

COIL January Officers' Meeting Agenda

Attendance: Adam Brennan, Katherine Tennison, Jennifer Campbell, Nicole S-C, Kaitlin Crotty

January 19th, 2023, 3 pm.

I. Introductions

- A. Adam Brennan, Secretary
- B. Katherine Tennison, Current Chair
- C. Jennifer Campbell, COIL Past Chair
- D. Nicole S-C, Chair Elect
- E. Kaitlin Crotty, Web Master

II. Treasurer duties?

- A. Current OK ACRL treasurer is Ashley Bean. We want to designate a rep from COIL leadership to work with the treasurer. Kaitlin Crotty will work with Ashley as needed to finance COIL, as decided by unanimous decision.

III. Website Update (minutes and officers)

- A. Kaitlin needs login information for website duties. Jennifer will send information. Officers and bios need to be updated. Action item: send her your bio/picture for the site, or approve of existing information if already there. Email kcrotty@rsu.edu.

IV. UnCOILed

- A. This year's location: Al Harris Library, Weatherford, OK
- B. Time and Date: Suggested date is July 21th, on a Friday
- C. Topic: Suggested topic(s): Avoiding Burnout, managing stress in the classroom, keeping students from checking out
- D. Theme: Space theme
- E. Keynote: Katherine will ask her wellness director to speak

Discussion: do 2 in-person meetings this year: Planning April (@ RSU) and June (plan to do site visit in Weatherford).

COIL February Officers' Meeting Agenda

Attendance: Katherine Tennison, Adam Brennan, Nicole Sump-Crethar, Kaitlin Crotty

February 16th, 2023, 3 pm.

- I. Approval of Meeting Minutes
 - A. Minutes from last meeting approved.

- II. Website Update
 - A. Kaitlin updated that the site has been fixed. A troublesome plugin was the culprit. Profiles and contact information has been updated. Updating the minutes is next on the list, as these have not been updated since 2020.

- III. UnCOILed
 - A. This year's location: Al Harris Library, Weatherford, OK.
 1. COIL leadership approves of the location.
 - B. Time and Date: Vote on Date: Suggested date is July 21th, on a Friday
 1. COIL leadership voted for this date: July 21st.
 - C. Topic: Vote on Topic: Suggested topic(s): Avoiding Burnout, managing stress in the classroom, keeping students from checking out, fighting disengagement
 1. COIL leadership voted yes on the topic. Title "Spacing Out: Avoiding Burnout, Managing Stress and Improving Student Engagement."
 - D. Theme: Space theme. Vote on Invitations
 1. COIL Leadership voted for graphic number 3, as presented by Katherine Tennison.
 - E. Keynote: Susan Ellis, M.Ed., LPC, CSP Director of SWOSU Wellness Center

- IV. COIL Awards?
 - A. Are we still interested?
 1. What are the requirements?
 2. Allow members to vote on winner or will officers select winner?
 3. What will we require for submissions?
 - B. COIL leadership is interested, but tabled until August

No New Business.

Reminder: 2 in-person meetings this year: April 20th (@ RSU) and June 15th (plan to do site visit in Weatherford).

COIL March Officers' Meeting Agenda and Minutes

Attendance: Katherine Tennison, Adam Brennan, Jennifer Hulsey Campbell, Kaitlin Crotty

March 23th, 2023, 3 pm.

- I. Approval of Meeting Minutes
 - A. Officers approve minutes.

- II. Website Update
 - A. OK ACRL wants us to change the title of Web Master to Web Manager.
 1. Voted last year, past. Katherine reported where the wording shows up. Its in the bylaws. As a minor edit, the officers voted unanimously to change it.

 - B. With all the difficulties the OK ACRL and COIL website has had they have decided to have a host backup the website. They are looking at GIT Hub. Kaitlin will need to discuss more with Karl.

- III. OLA - Booth
 - A. OK-ACRL had a booth. COIL provided information and UnCOILed invitations.
 1. Thank you to Kaitlin for redesigning my hurried pamphlet and having them printed!

- IV. UnCOILed
 - A. Spacing Out: Avoiding Burnout, Managing Stress and Improving Student Engagement. Al Harris Library, Weatherford, OK July 21st, 2023
 1. Thanks Kaitlin for making the Invitations so awesome!

 - B. Best Western will give conference goers a discount but the need to know about how many rooms before they can calculate a discount rate.
 1. Katherine reported they can do up to ten without needing approval from corporate.

 - C. Going to schedule meeting with Keynote: Susan Ellis any one what to attend?
 1. Speaker would like a meeting about what to talk about. Last time we mentioned teaching anxiety and burnout. Meeting to be scheduled. Officers can attend if they so wish. Katherine to send Zoom invite out.

- V. Creating Call for Proposals
 - A. When to send it out (Possibly April, let people know in late May)

1. The group needs to make a call for proposal. Adam will work on language for call for proposals. Adam will shoot for march deadline, so officers can review to send out early to mid April.

VI. Are we going to charge for UnCOILed this year? If so how much. How much do we currently have in our accounts?

A. Katherine will see if library is willing to donate for snacks and coffee and tea. If it isnt covered we can charge ten bucks.

VII. Do we want to have snacks?

A. See above.

VIII. New Business?

A. No new business.

Reminder: 2 in-person meetings this year: April 20th (@ RSU) and June 15th (plan to do site visit in Weatherford).

