Taylor if we can talk to a summer class
 - Put out on their listserv
- Location
 - UCO
- Date: July 22nd (ADD TO OLA CALENDAR)
- Food
 - Dine Around
 - Let out at 11:15
 - Very structured dine-around and keep it close—choose your lunch place ahead of time
 - Expect 35 attendees
- Swag

- <http://positivepins.com/>
 - Emily will call about thumb drive pricing
 - Maybe 50 at once
 - Put workshop materials on the thumb drives
 - Prizes for make your own name badge winner (half price OK-ACRL conference)
- Next Meeting:
 - Proposed Date: June 3, 2011
 - In Person: OU Tulsa
- Adjourned 2:20 p.m.

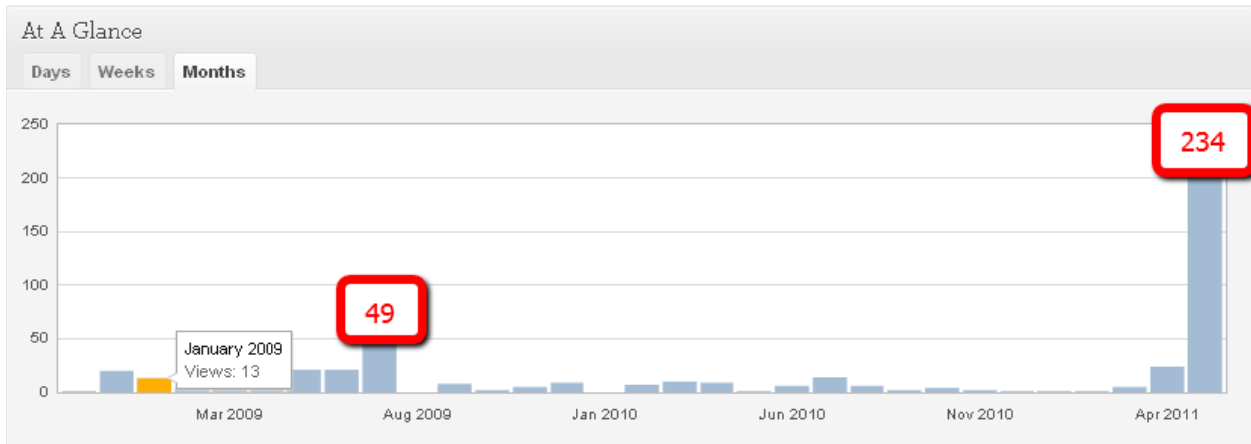
COIL Meeting Minutes

3 June 2011

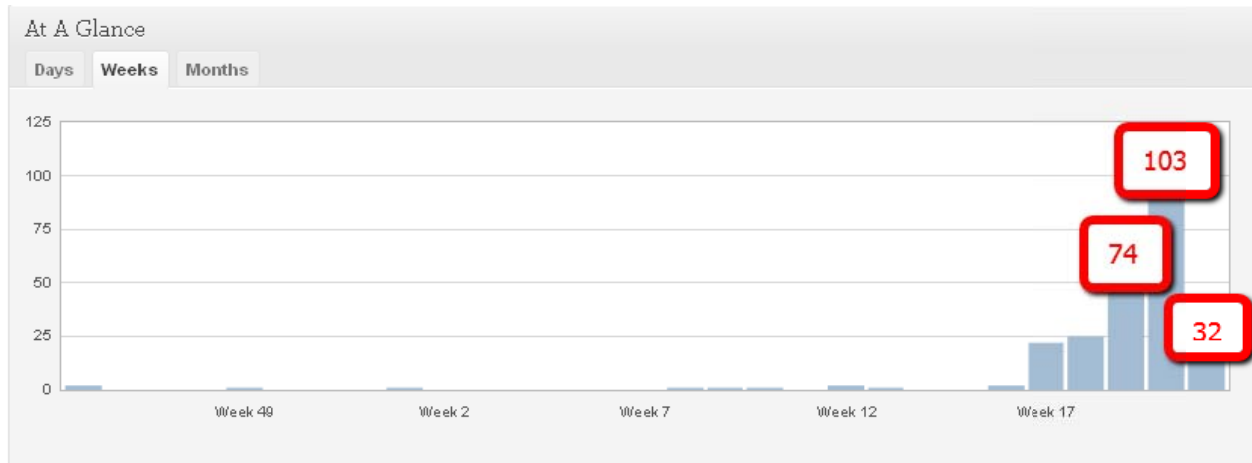
OU Tulsa Health Sciences Center

Attendees: Mike Meisenheimer, Emily Brown, Toni Hoberecht, Sarah Clark, Kim Smith, David Oberhelman, Paul Stenis

