

The Helm

Keeping Advisers on Course

Counseling and Advising Services
College of DuPage
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/// DATATEL . . . DO TELL

Currently, it is anticipated that all college staff will be using Datatel's Colleague Student System for Summer Term 2009. We've come a long way since the initial purchase of the System in December 2006.

The administrative system used by internal staff has been called "Colleague," conjuring the notion of a friendly, easily-accessible environment. Colleague replaces the use of our current systems, CDAS and HRMS.

The self-service website can be accessed at: myACCESS.cod.edu. Since February 23, students have been able to create their own *myACCESS* ID in advance of summer registration (which begins March 23 for returning students). Students will access this site to register, view their schedule or account summary, search for classes, check financial aid status, view grades, drop a class, pay by credit card, or change their personal contact info.

Faculty will access this site to view their class rosters and post grades. All employees will access this site to view their payroll and employment information.

The Admissions and Information Office implemented Datatel Colleague in October, 2008. According to Amy Hauenstein, Coordinator of Admissions Services, "One of the most exciting aspects of the system for us has been communication management. We are able to set up communication tracks, including emails and letters, based off different fields in the system so our recruitment efforts are personalized to the student and go out on a consistent basis. For example, an applicant may indicate an interest in obtaining an AA in business, would like to play volleyball and later transfer. We are able to personalize their acceptance letter to address these interests. We are also able to send this information to the academic divisions and athletics and they are able to follow up with them, as well."

Helen Shullaw, Coordinator of Registration Services, echoes Hauenstein's enthusiasm of Datatel and its capabilities.

"The *myACCESS* website is available longer (by 62%—6am to 2am daily). The online class schedule is live so that students know the actual status of classes in 'real time.' The ease of establishing the *myACCESS* account and keeping updated via e-mail along with the easy navigation of the *myACCESS* web pages is an improvement for students. And the fact that Colleague is an integrated system, which allows for better student service among offices, is a tremendous boost for everyone."

Offering the Records Office perspective is Katherine Thompson, Coordinator of Student Records. Thompson believes, "The implementation of Datatel Colleague will provide increased access for students and faculty, both in the quality of information and the quantity. Students will be able to view their profile, which includes their demographic information and complete academic history, including transfer credits. Faculty will be able to access real-time rosters. The various functions available to both students and faculty in *myACCESS* will be rolled out in stages as each function or process becomes available. Online grading by faculty for both midterm enrollment verifications and final grading will be available during the summer semester."

Having come from a Datatel institution prior to joining COD, Jane Smith, Dean, Admissions, Registration, Records, & International Student Services, knows the extent of the benefits and improvements that are on the horizon.

Smith states, "A system that can consistently communicate across programs and departments is an extremely powerful tool. Levels of customer service will be increased due to the efficiencies and accessibility the system will provide. Additionally, Strategic Enrollment Management is another key area supported by Datatel. Data mining and predictive analysis on enrollment trends will enable us all to match our goals, programs, and services within our community."

For additional info, visit the Datatel project website at: <http://www2.cod.edu/IT/datatel/index.htm>.

Campaign Created by COD Students to Encourage Early Advising

For the second year students from Charles Welch's Fall *Media Campaign* class have used the skills they learned to create a campaign to encourage early advisement. In essence the campaign was created by COD students for COD students. Talk about knowing your audience!

The launch is designed to persuade returning students to take advantage of early advising opportunities with a General Adviser, Counselor, or Faculty Adviser. April has been designated as "Advising Awareness Month."

Students functioned as copywriters, art directors, illustrators and photographers, as they developed their concepts for the initial "client" review. Instructor Charles Welch served as the "agency" creative director, helping to guide the work through the various stages of development.

As with every advertising campaign, the challenge was to make the message both compelling and informative, while keeping the communications consistent in look and tone. *Courier* ads, posters, fliers and an assortment of collateral pieces will appear on campus this spring.

We'd like to take the opportunity to thank the *Media Campaign* students who participated in the development of this campaign—with special recognition to Rasa Velicka, Eric Roegner, Ray Green, Dan Shive, and Kristen Andre.

Summer Term registration begins for returning students on March 23 while Fall Term registration begins for returning students on April 30. Watch the campaign unfold.



Disney College Program Recruiters Visit COD on March 18

Since 1992, hundreds of COD students have participated in Disney College Program internships. Students have resoundingly reported their experiences to being "awesome or the "best experience ever." Disney recruits enthusiastic college students to staff entry level roles, and each role is designed to enhance communications, problem-solving, team work, and customer service skills. Students live in Disney apartments and meet people from all over the world while completing a college level class.

