

February 4th

Join Zoom Meeting

<https://zoom.us/j/808373242>

- Do the Minutes on the website need to be updated?- <http://coil.okacrl.org/minutes/>
 - Cristina - Recommended condensing minutes into one pdf per year and only keep 10 years.
 - Holly - Recommended calling older minutes “archived minutes.”
 - Marla - Thanked Cristina for website updates and will send Cristina compiled minutes, minutes from last year, and old ByLaws as pdfs.
 - Calantha - Agreed with changes.
- COIL logo (Cristina)
 - Cristina - Made a lot of logos last year, so was not sure she needed to make another new one for this year.
 - Holly - Felt last year’s logo was perfectly fine to use again.
 - Marla - Recommended Cristina do whatever she wants with the logo and place it on website header.
- COIL social media (Calantha)
 - Marla -
 - COIL chair manual says secretary (Calantha) should be in charge of social media.
 - COIL has both Facebook and Twitter accounts.
 - <https://www.facebook.com/Community-of-Oklahoma-Instruction-Librarians-237835109164/?fref=ts>
 - <https://twitter.com/COILOK>
 - Nothing has been posted since 2015.
 - Waiting to get admin access for Calantha.
 - Everyone should send information needing to be posted to Calantha.
- Newsletter/Blog/Social Media?
 - Marla - Preferred social media posts to newsletter for marketing COIL and quick updates.
 - Holly - Recommended Twitter over Facebook.
 - Cristina - Felt newsletter would be better for information updates but would need a good template/design.
 - Calantha - Preferred social media for information blasts, as most people may or may not take the time to read a full newsletter.
 - Everyone agreed to move forward with social media instead of newsletter.
- UnCOILed
 - Date- Summer
 - Vacations -
 - Marla out 15th through 19th of July.
 - Calantha out 3rd week of June.
 - Holly out at annual in June.

- Cristina out in May.
 - Everyone decided on Friday, July 12th.
 - Location- ECU? OSU?
 - Holly - Didn't mind having it at OSU again, as staff can help support and will collaborate with Matt to see what prep work needs to be done.
 - Marla - fears that ECU is too far away from everyone.
 - Everyone agreed to tentatively have it at OSU.
 - Theme- Working with faculty for assignment collaboration? Being info lit leaders on campus?
 - Marla - Last year, someone brought up the fact that assignment collaboration may not be doable in every academic library. Recommending focusing this year on building relationships with faculty and (possibly) invite one faculty member to attend to become advocate in liaison areas. Will reach out to Jamie Holmes at Tulsa Community College and OK-ACRL about possible panel or at least participation of faculty.
 - Calantha - Liked the idea of focusing on bringing faculty with them to a workshop about building relationships, particularly recommending having a panel of ECU faculty to answer questions from librarians.
 - Holly - Really liked theme of building relationships with faculty and thought it would be valuable for all attendees.
 - Cristina - agreed to theme.
 - Format- Presentations, activities, etc.
 - Marla - Explained that feedback from last year was positive about the applicable portion. Asked everyone to brainstorm resources about building relationships with faculty for next meeting.
 - Calantha - Recommended role playing activity with faculty members and librarians.
 - Holly & Marla - Felt not everyone would be comfortable role playing.
 - Cristina - Recommended waiting until content is solidified before figuring out what the applicable portion will look like.
- Next meeting -
 - Marla - Recommended once a month on Mondays at 4 pm for regular meetings and will make a recurring meeting.
 - Everyone agreed.

March 4, 2019

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Action Items

- Cristina- upload minutes & Bylaws (**done**)
- Cristina- upload logo
- Calantha- post to Facebook
- Marla- find out Twitter log in
- Everyone- send things to Calantha to post
- Everyone- brainstorm resources for collaborating with faculty
- Marla- ask Jamie Holmes about possible panel or at least participation of faculty

Agenda

- Goals- What do we want to contribute to COIL to leave it better than we found it?
 - Promote/grow? (new logo, clean up website, re-start on social, celebrate milestones)
 - Everyone agreed to new logo, cleaned up website, re-start social media, and celebrate milestones.
 - Cristina mentioned monthly/bi-semesterly meetings for lunch and discussion/presentations. Too much travel and time requirements, so they stopped, but Cristina felt they were helpful as networking. She mentioned that there is a blog function on the COIL website.
 - Holly mentioned meetings but felt they were only sometimes helpful. She recommended doing something at OKACRL or OLA for networking. She is willing to maintain the blog for future years.
 - Marla will have a OKACRL booth at OLA and will try to include COIL marketing materials. She suggested doing social media highlights of Oklahoma instruction librarians and posting reviews of professional development materials/instruction activities on blog.
 - Calantha suggested having lunches and flexible discussions at OKACRL and OLA every year, on top of UnCOILed. She suggested interviews for the social media highlights and the first social media post introducing officers for the year. She liked the idea of creating infographics for highlight interviews and prefers to post on a blog. [<https://coil.okacrl.org/officers/>] She will send content to Cristina for posting on website. She will get the first post to Cristina by Friday, March 8th, and will include quotes from leadership team. She will plan on posting once a month on the blog and asked everyone to find volunteers for interviews.
- Social Media idea
 - Spotlight instruction librarians, use listserv to ask for submissions
- unCOILed- share resources, develop theme more
 - Theme:

