

COIL Officers Meeting
1/14/2020

Zoom URL: <https://zoom.us/j/221834924>

Agenda:

1. Introductions!
2. Social Media (Tracy)
 - a. Twitter - Tracy will begin posting on Twitter
 - b. Blog - All agree to keep it current to help keep engagement up. A suggestion by Lisa is to create tutorials and how-tos on instruction.
 - i. We will all take turns posting short activities, best practices, and/or how-tos for FYE to help teach instruction skills on the blog. Lisa will post our first blog post in February on Mx. Potato Head, an activity she uses to show students how to modify key words. We will alternate who posts each month. Below is the order for posts each month.
 1. February: Lisa will write up Mx. Potato Head activity
 2. March: Ashley
 3. April: Tracy
 4. May: Holly
 - ii. Tracy will send email reminders for blog deadlines each month. Lisa will send her first blog post to Tracy.
 - iii. Video blogs are fine to use, just make sure there are transcriptions for all videos posted. Lisa built an online tutorial she would be interested in sharing.
3. Website updates (Lisa): <http://coil.okacrl.org/>
 - a. Lisa will verify that she can access the website.
 - b. She will post the Minutes from 2019. The minutes will be a single PDF document
 - i. Holly will send to Lisa
 - c. Officers page needs to be updated.
 - i. Send bio, pic, contact info by end of the week
 - d. Last year there were issues with plug-ins breaking, so Holly will check to make sure this is fixed. Website is connected to OK-ACRL.
4. unCOILed
 - a. Date - Usually an all day Friday in July or August.
 - i. Vacations/Conferences:
 1. Holly: July 22-24
 2. Lisa - June 1-9
 3. Ashley - June 26-28
 - b. Location - The past few years its been at OSU, but we could host it elsewhere. Would be best at one of our institutions.
 - i. Lisa & Tracy will look into hosting

- c. Theme - The highlighted themes below are what we each liked from the feedback received from last years workshop. We will decide on a theme in February. We will each talk will colleagues for feedback.
 - i. Suggestions from last year's workshop:
 - 1. Demo teaching techniques
 - 2. Assessment methods
 - 3. public/academic collaboration
 - 4. software/tools for instruction
 - 5. 5 learning theories
 - 6. Designing short sessions
 - 7. Instructional design
 - 8. Programming
 - 9. patterns/dynamics at work
 - 10. self-care/resilience/morale--build into the workshop regardless of theme?
 - d. Format - hands-on workshop. There were lightning talks at past workshops. Last year focused on one topic with hands-on activities all the way through. There have been other workshops that was a mix, so we can do a variety of things. We do not have to pick only one topic if we do not want to.
- 5. Next meeting - Holly will send out an Outlook calendar invitation for our next meeting. Tuesdays at 10am works best for everyone. We will try to stick with the same time each month.

COIL Officers Meeting

2/11/2020

Zoom meeting: <https://zoom.us/j/215092970>

- 1. Action items from last meeting:
 - a. Upload minutes & update bios on website
 - i. Lisa has posted the minutes and bios on the website
 - b. January blog post
 - i. Lisa posted the blog for February
 - c. Social media posting
 - i. Tracy has posted on Twitter. She could not find access information to Facebook. Holly will contact Calantha to see if she has the login credentials
- 2. OLA
 - a. Holly proposed the idea of possibly setting up a table or meet-up location during the OLA conference from April 22nd-24th, 2020. In past years, the idea of setting up a table or meet-up location at OLA was discussed for COIL members and was done at the OK-ACRL conference.