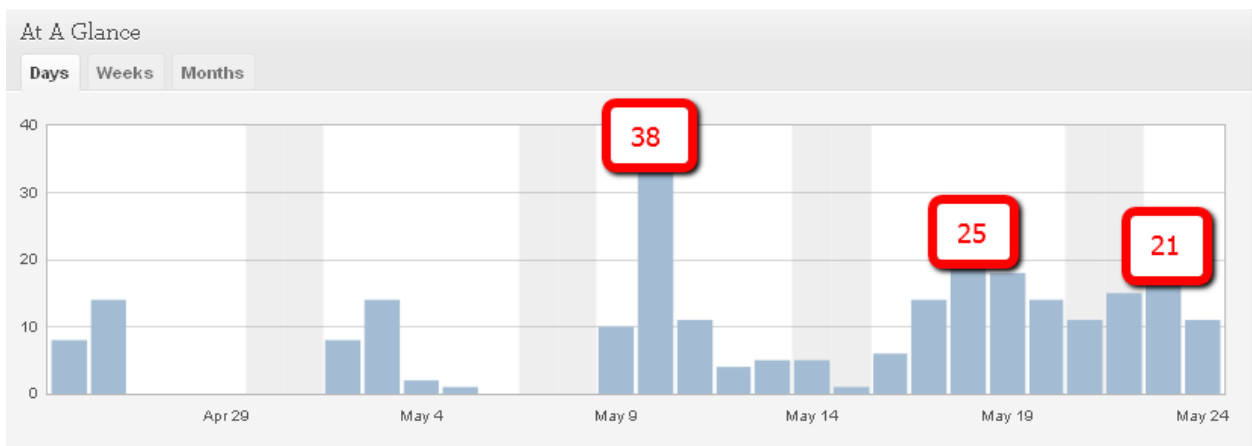
- Minutes
- COIL on Wheels
 - Advertising update
 - OCALD update
 - COW in Durant July 6th
 - Videos
 - COW in Claremore July 15th
 - Libguides
 - Jason Dupree and Clair Powers will be doing this one
 - COW has had a lot of interest
- Blog
 - Recent Posts- Emily asked us to take a look
 - Stats
 - By Month (screen caps 5/25/2011)



- By Week



- By Day



- Spreading the word
 - Emily has been sharing on facebook and twitter
 - Advertise to SLIS (Maggie and Dr. Martens)
 - Has been great for sharing info on uncoiled
- Features
 - Monday Musings – Sarah Clark
 - Tuesday Two.Oh – Emily Brown
 - Thursday Speaker Highlights (up to unCOILed)
 - Friday’s Making IL Visible – Toni Hoberecht
- Has been super popular (previously only 49 in a month now there are 234 hits in a month)
- Room for more bloggers? Volunteers?
 - What about a book review feature?
 - What’s everyone reading now? (books people are reading) For Mike, Nicole and David on Wednesday
 - Emily will add categories for the different topics/columns

- Workshop 2011
 - General
 - Will ask people to bring their own name tags (after name the mascot)
 - Number of attendees as of 5/31/2011
 - 20
 - Participation
 - We need to be more involved on Grou.ps
 - To make this successful the speakers and leadership need to get on and post
 - Ask questions to get the conversation moving
 - Session Structure- a slight change in format
 - Panel- brainstorm
 - Planning and Engaging will be two separate sessions for people to choose between
 - So that means there will be two to choose between in the middle of the day
 - Add a panel preview Q&A at the beginning for around 30 minutes, Mike and Toni will moderate
 - Parking
 - We can park right in front of the building that day but participants will have to tell the attendant they're with COIL
 - Emily will give people a slip when they register to remind them to tell the attendant
 - Schedule of Events
 - 9:00 Registration and breakfast
 - 9:30 Welcome and introductions
 - 9:45 Presentation preview and Q&A
 - 10:15 Break
 - 10:45 First sessions
 - 11:45 Dine around lunch
 - 1:15 Second sessions
 - 2:15 Break
 - 2:30 Final session (Sarah Clark)
 - 3:30 Closing
 - Contest
 - Toni's idea: Name the Mascot? From the flier! For a free conference pass
 - Judges: David, Emily, Sarah, Jessica
 - They will meet during the afternoon break to pick the winner
 - Put posters up on the whiteboards so people can draw the bottom of her face—for fun (not as a contest)