While working in front line roles, participants have the opportunity to network, learn transferable skills, gain real world experience, and are a part of a team of cast members from hundreds of job disciplines. Students have the chance to "live, learn and earn at Disney World."

"The Disney College Program offers students a great opportunity to enhance workforce skills at the number one vacation destination in the world," states Jean Spahr, Manager of the Cooperative Education and Internship Program. "Every COD student doing an academic internship at Disney works a customer service or entertainment role, takes a college level class on property, and completes a project for a COD faculty internship adviser. Students tend to return from the Disney College Program more polished and focused.

Encourage students seeking an adventure to attend a Disney presentation on March 18, at either 12:30pm or 5:00pm in SRC 2800. Additional information is available at: www.disneycollegprogram.com or visit the Cooperative Education and Internship Program at: www.cod.edu/Service1/CECS/CoopEdu/CoopEdu.htm.

Mark March 19

Special Student Services Information Night

Special Student Services Information Night will be held at COD on Thursday, March 19 at 6:30pm in SRC 2800. It's an opportunity for students with disabilities, parents, teachers, and counselors to learn about College of DuPage's Special Student Services. For additional information contact: 630/942-2306 or 630/942-4260.



Suite of Academic Support Services at One Address

A variety of academic support services are available in one convenient location: Berg Instructional Center (IC), Room 3040. The Academic Support Center offers free peer tutoring, skills development or assistance in reading, writing, math, and speech. The center is helpful for those who may be having difficulty completing their coursework; as well as those who are doing well, but feel they could do even better with some assistance.



The **Peer Tutoring Program** helps COD students who are enrolled in developmental or college-level coursework. Each term, tutoring assistance is provided for students enrolled in almost 200 different COD courses ranging from Accounting to Spanish. Tutoring supplements never replace class attendance and personal study time.

“The Peer Tutoring program has been going strong since 1997,” states Rae Maslana, Coordinator of Tutoring, “Last year over 1300 students were served, many returning multiple times, culminating in over 3400 visits.”

In addition to “in person” assistance, peer tutoring is also available online at: <http://bb.cod.edu>. Online assistance in seventeen different courses is available. This includes accounting, language, math, science, and social science.

A fairly new innovation is “drop-in tutoring.” It is available for certain classes at various locations. Between one and two hours are designated each week with a peer tutor available to answer questions. Sessions are available for developmental math, chemistry, physics, accounting, and Spanish. It has become very popular, with nearly 800 “student visits” during Fall 2008 term. Additionally, “ESL Conversation Circles” are available exclusively for students enrolled in specific ESL courses.

Peer tutors earn \$9.30 per hour to assist students. Tutors must hold master proficiency in the subject they tutor. The dates and times when tutoring sessions are held vary depending on student needs and tutor availability. In addition to face-to-face and online assistance, the Peer Tutoring area houses over 300 different resources in a variety of mediums. The print, audio-visual, CD Rom, and internet resources are for use during or to augment tutoring sessions.

“We’re proud of our success rate with students,” adds Maslana. “End of term surveys completed by students

who have used our services indicate that at least half of the students felt that without tutoring services, they would have dropped the course.” For more information visit: http://www.cod.edu/Service1/Tutoring/Tutor_2.htm.

Need math assistance? Check out the aptly named, **Math Assistance Area**. Assistance is provided by COD math faculty who are very familiar with the curriculum. The Center is open forty-seven hours per week to answer questions about Math 0460, *College Arithmetic*, through Math 2232, *Calculus and Analytic Geometry II*. Additional assistance is available at Addison, Naperville, and Westmont Centers with limited evening and weekend hours. Rarely do they get a question they can’t handle. If a student is taking a more specialized course, calling ahead is recommended to see when instructors who are familiar with a certain specialty are available.



“The Math Assistance Area (MAA) is primarily for the use of COD math students, though others are seen if time is available. Students can come to the MAA with any and all their math-related problems, but ideally the Center caters to the student who is learning independently and who does not need extended time with a private tutor. Students typically get help from instructors in 15-minute sessions to allow more students to be accommodated. Students may have as many of these sessions as they need and as time allows, but if a student comes prepared with specific questions, often 15 minutes is enough time to answer them all. Many students like to come to the MAA to do their math homework, where they can get answers to their questions as they arise. The sheer volume of visits by students, over 4700 ‘sign-ins’ during last term, keeps the Center very busy,” explains Cheryl Martin, Supervisor. For additional information visit: http://www.cod.edu/Service1/ACADASST/math/Math_Ass.htm.

