

## COIL Minutes

January 28, 2014

Members present: Chelsea Baker, Kate Corbett, Megan Donald, Allison Embry, Jamie Holmes, Shannon Leaper, Cheryl McCain, Krista Ramirez, April Schweikhard, Sarah Whittle

### Agenda:

- Introduction of new officers:
  - Chair – Allison Embry
  - Chair Elect – Megan Donald
  - Chair Emeritus & Webmaster – Adam Brennan
  - Director Representative – Paula Settoon
  - Secretary – Shannon Leaper
  - Projects Manager – Tammy Thomason
  - Web Administrator – Robin Leech
  
- UnCOILed 2014 Conference
  - Friday, July 18, 2014 at OSU Tulsa
  - Theme: Teaching with Technology
  - Table at OLA – Megan, Chelsea, April, Allison
  - Logo - Megan
  - 'Save the date' cards - Shannon / Allison will print
  - LibGuide – Allison will create & add to COIL website
  - Social media – April & Jamie will advertise & update
  
- Ideas for COIL 2014
  - Instruction demos during face-to-face meetings
    - Worksheet exchange
  - COIL on Wheels
    - Clair from Phillips Theological Seminary and Adam went to NSU Tahlequah – provided a workshop
    - Google Docs for ideas – Megan
    - Poll library directors
    - Jamie will try to locate the 2008 brochure used to promote program
  
- February Meeting
  - Face-to-face – OSU Tulsa
  - Doodle poll for dates – Allison
  - Agenda:
    - Timeline for UnCOILed
    - Assign tasks for conference
    - Conference Fee

## COIL Minutes

April 30, 2014 – Online (Google Hangouts)

Members present: Chelsea Baker, Magen Bedner, Sarah Burkhead, Dona Davidson, Allison Embry, Shannon Leaper, Cheryl McCain, David Oberhelman, Krista Ramirez, Naomi Schemn, Andy Taylor

### Agenda:

- Conference Tasks
  - Allison sending updated list via email
- Conference Presentation
  - Need more submissions
  - Push out submission deadline
- May Meeting
  - Who would like to host?
    - OU-Norman Library – Cheryl McCain
  - Possible topics?
    - New LG beta

## COIL Minutes

June 24, 2014 – Roger's State University

Members present: Magen Bedner, Adam Brennan, Sarah Clark, Kate Corbett, Megan Donald, Allison Embry, Jamie Holmes, Elizabeth Jones, Shannon Leaper, Krista Ramirez, Tammy Thomason, Sarah Whittle

### Agenda:

- Conference Tasks
  - Registration – is open, 17 individuals registered so far
  - Adding presentation descriptions to websites/social media – in progress
  - Name badges – working
  - Folders, folder contents, handouts – working
  - Conference agenda – in progress, should be ready in early July
  - Conference evaluation forms – will look for last year's form, Sarah Clark can produce a new one if necessary
  - Food – Adam & Beth: coffee, tea, snacks - \$60-70 budget; Kate: trail mix for a.m.; Adam: fruit for p.m.; lunch: dine-around
  - Conference manager – Sarah Clark & Tammy will assist Allison
  - Introduction for presenters – Allison: we have 3 rooms at OSU-Tulsa, will do intro in main room/logistics/folders/call for new officers
  - Registration – Shannon will collect, cash/check only-no POs; give \$ to Allison to transfer to Beth
  - Bring & set up banners and signs, recruit & announce – at end of conference
  - No door prizes, no OKACRL funds
  - OLA table – done
  - Save the date cards – done
  - Conference social media & conference LibGuide - done
  
- Addition conference information
  - OSU-Tulsa giving us the rooms for free
  - Presenter certificates – Allison
  
- Next year
  - LibGuide workshop @ OU in the Fall
  - Camtasia demo during the next year – Adam
  
- Demoed several LibGuides for best practices examples
- Next meeting will be July 18, 2014 unCOILED Summer Workshop – “Teaching with Technology” at OSU-Tulsa

## COIL Minutes

September 23, 2014 – Online (Google Hangouts)

Members present: Adam Brennan, Kate Corbett, Allison Embry, Toni Hoberecht, Shannon Leaper, Andy Taylor

### Agenda:

- November LibGuides Workshop
  - Will be Nov. 14 at OU Bizzell Library (food & space provided by OU)
  - 9 or 10:00 a.m. – 3:00 p.m.
  - Allison will finalize details this week and send out call for proposals
  - Possible sessions:
    - LibGuides2 Templates – Allison Embry
    - Demo of TCC's Academic Strategies Guide – Jamie Holmes & Adam Brennan
  - Allison will request tour of History & Science Collection and Collaboratorium
  
- Remaining Meetings
  - October – Online
    - Adam – present on instruction methods
    - Allison – present on flipped instruction
  - December – Face-to-face
    - Late afternoon
    - Year-end wrap-up
    - Bowling/pubcrawl afterwards if possible