

COIL Meeting Minutes from April 17, 2018

Present: Matt Upson, Marla Lobley, Cristina Colquhoun, Calantha Tillotson

Agenda

1. Communication Efforts
2. unCOILed
3. Logo

Action Items:

- Everyone –
 - **Send Summer availability to Matt for unCOILed**
 - **Brainstorm activities on media literacy and fake news for uCOILed**
- Matt –
 - **Create and email poll to schedule next meeting**
 - **Contact SLIS to ask about sponsorship**
- Marla –
 - **Contact UNT about unCOILed attendance**
- Cristina –
 - **Update logo and email to everyone**
- Calantha–
 - **Contact Cheryl McCain about using Bizzell Library for unCOILed**
 - **Type up meeting minutes and email**
- Tamara –
- Cinthya –

Discussion:

- Communication Efforts:
 - Matt –
 - Asked whether we should share information through a newsletter or emails.
 - Suggested the newsletter/blog be published 2-3 times a year
 - One for fall, spring, and summer semester
 - First one should be published fall 2018
 - Content:
 - Maybe get guest writers
 - Everyone needs to contribute, but we need a blog manager
 - Suggested the blog should be published as a page on the COIL Wordpress site
 - Will include the blog in regular monthly planning meetings
 - Will include a survey in summer workshop to gauge blog usefulness
 - Calantha –
 - Voted for a newsletter/blog

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- Mentioned a blog would save time, as opposed to meeting in person with the rest of COIL participants
- Suggested Marla be the blog manager
- Marla –
 - Explained the current Linscheid blog
 - Infographics based on interviews
 - Research focused
 - Suggested the COIL blog should be based on instruction activities and news or articles found.
 - Accepted the position as blog manager
- Cristina –
 - Suggested the content be created/organized a semester ahead of publishing
- Logo:
 - Cristina - working on updating the current COIL logo
 - Many font choices
 - Based on state
 - Numerous options on colors and font
 - Red dirt grass
 - Will make edits and send to everyone by next meeting
 - Calantha - voted for logo option with grass and clouds
 - Marla and Matt - liked full name on logo
 - Matt – liked combo of full name with dirt and grass
 - Marla - liked any of them as long as there is the full name and acronym
- unCOILed:
 - Date/Time:
 - Matt –
 - Asked everyone to send summer availability to him
 - Suggested July 30th or at least last week of July, first of August
 - Shared that last year's unCOILed was between 10 am and 3 pm to give people time to travel
 - Location:
 - Matt –
 - Informed everyone that unCOILed occurs mainly in Stillwater or Tulsa
 - Asked if location should be chosen based on COIL officers' location
 - Agreed that OU's Bizzell would work

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- Asked Calantha to specifically look at a variety of available spaces
 - Marla – Agreed that Linscheid Library could work if we needed
 - Calantha –
 - Asked if Ada would be too out of the way
 - Suggest Bizzell Library in Norman
 - Offered to contact Cheryl McCain and other people at OU to check availability on last of July, first of August for 50-70 people
 - Explained the structure of Bizzell’s Collaborative Spaces
- Program:
 - Matt –
 - Asked if we should do a workshop or have speakers
 - Asked if it should be focused on fake news and media literacy
 - Asked everyone to brainstorm activities on media literacy and fake news
 - Calantha –
 - Voted for workshop
 - Voted for focus on fake news and media literacy
- Sponsors:
 - Matt –
 - Reminded everyone that last year had a really cheap registration
 - Informed everyone that OK-ACRL will chip in around \$300
 - Asked if the money should go towards speakers or food
 - Suggested connecting with SLIS to have students attend/assist with workshop
 - Asked if SLIS would be a possible sponsor and who should be contacted
 - Calantha –
 - Suggested Matt contact Susan Burke at SLIS
 - Spoke of past experiences with COIL as a student
 - Encouraged reaching out to SLIS professors and students to attend
 - Marla – Offered to contact UNT professors and students
- Miscellaneous:
 - Matt –
 - Will send out poll to schedule next meeting

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- Suggested the committee work on a tentative program schedule during the next meeting
- Will make all future meeting agendas
- Calantha – will type of the meeting minutes and email to everyone

