



The Helm

Keeping Advisers on Course

Counseling and Advising Services
College of DuPage
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Prerequisites Prepare Students



According to Funk and Wagnalls, a prerequisite is "an antecedent condition, necessary to something that follows." The College of DuPage Catalog concurs. It defines a prerequisite as "a listed course or other requirement which is to be completed prior to enrollment in the course requiring the prerequisite."

During the recent conversion many departments had the opportunity to review their entire course offerings, receive input from faculty, and make decisions on how to best serve the needs of students. By adding prerequisites to various courses, the intent was to make sure that students had a strong foundation and the proper tools to successfully complete specific classes.

Beginning Spring Term, there will be new pre-course testing requirements for several COD math courses. A student who's first math course at COD is Math 1432, *Pre-calculus II*, Math 2134 *Calculus for Business & Social Sciences*, or Math 2231, *Calculus and Analytic Geometry I* will be required to have a qualifying score on the mathematics placement test as well as any other appropriate pre-requisites. Jerry Krusinski, Associate Dean of Natural & Applied Sciences, asks that "if anyone has specific

advising questions, check with math faculty for clarification."

A number of changes were made at the beginning of Fall Term. The English department added another requirement for entrance into English 1101, *English Composition I*. In the past, students needed to achieve a satisfactory score on the English Composition entrance test. Currently, students must also provide evidence of having met the Reading Competency Requirement.

Within the Natural and Applied Sciences, Biology 1100, *Survey of Biology* and Biology 1151, *Principles of Biological Science*, added a math prerequisite of Math 0481/082 with a grade of "C" or a Math test score greater or equal to "36". According to Bill Peacy, Associate Dean of Natural & Applied Sciences, "Basic algebra skills are essential in the sciences. It helps students understand data and interpret trends. We feel that the knowledge required by the prerequisites will help students succeed in our science courses."

Chemistry 1551, *Principles of Chemistry I*, added the completion of Math 1428/128 or 1431/131 or equivalent and high school chemistry or Chemistry 0485/085 to their prerequisites.

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Result of AQIP 2

Outstanding Adviser Award Initiated



A new award, the "Outstanding Advising Award," has been developed to recognize individuals who have demonstrated qualities associated with outstanding academic advising of students. Two individuals will be selected, one through the Academic Affairs Division and one through the Student Affairs Division, to receive this award.

Students will initiate the nomination process which will begin in November 2005. Students will be asked to nominate individuals who have strong interpersonal

skills, and a caring, and helpful attitude toward advisees. Nominated individuals will have demonstrated a mastery of institutional regulations, policies, and procedures. It is an honor to be nominated for this award.

The nominees will be asked to respond to a series of questions provided by a Selection Committee. The Selection Committee will evaluate the nominees and select two individuals. In addition to a monetary award of \$500, the winners will receive a plaque and a trip to a national advising conference. The "Outstanding Advising Award" will be presented in the Spring.

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Most of the Earth Science classes, along with Physics 1100 upped their entrance minimum to include completion of Math 0481/082 with a minimum grade of “C”, or a math test score of greater or equal to “36.” Physics 1201, *General Physics I*, requires completion of Math 1432/132 or Math 1116/116, or equivalent, with a grade of “C” or better.

Within the Health, Social and Behavioral Sciences, Psychology 2280, *Statistics for the Social and Behavioral Sciences*, requires one year of high school Intermediate Algebra with a grade of “C”, or Math 0482/083 and one year high school geometry, or Math 0470/070 with a “C” and Psychology 1100/100.

Many departments added a “strongly recommended” to their comment codes for certain classes. The intent is to make sure students are ready to take the next step and to do so successfully. Students should be aware that departments are serious about these requirements and will be required to provide documentation of completion of the prerequisites in order to remain in the class.

To view a complete listing of course prerequisites visit: <http://www.cod.edu/advising/m.htm>. Scroll to “Prerequisites” for links to: **General Education Core Curriculum Prerequisite Guide** and **Prerequisites for Mathematics Courses Fall Semester, 2005 through Summer Term, 2006**.

New Advising Dissemination Site and Calendar

In an attempt to capture one central location for distribution of information regarding advising related issues, a new listing can be found in Microsoft Outlook. Within the “Address Book”, under “Global Address List”, **Advising Dissemination** can be found. This address was established to assist in updating advising information in a timely manner. For example, if a department creates or changes an advising policy and wishes to have it disseminated to all advising constituencies, the updated or revised information can be sent to the Advising Dissemination site. It will be sent immediately to all affected advising areas.

Another tool, the Academic Advising Calendar located at:

<http://www.cod.edu/advising/calendar.htm>, was created to assist information flow. It serves as a college-wide comprehensive calendar which gives students, faculty, and advisers information regarding upcoming advising events. Examples of activities included are: department advising fairs and open houses; orientation dates specific to program areas; departmental advising sessions; special seminars or workshops; as well as college representative visits and/or transcript evaluations.

For further information regarding either Advising Dissemination or the Academic Advising Calendar, contact Mandy Kouri, Advising Support Coordinator at extension 2812.

Managing Student Contacts through Contact Management



Counseling and Advising Services began implementation of a Contact Management System. This development is a direct result of AQIP 2—Improve Classroom Based Advising System.

The system tracks student advising knowledge and provides a mechanism to improve the consistency of the information that each student receives. The intent has been to provide the student with accurate and updated information and to improve communication between the adviser and advisee.

The Contact Management system provides the user with demographic student information, academic data, test score data, referral resources, and the Knowledge Set. The

Knowledge Set is a series of fundamental competencies and facts designed to promote student success.

