

February 8th 2021 at 10am

Attendance: Ashley Bean (COIL Chair), Lisa Grimes (Webmaster), Jennifer Hulseley (in-coming Chair), Adam Brennan (Secretary)

Agenda

- **Introductions:** Group introduced themselves: where they work and their roles in COIL. Checked to make sure can get into the COIL GDrive folder.
- **Website Updates:** Please send a short bio for updating the website for new officers, plus contact info. See <http://coil.okacrl.org/officers/> for reference. Send to Lisa by end of this week.
 - 2020 Minutes
 - Officer Page bios
 - 2020 Workshop
- **Social Media:** Secretary has been handling this. Ashley will send Adam info for managing it. Try for 1/month posting. Start with officer introductions. Add all officers to social media account for backup.
- **Blog:** Last year did round-robin with everyone posting a blog post 1/month. Last years themes were fun instruction ideas/ high engagement. Ashley solicited ideas. Lisa suggested virtual engagement. Screen Etiquette. Group decided to start in March.
 - Adam = March,
 - Lisa = April
 - Jennifer = May
 - Ashley= June/July
- **unCOILed:** Ashley led discussion
 - **Date:** Generally Late July/ Early August. Plan for July 16th.
 - **Vacations/ Time Off:** Seem clear around COIL. Vacays cancelled due to 'Rona.
 - **Theme ideas:** Be nice to pin down by next meeting. These are 2020 suggestions: Geeky pedagogy as a theme for opener session: Using Geeky stuff to teach info lit. Teaching through hobbies/pastimes. Video editing? Adam shared some of the ways COIL used to be structured. "Teaching online with Pastimes, Projects and Passions" as a possible keynote.
 - News/Media Literacy
 - Instruction lessons learned in a time of crisis
 - Virtual event ideas and activities
 - Social Media
 - Marketing during a pandemic
 - Ways to become truly embedded
 - Library blogs/podcasts
 - Hands-on practice with online instruction tools
 - Critical pedagogy
- Tentatively scheduled meeting for next month: March 8th 10:00 am
- Action Items
 - Ashley to get social media stuff to Adam
 - Everybody send a headshot and bio to Lisa Grimes

COIL Officers Meeting
3/8/2021 at 10am

Agenda

- Website
 - Ashley thanked Lisa for updates to the officer's page. Looks great!
 - The group discussed housing last year's COIL info. The minutes are up too.
- Social Media
 - Ashley will add officers as admins as soon as her privileges are sorted out.
- unCOILed planning
 - OK-ACRL Board updates: talked to board, group is good with everything:
 - Call for proposals: OK ACRL good with this
 - Sarah Whittle sent old proposal for us to look at.
 - Registration fee: good with under 20 bucks
 - We decided 15 bucks would be good to generate money for prize support.
 - Theme: Theme title pitched: "Teaching online with pastimes projects and passions"
 - Virtual platform
 - Lots of choices. Group discussed using Zoom with some precautions in place.
- Timeline for unCOILed
 - Call for proposals form and verbiage: late March
 - Send to our listserv, Mountain Plains, and Texas.
 - Send it in April, have open proposals for all April.
 - During April, get marketing together for actual conference
 - May: Send out acceptances, draft registration form and send out.
 - Late May: have agenda done, zoom rooms all set up, link on the agenda
 - Buy prizes in June, eval forms
 - Get with treasurer about how to collect funds (Ashley will do)
 - Adam: reach out to Stewart as a keynote using comics in instruction?