- Jobs
 - Set up
 - Emily, Paul, Nicole, and Mike
 - Money Collection
 - How much change do we need? Beth, Nicole
 - \$45 change and have a lot of \$5s
 - Break down/clean up
 - Sarah, Toni, Jessica
 - Audio/Visual
 - Smartboards
 - Presentation software, too
 - Dine-arounds
 - Emily has a list of restaurants and have leaders for the restaurants
 - We need at least one COIL member to sign up for each of the restaurants
 - Advertising
 - Posters
 - Emily has given some to Metropolitan
 - Did everyone see the ads on the Lists?
 - Lots of compliments on the list ads
 - Emily will find a gift for graphic designer
 - Certificates will be given to presenters (also COW presenters)
 - Send ad out again mid-June
 - Date
 - July 22nd
 - Food
 - Breakfast, etc. (Bagels, bananas, fruit salad, water and coffee)
 - Bring your own cups and mugs with your nametags
 - Refreshments
 - Trail mix (Kate Corbett COIL trail mix)
 - Swag
 - Request made for flash drive quote, quote not received yet.
 - Emily will use cafepress and put “Agatha Archivist” on a button, and she will send a mock up for approval
 - Packets—folders from OK ACRL and UCO, stuff them at set up time, handouts from the presenters, pens/pencils, agenda, dine around info, contest form, OK ACRL conference info, parking slip, COW ads (put paper at registration table for people to take), join COIL/get involved info, iCon flier
 - Signage for the rooms—Emily will make signs with session names
- Next Meeting:

- Proposed Date: July 1st
- At UCO
- For presenters to get the tour and learn the Smartboards
- At the post workshop meeting we will resume training and having speakers (maybe a tour of LibGuides from UCO) in August

COIL Meeting
UCO Center for Transformative Learning
Friday July 1, 2011
1:00 p.m.

Attendees: Toni Hoberecht, Mike Meisenheimer, David Oberhelman, Nicole Sump-Crethar, Emily Brown

Tour of classroom technology

- Eno Boards
- Huddle boards
- Several different technologies can be used to capture what happens in the sessions

Minutes approved

uncoiled 2011: Get Schooled

- String Camp
 - Elementary through high school students will playing in a string camp that day
 - Sound insulation seems to be very good
- Number of attendees: 35 as of 7/1
 - Cap on attendance of up to 60 (our main room holds 46)
 - Open two rooms for larger capacity (holds up to 80)
 - Technology if we combine the rooms
 - Rooms can be combined technologically too with Room 118 being the master control room
 - Technology help on the day of the conference should be available
- Grou.ps
 - Are the pre-workshop networks relevant?
 - Haven't had much participation in the weeks leading up to uncoiled
 - A subscription to Ning might be worth the investment since none of the others we've tried have been very good
 - Possibly try a facebook group next year
 - One of the complaints was that some people never get on facebook
 - Keep using the email list for critical information
 - Use facebook or Ning for networking
- Panel Questions
 - Great job Toni and Mike on creating panel questions
 - Questions:
 - What is so important about library instruction?
 - How did you learn to teach?
 - How is library instruction different from other kinds of instruction?
 - What kind of support do you get from your library administration for your library instruction? Your university/college administration?
 - Do you promote your library instruction to your institution's administration? If so, what methods do you find most effective?
 - Do you assess the effectiveness of library instruction at your institution? If so, what methods do you use?
 - Do you integrate new technologies (e-readers/iPads/etc.) into your library instruction?
 - What impact have mobile technologies had on library instruction?
 - We probably won't use all of the questions but they will be an excellent conversation starter
- Bambuser
 - A librarian in New jersey asked if there was an online component which got Emily thinking about the possibilities
 - And we will have video to post on YouTube and send to the presenters
 - Unlimited number of viewers and no time limit
 - Chat feature

- How do we film separate sessions?
 - Mike and Emily can both record from their phones
- Streaming in the future
 - If we are going to do this in the future and charge then we need a higher quality service
 - But a good test for COIL
 - Will send it out on the list
- Presenter room assignments
 - Check with presenters for preferences
 - David would like room 117
 - Room 101 will be for the opening and closing sessions
 - Use rooms 117 and 118 for the two breakout sessions in the middle
- Dine arounds
 - People haven't signed up yet
 - Just have sign-up sheets for lunch at the registration table
 - Have group leaders exchange phone numbers
 - Possibly send out a reminder a few days before to see if we can at least try to make reservations
- Emily will be out of the office until July 20 and she will delegate some of the work
- Emily will send out reminders to attendees the day before
- Food should be all taken care of
- We will have wireless access for attendees on the day of the workshop
- Name the Mascot:
 - Entries must be turned in before leaving for lunch
 - Winner will be announced at closing
 - Prize is free admittance to OK-ACRL conference
- Still waiting for handouts from some of the presenters
- Amanda will have an ad to go in the folders
- Emily will put in a COW ad
- Mike will bring pens to go with the folders

Web Committee Report

- New Logo?
 - Beth sent a new logo possibility
 - Nicole will also ask Sean (graphic design person at OSU) to try something logo-wise
- Is there a timeline?
- Wordpress might be the easiest for future officers to work with

Next Meeting

- LibGuides demo in early October
- Emily will send out an email
- August 12th online meeting to recap the unCOILed workshop

Meeting adjourned 2:38 p.m.