The **Writing and Reading Center** provides assistance with assignments in all subject areas and disciplines, not just English. It is staffed by both peer coaches and part-time faculty from the Liberal Arts department.



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The writing coaches work with writers on a one-to-one basis on a variety of activities, such as narrowing a topic, bringing focus to a thesis, deciding on strategies and revisiting. Projects might range from writing a research paper to developing a lab report to perfecting an essay for college applications. The reading coaches help students develop individualized strategies for improving reading speed, accuracy and overall comprehension.



According to Helen Szymanski, Professor, "Over nine-hundred fifty students were served last year during a total of four thousand individual appointments. We see a wide scope of students, some with special needs who work with a reading specialist, some with developmental needs, along with students from the general population who want to learn methods and strategies to help them become better writers and readers. We also see students who want to improve their academic reading to 'de-code' their textbooks."

Coaching can take place during a single session or a series of standing appointments; meetings are either scheduled in advance or impromptu, and are scheduled in 30 or 45 minute increments. Appointments may be conveniently made online. Coaching sessions are available not only in IC 3040, but also in the Library, Addison, Naperville, and Westmont Centers.

The coaches promote "active learning" in a collaborative setting. They do it "dialogically," which means it is done in the form of conversation. It goes like this: "We ask, we listen; they talk, they write, they read; they learn." For additional information visit: <http://www.cod.edu/write/>.

Need help in the creation or delivery of a speech? Head over to the **Speech Assistance Area**. Professional coaches assist college and community members in improving their speaking skills. They can help in speech writing techniques, such as topic selection, organization, outlining, research and source citations. They also can help in delivery skill building and refinement in areas such as gestures, posture, eye contact, pronunciation, articulation, anxiety control, using visual aids and vocal qualities.



According to Sandra Wagner, one of five part-time faculty members who co-coordinate the Speech Assistance Area, "We can help students or community members as little or as much as is needed. We are here to guide and assist the individuals as he/she learns and develops the preparation skills necessary for a confidently-presented, effective, public speech. We have computers available for research, outlining, and audio-visual aid creation. The small group rooms are complete with the appropriate equipment frequently used during class presentations to give those who utilize the Speech Lab the opportunity to practice their delivery skills in a conducive environment. Additionally, we are happy to act as the "audience" and provide feedback and suggestions for improvement. We could also help prepare for elaborate multimedia presentations. We have videotape recording studios with reviewing stations. We can provide instant feedback." Visit: <http://www.cod.edu/Service1/ACADASST/SpAA/speech.htm> for more info.

For more specific details of the Academic Support Center--regarding eligibility of services, hours of operation, necessity of appointments, or locations off-campus, call 630/942-394

Transfer Fairs to Take Place During March

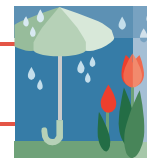
On March 5, the Private Illinois Colleges and Universities (PICU) Fair will take place from 10am to 1pm. Thirty-five private colleges and universities are slated to attend.

The State Transfer University Day is scheduled for March 12, from 10am to 1pm. Both events will take place in the SRC 2nd Floor Foyer, near the Library.

On each day the walkway will be full of admissions personnel, recruitment materials, and students interested in transferring. Additional transfer information, specifically college representative "table visits" can be found on the Academic Advising Calendar at: <http://prem.calendars.net/academicadvising>. Please encourage students to attend.



Student Success and Food for Thought Workshops



Jobs, Trends, and the Economy – for Undeclared Majors

Tuesday, March 3, noon to 1pm, SRC 1450A (inside the cafeteria)

This seminar focuses on which careers will be in demand in the global market

Using Visualization Imagery for Goal Attainment and Stress Reduction – Food for Thought

Wednesday, March 18, noon to 1pm, and Thursday, March 19, 6 to 7pm, SRC 1450A (inside the cafeteria)

Learn how the practice of visualization and guided imagery can help in your daily activities.

Test-Taking Anxiety

Thursday, March 26, noon to 1pm, SRC 1450A (inside the cafeteria)

Find out how to minimize stress during test taking.

Transfer Degree Requirements

Tuesday, April 7, noon to 1pm, SRC 1450A (inside the cafeteria)

Learn how to choose the right classes for your college major; what courses you will need; and much more.

Student Success Skills and Autism

Thursday, April 16, noon to 1pm, SRC 1450A (inside the cafeteria)

This workshop looks at some of the issues that adults with Autism can face, and success strategies used to grow independence and develop social skills.