COIL Officers Meeting
4/5/2021 at 12pm

Agenda

- Blog
 - Ashley wants to know if we want to do blog posts? We also talked about bringing back COIL general meetings every other month. Or “Conversations with Colleagues.” Could use the blog as an advert platform.
 - Conversations with colleagues: host one in May, after finals and away from Memorial Day. Ashley will run idea by ACRL.
- unCOILed planning
 - Zoom account: Need a webinar activated Zoom account. Ashley will ask OKACRL next week if the OKACRL account has webinar features.. Adam can set up through student life at TCC if ACRL doesn't have webinar features.
 - Content
 - Keynote
 - Hour long sessions? Lightning talks? Breakout rooms?
 - Group discussed different formats, including a virtual lounge at the end of the day. The group discussed the format from last year. We discussed time limits.
 - 15 minute lightning talks
 - 50 minute sessions
 - Adam will add these to the proposal email. Ashley will add to the form.
 - Ashley will get paperwork nailed down for the keynote speaker, Jessamyn Newhaus.
 - Call for Proposals form & email
 - The group looked at the form. Looks good. Ashley will add section about picking either a lightning talk or a full session
 - Call for proposals looks good. Ashley will send out.
- Group discussed student fee: we go with 15 for now. Maybe we drop to 10 if we don't get a lot of students.

COIL Officers Meeting
5/10/2021 at 12pm

Agenda:

- Conversations with Colleagues
 - Ashley asked OKACRL about it, and COIL has been given permission to go ahead. Date picked: May 28th at 2:00 pm. Ashley will send out the message and Zoom link.
- unCOILed
 - Zoom account
 - Adam gave updates on Zoom concerning working through TCC's Student Life webinar account. Ashley will set up a link with breakout sessions using her account at RSU. Action item: set up link by end of the week. Ashley will send out after people register.
 - Speaker agreement
 - Everything is good. The agreement has been signed. It's official: Dr Neuhaus is coming!
 - Call for Proposals
 - So far only have three. It closes this Friday. Adam will post on TCC FB today. Adam can also post to SMTL as well. Extended until May 22nd
 - Registration form
 - Can pattern it off of OK-ACRL form. We will not be able to take P.O.s. The group discussed what needed to be on the form. Will be using Paypal this year. Would like to get it out this week.

COIL Officers Meeting
6/7/2021 at 10am

Agenda:

- Conversations with Colleagues
 - Moved to Thursdays after so many reported 4-day work weeks during the summer. Ashley did hold the first one, but attendance was low. Next one is scheduled for last thursday in June: the 24th at 2:00 pm
- unCOILed
 - Zoom meetings
 - Need to be able to run more rooms. The COIL team will divvy up block sessions for links as soon as the program is set, and create the extra Zoom sessions. One of the COIL team will be the moderator and introduce people. Ashley will reach out to OKACRL for anything to consider or insights

- Registration
 - Has been sent out. So far we have 23 complete registrants. Some more are registered, but the registration are incomplete. The team cleaned up some tests and duplicates.
 - Ashley requested a weekly update if it's possible to easily export the data. Lisa will look into it.
 - Ashley will send a registration reminder in a week.
- Conference webpage
 - Presenter bios & session descriptions
 - Next meeting: set the program, get rooms assigned, etc.
 - We will need a conference evaluation form, maybe tie a prize drawing to the evaluation?

COIL Officers Meeting
6/28/2021 at 2pm

Agenda:

- Conference Schedule
 - The group discussed the line up, and registrations. Admins for sessions at unCOILed were assigned. It is the responsibility of each admin to create a room for the event they are admining and send zoom links to Ashley. Adam will advertise the conference to TCCL.
 - Rooms to be set up without a waiting room. Video and audio default is off. Default is muted. Allow recording. The plan is to dump videos in the COIL folder in Gdrive.
 - Adam will ask about a captioneer at TCC. Zoom will auto-transcribe recordings.
- Practice Run
 - We talked through the plan for running the sessions. We will not use breakout rooms for unCOILed 2021, so the flow will be much cleaner to manage.
 - We will meet on July 9, 2021 at 10:00am to discuss any final details.
 - Ashley will take the Zoom links for each session and add them to the agenda document so that the participants can move easily through the sessions.

HI! I added some info under the Practice Run - I hope that was okay. ~ Lisa

COIL Officers Meeting
10/25/2021 at 2:30pm

Zoom link:

<https://zoom.us/j/94729551696?pwd=OTRQYXFQMFg5ZHg4UWtOR2FUSEhGdz09>

Agenda:

- unCOILed Conference evaluations
- COIL Member Meeting
- Officer Elections