COIL Meeting Minutes from May 11, 2018

COIL Logo

- **Cristina shared updated logo options.**
- **Tamara asked to have the clouds moved to not interfere with white wording or change the text to a darker color.**
- **Calantha, Marla, and Tamara like the purple version.**
- **Cristina will send out a few color options and everyone will vote.**

Newsletter

- **Matt asked if newsletter will be tabled until the fall, so the committee can focus on unCOILed.**
- **Everyone agreed.**

UnCOILed

- **unCOILed:**
 - **Finalize location/date/time for unCOILed**
 - **Friday, August 3rd, Stillwater**
 - **About 20 people voted, 3 or 4 said Ada, rest said Stillwater**
 - **10:00 AM - 3:00 PM**
 - **Hour and a half for lunch**
 - **Tamara liked everyone staying in the same room instead of breakout sessions so that everyone can get the same information**
 - **Need to come up with \$250 for refreshments and maybe door prizes**
 - **Can come from OKACRL**
 - **If we need to do anything else, we need a sponsor**
 - **Matt or Calantha can contact OU for a sponsorship**
 - **Probably no more than another \$200-\$250**
 - **May not need to charge people**
 - **Registration fee for food and snacks or other expenses.**
 - **Matt suggested \$15 and Calantha agreed.**
 - **Probably around 30 people will attend.**
 - **Would it be worth the money and time for people?**
 - **Marla says it will be worth it with the right marketing.**
 - **Matt and Calantha agreed we should waive fee for students.**

- **Matt will set up registration through LibCal and send out a Save-the-Date in the next few weeks.**
 - **Send out more detailed schedule and registration soon after Save-the-Date.**
- **Tamara asked if we could get someone from the media to get their perspective.**
 - **Matt will ask journalism department to collaborate.**
- **Matt and Tamara suggested doing a “call out” for mini presentations/lightning rounds.**
 - **Calantha and Marla agreed.**
- **Finalize theme**
 - **Matt provided links to possible resources to plan workshop.**
 - **Should readings be embedded or done before hand?**
 - **Calantha felt reading was fresh and relevant but also possibly too much time out of the day.**
 - **Marla – could we have readings in groups and create activities based on readings?**
 - **Calantha – yes, first part definition and media literacy basics and last part will be creating a lesson plan/activity from scratch in groups.**
 - **Matt –morning will be basics, then lighting round (30 min), then put in groups, lunch, then planning activity/lesson, then groups present.**
 - **1st part of morning – definitions and examples of resources**
 - **2nd part of morning – Lightning rounds**
 - **3rd part of morning - Using Web Literacy for Student Fact-Checkers by Michael Caulfield (Information Environmentalism)**
 - **Shift from evaluating resources to shifting information environment, becoming part of the solution**
 - **Marla – students create resource to be used by peers to teach what they just learned**
 - **Student Polarization wiki – students drive fact checking**
 - **Matt – should we require groups to base activities off of Caulfield’s work or do what they want?**
 - **Calantha – they should do what they want so they feel comfortable.**

- **1st part of afternoon – groups build activities**
- **2nd part of afternoon – groups present activities**
- **Decide on planning tasks and responsibilities**
 - **Matt will do introduction, lightning round, and Caulfield sections.**
 - **Marla and Calantha will do group activity.**
- **Decide next meeting date(s)**
 - **Next week – Thursday, May 17th, 3:30 pm**

Newsletter

- Formatting- Marla made the template in Piktochart with our library account, but it may be more sustainable to make something similar to this in Publisher or another software so that multiple people could edit and COIL wouldn't need to purchase a Piktochart account.
- Is it possible to have a new section on the website for the newsletter?
- Content- Are there topics that should be added or taken away from what's in the template?
- Authors- Would we recruit COIL members to contribute content or would we each take a section ourselves to do each semester?