What You Don't Know about Alcohol and Drugs

Thursday, April 23, noon to 1pm, SRC 1450A/B (inside the cafeteria)

What really happens to the brain when we drink alcohol or take drugs? Dr. Kevin Osten, an expert in substance abuse issues gives some answers. He also discusses how to help someone with an alcohol or drug problem.

These workshops are free of charge and open to all College of DuPage staff, students, and community residents. Pre-registration is not required.

For ADA accommodations, call: 630/942-2141 (voice) or 630/858-9692.

Let's Talk Money Information Session: Applying for Scholarships 101

The Office of Student Financial Aid will be hosting an information session on: "Applying for Scholarships 101." It takes place on March 10, from 11 am to noon in SRC 2052. Brenda Marcy, Scholarship Coordinator, will show students how to safely look for scholarships and avoid scholarship scams, as well as tips on what to include and what not to include in scholarship essays. Students can bring their lunches...they'll provide the cookies.

Do You Know Students Needing Help Completing FAFSA?

Please encourage students to attend a one-hour workshop which will be offered at a variety of times throughout March and April to assist them in completing the 2009-2010 Free Application for Federal Student Aid (FAFSA). By completing FAFSA, students automatically apply for state grants, federal grants and institutional grants. It also provides the option to apply for Federal Stafford loans and Federal Work Study. The deadline to apply for institutional grants is April 30, 2009.

Many of the Fall 2009 Semester Scholarships require a FAFSA to be filed. The deadline to apply for Fall 2009 Semester Scholarships is May 1, 2009. Reservations are needed to attend these workshops. For more information, contact The Office of Student Financial Aid at 630/942-2251 or email: financialaid@cod.edu.

Labor Market Information Source: Recent 2006-2016 Outlook and Third Quarter 2008 Salary Data for Illinois Metro Areas and Counties

TOOLS & TIPS

By Marge Peters

When you need to advise students on the number of jobs that are predicted to be available and average salary ranges, go to the *LMI Source* section of the Illinois Department of Employment Security-sponsored website, OneSource: Your Gateway to Workforce and Career Information. The web address is <http://www.ilworkinfo.com> . The data on this website was uploaded within the last few weeks, so it is very up-to-date.

LMI Source has a number of useful sections. Note that the order of many of the reports will be by Standard Occupational Code (SOC) number. This system groups occupational families together: (Management, Business and Financial, Computer and Mathematical, etc.). For the layout of the SOC see http://lmi.ides.state.il.us/PDFs/soc_definitions.PDF .

Employment Projections: Long-term projections (2006-2016) for number of jobs and percentage growth rate are given for over 800 occupations in geographical areas such as Metropolitan Statistical Area (MSA -- ours is Chicago-Naperville-Joliet), Community College District or County. Choose Excel or Acrobat as the format for the report. Note especially the column for total average annual job openings in each occupation and the column with percentage growth rate, Employment Change 2006-2016.

Occupational Wages: The same SOC System is used in this section as in the Projections section. Search by MSA, Local Workforce Area (DuPage is 6) or County (coming soon). Wage listings, both hourly and annual, are based on extensive surveys of salaries paid by employers such as manufacturers, schools, health-care facilities, and more as of the third quarter 2008. Entry level is the average of the lower third of wage results, Median is the point at which 50% of the salaries are above and 50% below the number, and Experienced shows the average of the top two-third of wages in the occupation.

Guides to Career Choices: Printable tri-fold brochures on careers in 16 broad career fields. Data on Outlook to 2014, Salary, and Education/Training required given. Brochures are also available in Spanish.

Junior Senior Night to be Held April 29

The annual Junior/Senior Night will be held on Wednesday, April 29, from 6 to 8pm in SRC 2800. This is an open house for high school students and their parents. Information sessions include: "Make the Smart Move to COD," "Transferring from COD, and "What to Expect in a College Classroom" which will be presented by Mary Beth Leone, recipient of the "2008 Overall Faculty Member" award.

Twenty minute tours of the campus will run continuously throughout the evening. A "One-on-One Talk" will provide students a chance for conversation with faculty, student service representatives and student club and organization members.

We welcome comments and suggestions to **The Helm**.

Please contact: Mandy Kouri, Advising Communications Coordinator

Counseling and Advising Services

IC 2084C, Ext. 2812

kourim@cod.edu

*Just about a month from now I'm set adrift,
with a diploma for a sail and lots of nerve for oars.*

~Richard Halliburton