COIL April Officers' Meeting Agenda and Minutes

April 20th, 2023, 1:30 pm.

Attendance: Jennifer, Adam, Kaitlin, Nicole, Katherine

- I. Approval of Meeting Minutes
 - A. Minutes so approved.
- II. First in-person meeting in a long time!
- III. Website Update
 - A. Changes from Web Master to Web Manager made. Most of the minutes have been uploaded to the site.
- IV. UnCOILed
 - A. Best Western in Weatherford is giving us an 8% discount they also recommended that people reserve their rooms early so they can pay even less. Discount code is **SOSU** for online or they can call and book a reservation and let them know they are attending a SWOSU event.
 - B. Have a get together the night before the conference at the Bestwestern Lounge (free of charge) instead after the conference since most people will want to drive home after the conference.
 - C. Tour of SWOSU Archive as part of the agenda?
 1. Group voted in favor of a tour, with a preference for after lunch.
 - D. Map of SWOSU.
 1. The group approved the design of the map.
- V. COIL meeting day before Conference
 - A. In-person or online?
 1. Adam will send out a poll for preferences.
- VI. Call for Proposals Update
 - A. Sent out first call for proposals on April 5th. Sent a second call out this week.
 - B. Have we gotten any submissions?
 - C. I have had a few suggestions on letting faculty from universities present at this conference given the subject matter and also allowing them to share how library instruction integration in their classes has made a difference. Thoughts?
- VII. SWOSU cannot sponsor unCOILed, OK-ACRL will be providing snacks
 - A. Nicole will bring a coffee urn. The group will ask OKACRL for snack funds.
- VIII. New Business?
 - A. The group discussed hosting two online workshops related to instruction sometime throughout the year.

Reminder: 1 more in-person meetings this year: June 15th (plan to do site visit in Weatherford).

COIL May Officers' Meeting Agenda and Minutes

May 18th, 2023, 3:00 pm.

Attendance: Katherine Tennison, Adam Brennan, Nicole S-C

- I. Approval of Meeting Minutes
 - A. Minutes were approved

- II. First in-person meeting in a long time!
 - A. Next meeting will be an in-person site visit

- III. Website Update
 - A. We'll catch up next time!

- IV. UnCOILed
 - A. Review received submissions.
 1. How long do we want the extended call for proposals (May 18th - Jun 9th)?
 - a) The group reviewed our 4 sessions and approved them. Nicole will come up with a backup session in case we have a dropout.
 2. Special session to review new submissions?
 - B. When do we want to have the registration page go live?
 1. June 5th is proposed date to open. Adam will build form (ask if folks plan to attend the thursday event, stress this is FREE and IN PERSON)
 - C. Tentative Schedule.
 1. Katherine showed proposed schedule, which was approved.
 2. Adam to talk to jennifer about reusing assessment materials (we want paper, distributed at the end of every session and one at the end.
 - D. OKACRL wants to know if we would be interested in having UnCOILed presentations archived.
 1. Presenter consent.
 2. We can ask folks to send content in an email after conference, ask if they are willing (voluntary)

- V. New Business?

COIL August Officers' Meeting Agenda and Minutes

May 18th, 2023, 3:00 pm.

Attendance: Katherine Tennison, Adam Brennan, Nicole S-C

- I. Approval of Meeting Minutes
- II. Website Update
- III. UnCOILed
 - A. It was a success! Great job everyone! Thank you for all your hard work!
 - B. OKACRL wants to know if we would be interested in having UnCOILed presentations archived.
 1. Presenter consent. Never received a link to send out to the presenters.
 - C. Review Survey results and evaluations
- IV. Do we want to start the process for an Instruction award for next UnCOILed?
- V. New Business?

COIL October Officers' Meeting Agenda and Minutes

October 26th, 2023, 3:00 pm.

Attendance: Adam Brennan, Nicole Sump-Cretharr, Jennifer Hulseley Campbell

- I. Approval of Meeting Minutes
 - A. The group approved minutes.

- II. Website Update
 - A. No updates at this time.

- III. Instruction Award
 - A. Nicole made a form for nominating the Instruction Award and the group reviewed it and made suggestions.

- IV. Elections - Nominations form and Election form
 - A. Nicole to continue as chair, Adam to continue as Secretary. The group will advertise to OKACRL and various institutions. Adam will ask part-time librarians at his institution.

- V. New Business?
 - A. unCOILed 2024 to be held at UCO.

Minutes taken by Adam Brennan.

COIL December Officers' Meeting Agenda and Minutes

Present: Adam Brennan, Kaitlin Crotty, Katherine Loving, Nicole Sump-Crethar

December 14th, 2023, 1:00 pm.

- I. Approval of Meeting Minutes: The group approve minutes.
- II. Website Update: Chair has handled listserv requests. This duty will be shifted to the web manager (the group voted yes)
- III. Instruction Award: Nicole hasn't heard word back, but what she needs is dates for when we open, decide, and close. Proposed timeline (agreed by committee):
 - A. Open form in early Feb, Keep open through April
 - B. Close form end of April, decide winner and order plaque by end of May
 - C. Awards at UnCOILed (typically in June or July)
- IV. Elections - Nominations form and Election form
 - A. Chair nominations. We had one chair nomination. Will put out a ballot with a write-in and our nominee. Nicole will create form.
 - B. Send out ballots today, election to be over by 12/28/2023 announcement to be made 12/29/2023
- V. New Business?