COIL Meeting Minutes from May 17, 2018

Agenda

- Logo:
 - Matt agreed if he could take the updated logo to OK-ACRL board.
 - Everyone agreed.
- Workshop
 - Title:
 - Matt proposed the following title: Addressing Mis/Dis-information through Media Literacy and Info-Environmentalism.
 - Marla asked if the title could be changed to take out “Mis/Dis” to Promoting Media Literacy and Sustainable Info-Environmentalism.
 - Tamara asked for a definition of Info-Environmentalism, which Matt provided.
 - Tamara and Calantha agreed to Marla’s proposed title.
 - Matt asked the group to create a “catchy” title and use Marla’s as the subtitle. He will bring a proposed “catchy” title to the next meeting.
 - *Update 5/18* Matt emailed officers to ask about revised title:
**“We can actually change things, one search result at a time”:
Empowering Students through Web Literacy and Sustainable Info-Environmentalism.**
 - Potential Schedule:
 - Matt reserved the same space as last year and requested necessary equipment.
 - Matt proposed the following schedule for the workshop:
 - FRIDAY, AUGUST 3
 - 9:15 - 10:00 Registration
 - 10:00 - 10:15 Introduction and Logistics
 - 10:15 - 10:30 Definitions
 - 10:30 - 11:00 Lightning Rounds/Examples of Instruction
 - 11:00 - 11:30 Resources
 - Mike Caulfield Web Literacy
 - Concept of information environmentalism
 - Opportunity for group to share ideas for resources
 - Select groups
 - 11:30 - 1:00 Lunch with groups
 - 1:00 - 2:00 Groups Build Lessons
 - 2:00 - 2:45 Groups Share Lessons

- 2:45 - 3:00 Wrap up, Questions, Prizes(?)
 - Everyone agreed, but Marla cautioned that the lightning rounds and group sharing will be dependent on the number of people who plan to attend.
 - Matt asked if there should be a cut off date for online registration and said he would contact OK-ACRL about options.
 - Marla and Calantha agreed to a cut off date.
 - Tamara suggested a week before the event for the cut off date.
 - Everyone agreed to July 27th as the cut off date.
- To-do list and responsibility
 - Registration - Matt
 - Contact OU SLIS regarding sponsorship and student attendance - Calantha
 - Provide details on content.
 - Ask if they would be willing to provide funding for snacks and coffee (\$250).
 - Ask them to invite their students to attend (registration will be free for students!).
 - Offer to handout or display promotional SLIS materials and acknowledge their contribution during workshop.
 - Send once registration link is set-up by Matt.
 - Contact Emporia State SLIM regarding student attendance - Matt
 - Publicity
 - Addresses registration and CFP for lightning rounds - Matt
 - Matt will send language to all committee members for them to send out to anyone they think would be interested.
 - Listservs - Matt
 - COIL
 - OK-ACRL
 - Kanlib
 - CULS
 - others?
 - At our own institutions (non-librarians, as well?) - Everyone
 - Snacks -
 - Will be funded by OK-ACRL or SLIS.
 - Will probably be ordered through a local Stillwater restaurant.
 - Nametags -
 - Matt will order "Hello My Name Is..." name tags and provide sharpies.
 - Whiteboards -

- Matt will provide mobile whiteboards and giant sticky notes for groups to use.
 - Calantha requested that he provide 6-8, so each group could use one.
- Room Tech -
 - Matt will ask OSU library to provide laptops for group activity.
 - Calantha suggested Matt request just 1 or 2 laptops per group.
 - Marla suggested the committee recommend attendees bring their own devices.
 - Matt will also try to make sure there is enough power sources for devices.
- Workshop group activity -
 - Calantha and Marla demonstrated their template.
 - Matt agreed it was a good rough draft.
- Next Meeting
 - Friday, May 25th, 3:30 pm

COIL Meeting Minutes from June 7, 2018

Agenda

- Previous minutes:
https://docs.google.com/document/d/1z76W5fMvkMLXh26hgx1FZTILple5R_-k_Oa9BwZ2mL0/edit?usp=sharing
- Workshop
 - Send out registration info and CFP again when?
 - Matt, Marla, and Calantha all agreed early July, right after the July 4th break.
 - Registration #
 - Currently have 8 registered, including Matt.
 - Matt reminded other members to register and pay earlier rather than later.
 - Schedule issues?
 - Matt asked for any itinerary issues.
 - No one had any issues currently, but Marla mentioned she and Calantha would be testing their activity soon and would let Matt know.
 - Matt will be at ALA until the end of June and asked when everyone would like to meet again.
 - Everyone agreed to meet on June 28th, at 3:30 pm.
 - OU Sponsorship?
 - Calantha filled everyone in on the SLIS sponsorship progress, i.e. invoice has been given to SLIS and the SLIS poster has been printed.
 - Matt will check with Emrys on when OK ACRL receives the SLIS donation.
 - Do we want to request funds from OK-ACRL?
 - How much?
 - Calantha reminded everyone that SLIS is giving \$150 so anything else COIL needs will need to come from somewhere else.
 - Matt said he would ask for \$100-150 from OK-ACRL.
 - For what?
 - Food and drinks -
 - Coffee and assorted breakfast foods.
 - Coffee and snacks.