- Marla included resources in COIL folder on GoogleDocs, called unCOILed 2019 Resources.
[\[https://docs.google.com/document/d/1TxnNc1bNx-PW5mLILAXatO0rCmOJJCNOQLmeJBDC8Nk/edit\]](https://docs.google.com/document/d/1TxnNc1bNx-PW5mLILAXatO0rCmOJJCNOQLmeJBDC8Nk/edit) She mentioned different levels of collaboration with faculty and asked whether all these levels should be included or just highest level, as well as defining librarian vs. faculty expectations. Marla mentioned having the attendees
- Calantha promoted the inclusion of a librarian vs. faculty expectations and have the take-away be steps to move between levels. She suggested splitting the groups by levels.
- Holly suggested the creation of goals for collaboration and an action plan as the take-away.
- Cristina agreed with the idea of developing an action plan in groups. She suggested a roleplaying exercise to provide examples of liaison/librarian interactions, and she agreed to demonstrate the roleplaying with Calantha.
- Summary:
 - Morning:
 - define collaborative relationship from librarian and faculty perspective (Marla)
 - define/discuss tips for successful collaborative relationships (Cristina and Calantha)
 - define/discuss levels (Cristina and Calantha)
 - ~~roleplaying game by levels~~ Scenarios that could happen with faculty at each level, have exemplar responses ready for each level. Tables come up with possible responses to each scenario, share with the whole group (Cristina and Calantha)
 - place in groups by levels?
 - Afternoon:
 - work on action plans (individually or in groups?) (Holly)
 - share plans

April 1, 2019

Join Zoom Meeting

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New Action Items

- Everyone - brainstorm and ask faculty about blog
- Calantha - come up with questions for faculty and interview Megan Donelson for April blog
- Everyone- read through article Cristina posted and be prepared to discuss in next meeting whether we should do scenarios the groups work on of what collaboration would look like at each "level" or do role plays

Past Action Items

- Cristina- upload logo
- Calantha- post to Facebook
- Everyone- send things to Calantha to post
- Everyone- brainstorm resources for collaborating with faculty
- Marla- ask Jamie Holmes about possible panel or at least participation of faculty

Agenda

- Logo -
 - Cristina is working on banner and will send it out.
 - Everyone agreed to let Cristina choose the image for the banner.
 -Calantha asked for resized logo for Facebook and Twitter.
- Social media/ blog update
 - Social Media -
 - Calantha will post to Facebook and Twitter once weekly.
 - Everyone agreed that they didn't need to edit posts before publishing.
 - Blog -
 - Calantha will create a post once a month.
 - Marla didn't yet hear back from OU-Tulsa grad students about interview for blog and will do a call out on the COIL listserv for future participants.
 - Everyone agreed to highlight faculty with strong collaboration for foreseeable future.
- OKACRL meet-up -
 - Marla will not be able to attend.
 - OKACRL will be the second Friday in November.
 - Everyone agreed to have a COIL table at lunch for networking.
- unCOILed- share resources, develop theme more
 - Cristina and Calantha updated everyone on the faculty collaboration/levels activity.
 - Will create steps for successful collaboration, mythbusting, and possible responses.

- Will introduce levels of collaboration.
 - Will create scenarios for each level, ask groups to create responses for each level, and groups will share responses.
 - Marla recommended Cristina and Calantha also use the Gentle Art of Saying No and other business strategies when creating activity.
- May's meeting will be more about logistics
 - Marla will find out budget from OKACRL
 - Will discuss catering
 - Details about how room should be set up and AV set up
 - Traveling mic
- Marla will make calendar for the COIL chair
 - Other officers are welcome to create any documentation they think would be helpful
- Marla will look in Bylaws to find out what to do with a vacant Webmaster position

May 13, 2019

Join Zoom Meeting

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New Action Items

- Marla- Send Save the Date and social media/ blog info on listserv
- Marla- Look at survey/evaluation options
- Calantha - Send blog interview questions to Holly
- Holly- Brainstorm and/or contact possible interviewees for blog
- Marla- Talk to Anona about PayPal and registration and Amazon gift cards

Past Action Items

- Marla- make calendar for COIL chair
- Everyone- send things to Calantha to post
- Everyone - brainstorm and ask faculty about blog