- b. The members have agreed we should go to OLA on Thursday or Friday. Possible ideas for OLA include:
 - i. Setting up a network table
 - ii. Lisa mentioned there was a network luncheon on both Thursday and Friday that we could possibly attend
 - 1. Holly will look into the networking luncheon
 - iii. Look into setting up a dinner after one of the conference days
- 3. unCOILed planning
 - a. Date: July 31, 9:00-3:00; typically the time is divided as follows:
 - i. 9:15-10:00 registration/check-in, with some breakfast snacks provided
 - ii. Content starts around 10:00am
 - iii. Break for lunch 11:30am-1:00pm
 - iv. Content continues from 1:00-3:00pm
 - b. Location: TBD
 - i. Both Lisa and Tracy researched their institution as possible locations
 - 1. Lisa said TU had a charge for the room that would cost most of the budget
 - 2. Tracy said there was no charge for TCC-Northeast. She did express some concern during the lunch break as there are not many places to eat around the campus. There is a cafe, but she will need to look into the hours to see if it would be open and be able to accommodate different diet restrictions. There were a few suggestions for this:
 - a. Charge for box lunches. It would have to be someplace that can accommodate diet restrictions.
 - i. We could send out a listserv to see if members would be interested
 - b. Look into local food trucks
 - c. Theme: Short sessions and elevator pitches (fold in assessment and teaching demos)
 - i. Based on our responses from fellow colleagues, designing short sessions was the most popular choice from the list, with demo teaching techniques and assessment methods also popular
 - 1. We can fold demo sessions and assessment into designing short sessions
 - ii. The members defined "short sessions" as 15-20 minutes long
 - d. To do for next month
 - i. Each member will conduct research into how to design elevator pitches and how to design instruction in 15 minutes or less, with focus on a frame.
 - 1. A google doc will be created so we can share our findings

3/24/2020

Zoom meeting: <https://zoom.us/j/215092970>

1. Action Items
 - a. Lisa updated our search engine to help improve discoverable in Google.
 - b. Tracy and Holly are switching months for blog. Holly will post about remote instruction in April and Tracy will post in May.
2. OLA
 - a. Due to COVID-19, OLA has moved their date to July 29-31.
3. UnCOILED planning
 - a. The date of our workshop, previously July 31st, has been rescheduled to Friday, August 7th, so not to conflict with OLA, but still before classes will begin
 - b. OK-ACRL team really liked the theme
 - c. Discussed the possibility of planning for an in-person workshop, but having the content easily convertible to online if necessary
 - i. Decided to continue to plan like we normally would, then decide in a few months whether this needs to go viral or not
 - d. Discussed sending out a poll/survey to ask to if in person or online would be preferred
 - i. Decided against sending it, as people would probably be undecided at this point
4. To Do
 - a. Holly will check in with officers April 14, in case we have any updates, but otherwise we will skip April meeting and meet in May

COIL Officers Meeting

5/12/2020

Zoom meeting: <https://zoom.us/j/215092970>

1. OK-ACRL
 - a. Due to COVID-19, OK-ACRL has moved their conference entirely online in November -
 - i. That way they can start planning now
 - ii. Using Zoom
2. UnCOILED planning
 - a. In agreement to move workshop entirely online
 - i. Possible platforms to use:
 1. Zoom - What we typically use for meetings and has the capability for breakout rooms

- a. Holly went to a Zoom webinar where chat was disabled - did not like that attendees could not participate with comments
 - 2. Microsoft Teams
 - 3. Padlet - possibly good to use for attendees to collaborate and share
 - ii. Do not necessarily have to stick to the same time frame as a typical workshop
 - 1. Possibly break into to days
 - 2. Or do not have to stick to traditional two hours in morning and three in the afternoon; can break up so attendees do not have to stare at a screen for five hours straight
 - iii. Will NOT charge for workshop - since it will not be the traditional experience and we are not providing food, there is no reason to charge
 - 1. May get more attendees due to not physical location and free
 - iv. Content
 - 1. Lightning Talks - invite attendees to create a slide and speak for five minutes on a short session/elevator pitch of their choice
 - a. Can request attendees send slide in advance, then enable their mic to talk during presentations
 - 2. Possible content line-up:
 - a. delivering content in morning
 - b. Lightning talks
 - c. Small group work
3. To Do
 - a. Determine platform for online workshop
 - b. Decide on content delivery - still sticking with same theme as previously decided
 - c. Research elevator pitches and short sessions and compile research on Resources/Ideas Doc for June
 - i. Ashley will research short sessions
 - ii. Tracy will research elevator pitches
 - iii. Holly will reach out to Lisa and determine what the two of them will research
 - d. Write up for lightning talks with registration
 - i. Holly will write this