- Calantha and Marla asked for fruits and vegetables to be included.
- Prizes -
 - (2) \$15 giftcards
 - (1) \$30 giftcard
- Matt will order the food and Emrys will purchase the giftcards.

COIL Meeting Minutes from July 12, 2018

- Food orders
 - Matt will be traveling over the next few days.
 - Matt will wait to contact the food providers the week of unCOILed.
 - COIL has enough to cover with donations from OK-ACRL (\$150) and SLIS (\$150) - food should be kept under \$240.
 - Matt - should we get the food from Panera and/or Red Rock Bakery?
 - Morning - Panera
 - Afternoon snacks - Red Rock Bakery
 - Calantha and Marla will create list of options for food and send to Matt by July 26th.
- Matt email emrys about slis money, food orders, and amazon cards
 - Matt will order 3 Amazon gift cards (\$60).
 - Matt will print SLIS handouts.
 - Marla and Calantha will bring SLIS poster and tripod for display.
 - Matt will bring nametags.
 - Emrys will do the registration, and if she can't, Tamara will cover registration.
 - Matt will check with Emrys about SLIS donation.
 - If check hasn't been received, Calantha will contact SLIS again.
- Reach out to the lightning round folks?
 - Matt - only 2 registrations wished to be included in the lightning round.
 - Do we want to continue with lightning round?
 - Does anyone on the planning committee want to be included?
 - Marla - she and Calantha can contact the lightning round people if Matt sends the contact information.
 - Matt - will send contact info.

- Calantha asked Matt to print out a “quick guide to information environmentalism” to which participants can refer.
 - Matt will print out OSU’s Fake News Infographic.
 - Opportunity for group to share ideas for resources
 - Select groups (Maximum of 6 groups)
 - Marla and Calantha will allow participants to self-select into groups.
- 11:30 - 1:00 Lunch with groups
- 1:00 - 2:00 Groups Build Lessons
- 2:00 - 2:45 Groups Share Lessons
 - Marla asked where Matt would like the created activities to be posted.
 - Tamara volunteered to load them to the COIL website.
 - Matt suggested loading activities to a Google drive folder to make more accessible.
 - Marla will make a folder and upload:
 - Activity templates
 - Mike Caulfield’s resources
- 2:45 - 3:00 Wrap up, Questions, Prizes(?)
 - Matt will check to see if OSU has raffle tickets to use for prizes.
 - If there are no raffle tickets, everyone agreed to have participants write names on pieces of paper during registration.
- Next meeting: July 31st, at 3:30 pm

COIL Meeting Minutes from July 31, 2018

- Food:
 - Matt ordered today.
 - 46 registered, so Matt added extra coffee and will pick up extra fruit plate.
- Lightning rounds:
 - Calantha's participant responded positively.
 - Marla's participant did not respond.
 - Calantha and Marla will present activity example.
 - Matt will keep lighting round/assignment example on schedule.
- Supplies:
 - Matt has parking passes, gift certificates, name tags, and cash box.
 - Matt will print off infographic handouts.
 - Calantha and Marla will bring SLIS handouts and poster.
- Introductions:
 - Each planning committee will introduce themselves.
 - Matt will provide a prompt and allow each participant time to introduce themselves to their group.
- Definition:
 - Matt will pose questions for group discussion.
 - Web literacy vs. information literacy
 - Lifelong learning vs. course specific learning
 - Information environmentalism and open pedagogy definitions
 - Fake news: opportunity or distraction
 - Checklist vs. strategies
- Mike Caulfield's Theory:

- Matt will cover Caulfield's resources and initiatives.
- Matt will open a discussion on open pedagogy.
- Activity Workshop:
 - Calantha and Marla will oversee.
 - Groups will work independently to build an activity and then present said activity.
 - Matt will provide an orange whiteboard and 12 laptops.
- Registration:
 - Steve and an OSU RA will cover registration.
 - Matt's colleague will supply raffle tickets.
 - Calantha will draw and announce the winners of the raffle.