The System has undergone continuous modifications and upgrades. The most recent upgrade includes spreadsheet capability. Using an excel file, the user is able to generate a variety of data reports to assess student outcomes and development. Looking ahead, discussion is underway to develop a “paperless permit.” This is yet another in a series of continuous improvement projects.

The intent is to provide on-going support and training upon implementation. Opportunities will be available during future in-service days as well as through the Teaching and Learning Center (TLC). Watch for future dates!



Learning Opportunities

The following **Student Success** and **Food for Thought** workshops are offered:

Encouraging the Heart: Food for Thought Program

November 1, 6 to 7 p.m. in SRC 1450A (inside the cafeteria)

Michael Duggan, Counselor, will be the presenter

What is at the heart of good leadership? Who is a leader? This presentation answers these questions and provides empirical data on a new school of thought involving leadership through the application of encouragement and creativity. It will focus on developing qualities of effective leadership both within you and bringing the same leadership level from others. Guest speakers also participate to share their perspective on this topic.

Understanding Degree Requirements and Conversion Issues

November 8, noon to 1 p.m. in SRC 1450A (inside the cafeteria)

Carol Giegerich, Counselor, will be the presenter

Are you wondering how to complete your degree by combining the quarter credits and semester credits? Attend this presentation for a better understanding of the process of degree completion. Gain an understanding of the conversion of quarter credits to semester credits and how it affects your degree. Materials will be available.

Ready, Set, Transfer

November 14, noon to 1 p.m. in SRC 1450A (inside the cafeteria)

Dana Thompson, Counselor, will be the presenter

Are you thinking about transferring to a four-year college or university? Are you unsure as to what to do first? Come to this workshop and find out how to choose the best school for you, when are the best times to apply, what key information schools will need from you, and much more.

Overcoming Test-Taking Anxiety

November 30, noon to 1 p.m. in SRC 1450A (inside the cafeteria)

Jackie Dlatt, Professor, will be the presenter

Are you looking for ways to reduce test-taking anxiety? If so, this workshop is for you. Find out how to minimize stress during test taking.

Don't Let Finals Frazzle You: Stress Management and Relaxation Strategies: Food for Thought

December 6, noon to 1 p.m. in SRC 1450A (inside the cafeteria)

Jeanne Kempniak, Counselor, and Dana Thompson, Counselor, will be the presenters

Is the upcoming finals week making you nervous? Papers not yet done? Is everything piling up at the same time? Take a deep breath. Give yourself a break. Come to this interactive workshop that teaches you strategies you need to stay calm in the midst of the storm.

Student Success educational sessions are sponsored by Student Services and **Food for Thought** educational sessions, sponsored by the Counseling Services, are free of charge and open to all College of DuPage faculty, students, staff, administrators, and community members. Pre-registration is not required. For more information for Student Success call: 630/942-2259 and Food for Thought call 630/942-2004. **For Americans with Disabilities Act accommodations, call (630) 942-2141 (voice) or (630) 858-2692 (T.D.D.)**



Tools and Tips
By
Marge Peters

Transfer Hints

With transfer application deadlines slated for winter and early spring, students may come for help with their transfer plans; recommendations; or questions about the status of Associate Degree credits at a specific college and the number of credits accepted. Here are some resources to help you.

Recommendation writing: <http://www.collegeboard.com/prof/counselors/apply/2.html>

From the College Board Counselor's Connection, tips for teachers on what to include in a recommendation and what students should tell **you** about themselves to help you write a better letter.

Illinois Articulation Initiative: <http://www.itransfer.org>

Be familiar with the Transfer H.I.N.T.S. page and steer students to this source as a starting point. Students often assume that every college and university in Illinois participates in IAI (not true!), so be sure to check the list of participating institutions before assuming that the entire General Education Core Curriculum (GECC) will transfer. Also note the Transfer Planning Worksheet under the GECC guide.

Out-of-state and non-IAI accredited colleges: Use College Source Online at: <http://www.collegesource.org>

Find out about the transfer requirements of a school by linking to a digitized college catalog and web address using the Library's subscription to College Source Online. Over 32,000 catalogs are digitized on this site, which also links to a college's website. In the college catalog, the chapter on Admissions usually has a section on transfer. On the website, do a site search for *transfer*. College Source Online is available in the Library and on all college networked computers (labs and offices).

Opportunity to Update

Basic Advising Skills Offered Spring Term



"Basic Advising Skills", offered through the Teaching and Learning Center, will provide faculty, staff, and administrators the opportunity to enhance their advising skills. The information provided will assist participants with this important responsibility.

Kathy Nickell, Professor of Mathematics, a recent "graduate" of the class, states, "I took an Advising Workshop when I was first hired as a faculty member eighteen years ago. I felt compelled to once again enroll in the Basic Advising Skills class. This class served as a wonderful means for learning the entire Advising process.

I was overwhelmed by the volume of material which was covered. Individuals who do any aspect of advising at the College would benefit immensely from this training. I strongly recommend that every faculty member take or retake the Basic Advising Skills class to enhance their role as an academic adviser."

Judy Pelletier, Coordinator of Advising Services, and Dana Thompson, Counselor, will be facilitators. This course will be offered early Spring Term through the TLC. It will include six sessions and attendance will be required at all sessions. All registrations will be taken through the TLC. Watch for the dates!

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

Please contact: Mandy Kouri, Advising Support Coordinator
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*The man who goes farthest is generally
the one who is willing to do and dare.
The sure-thing boat never gets far from the shore.
Dale Carnegie*