COIL Officers Meeting

6/16/2020

Zoom meeting: <https://zoom.us/j/215092970>

- 1. unCOILed planning

- a. Finalize conferencing software decision
 - i. Zoom is still our best bet - we will have to be careful of sending out the link; have one presenting and one monitoring chat
- b. Review registration form
 - i. Qualtrics form - do we need to gather additional info?
 - 1. add a date in the email of when to add short session - then can be removed from form
 - 2. conference is on August 7th - we need to be able to notify people July 17th to have people submit proposals for short sessions
- c. Discuss workshop content:
 - i. Elevator speeches - Tracy provided resources on resources/idea brainstorming
 - 1. A lot of the resources are designed for school librarians, but seems to be easy to tailor it to an academic setting
 - ii. Designing short sessions - Ashby is having a hard time finding things on short sessions -
 - 1. found different resources, "librarian instruction lite" - embedded class and did short 15-30 session to place librarian in course and do demo - but a lot of relevance - good gateway, within students attention span, or quick website navigation;
 - 2. second drop in drop out sessions - where they come in 15 minute sessions;
 - 3. Ashley needs more best practices to formulate ideas for activity; ex. Not having a computer in the classroom; create specific scenarios for short session group activities;
 - a. ex. You have 15 minutes and no classroom computers except for smartphone; what people come up with can be posted to website after as a list of resources in case librarians
- d. We will keep workshop as one day - so either have one long day or shorter day
- e. Start brainstorming titles for workshop
 - i. Possible title: Librarian Instruction Lite Information (LITE)racy: Engaging students with Elevator Pitches and Short Sessions
 - 1. Will send out emails with more ideas
- f. Form to be sent out at the end of the week
 - i. Usual send to coil listserv
- g. Possible rundown of workshop:
 - i. 10:00-10:15 - Introductions
 - ii. 10:15-10:30 Best practices of elevators pitches
 - iii. 10:30-11:00 Elevator pitches breakout sessions
 - iv. 11:00-11:15 Break
 - v. 11:30- 12:00 Lightning Rounds
 - vi. 1:00-2:45 Short sessions

vii. 2:45-3:00 Closing

COIL Officers Meeting

7/17/2020

Zoom meeting: <https://zoom.us/j/215092970>

1. unCOILed planning
 - a. We will have a run through the week before
 - b. 17 or 18 registered for the workshop
 - c. Plan for workshop
 - i. Open Zoom at 9:30am - so people can come in and talk
 - ii. 10:00am start - Holly brief overview of Zoom features - make sure people know how to use
 - iii. Introduce everyone
 - iv. Elevator pitches
 1. Break out session - will do a test run of breakout rooms so we know how to do it - randomly assign
 2. Group sharing
 - v. Break - 15 minutes
 - vi. Lightning round - hand off mic when their slides come up - depending on people, time for Q&A
 - vii. Lunch
 - viii. Short sessions - short sessions, what are they
 1. Why offer them. Benefits, best practices, how to get word out, and sample lesson outline
 2. Breakout - randomly assign and provide them with the samples and have them work, and share them; share decisions and why
 - ix. Wrap-up - ask if we have a budget for door prizes and give plug for ok-acrl conference in November
 - d. Reminder email will extend deadline for lightning rounds
 - e. Short sessions - how to work with that person
 - i. Come up with two or three online scenarios - what to do if you need asynchronous or synchronous

1. unCOILed debrief
 - a. Get materials on blog & then send to listserv, post to social
2. Fall blog posts
 - a. Ideas for posts?: Theme of online instruction
 - i. August: unCOILed materials

- ii. September: September
 - iii. October: Ashley
 - iv. November: Lisa
 - v. December: Tracy
- 3. Elections
 - a. Send out call in October (Holly)
- 4. OKACRL breakout/meetup