Agenda

- Webmaster position -
 - When will it be open?- July
 - Will have a special election to fill it
- Social media/ blog update
 - Social Media -
 - How is it going?
 - Calantha - fairly well, just a few engagements per post and only about 70 followers. What should be our goal?
 - Marla - growth, will include info on save-the-date.
 - Blog -
 - How is it going?
 - Calantha - going well, I have interviewed enough people to get us through September 2019.
 - Holly - I have a few people to interview. Also should we do a blog after the workshop with attendees? Create a survey?
 - Marla - use COIL history for blog post or social media posts?
 - COIL history document now available
 - Marla - created a history of COIL from past chairs/members. Summer workshop has always been a hands-on workshop, as opposed to OK-ACRL workshop, which is generally more theoretically. Historically, COIL was meant to be a place particularly for new librarians to get involved.
- OKACRL meet-up -
 - OKACRL gave permission to have a table at lunch at the conference in November 2019.
 - Right now, Calantha is the only one who might be able to attend, except for possibly the new Web Master.

- unCOILed
 - Name of workshop
 - Holly will ask Matt to come up with a snazzy name.
 - Calantha and Marla will brainstorm independently.
 - Everyone will send possible names to Marla by 5 pm on Weds., May 15th.
 - Marla will send out a save-the-date by end of week.
 - Advertising plan
 - COIL Listserv - Marla
 - OU SLIS - Marla
 - Facebook, Twitter- Calantha
 - UNT, TWU LIS- Marla
 - Emporia listserv- Holly will ask Matt to send Save the Date
 - Registration
 - Holly will update last year's Qualtrics form and send link to Marla.
 - Calantha asked Holly to include the *Not at Your Service* article to the form.
 - Marla will receive an email every time someone registers.
 - Attendees will be charged approximately \$15.
 - Budget
 - Marla will talk to Anona about COIL Paypal account for registration.
 - Catering
 - Red Rock or Sams?
 - Everyone voted to get snacks from Sams.
 - Marla and Calantha will go before the event to purchase and Marla will ask her mom to borrow coffee carafes.
 - Holly will ask the library event/catering lady, Debbie, about using large cold beverage pitchers and coffee brewing procedures.
 - Door prizes
 - Everyone voted for Amazon gift cards (2 - \$25; 1 - \$15) for door prizes.
 - Marla will work with Anonna on gathering the cards.
 - AV & equipment needs - Holly will be in charge of gathering these.
 - Projector
 - Screen
 - Podium & mic
 - Traveling mic
 - Whiteboard!
 - 2 food tables
 - 1 registration table
 - Schedule
 - Last year's schedule below
 - Cristina and Calantha's activity update
 - Marla's presentation update
 - Holly's activity update

2018 unCOILed schedule

- 9:15 - 10:00 Registration
- 10:00 - 10:15 Introduction and Logistics
- 10:15 - 10:45 Marla's activity
- 10:45 - 11:00 C&C little presentation
- 11:00 - 11:30 C&C activity
- 11:30 - 1:00 Lunch with groups
- 1:00 - 2:45 Holly activity- actionable value system
- 2:45 - 3:00 Wrap up, Questions, Prizes

July 1, 2019

Join Zoom Meeting

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New Action Items

- Marla- send out reminders to COIL and OK-ACRL listservs
- Marla/Holly- send out reminder, parking info, laptop info to those registered
- Calantha - send out reminder and PowerPoint link to social media
- Cristina - final design for PowerPoint

Past Action Items

- Marla - Order/Purchase food.
- Marla - Print off evals and agendas.
- Marla- make calendar for COIL chair
- Everyone- send things to Calantha to post
- Everyone - brainstorm and ask faculty about blog

Agenda

- unCOILed reminders:
 - Everyone should arrive at 8 am
 - Emrys will bring cash box, raffle tickets, and name tags around 9 am
- Review names for activities on agenda & agenda format
 - Exploring the Environment or 2 Player Mode - Marla
 - Level Up Activity - Cristina and Calantha
 - Developing an Actionable Value System - Holly
- Have activity on Twitter during the event?
 - Everyone agreed to have Twitter available for questions/comments throughout
 - Marla will add #uncoiled2019 to agendas and PowerPoint slides
 - Team will stagger who is watching Twitter when based on who is speaking when
- Supplies update
 - Pens/pencils/ notebooks not available
 - Supplies needed:
 - Hazel is setting up:
 - Projector & screen
 - Traveling mic
 - 2 tables for food
 - 1 registration table
 - Tables and chairs for 40 people
 - Hazel or Holly/Cristina:
 - Whiteboards
 - Cristina:
 - Markers
 - Stickynotes

- Marla/Calantha:
 - Pens
 - Food
 - Drinks
- Holly:
 - 15 OSU laptops
- Activities run-through