

The Helm

Keeping Advisers On Course

Counseling and Advising Services
College of DuPage
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Travel to the STARS Via Your Desktop



Participants at the October In-Service, "Winds of Change," were treated to the unveiling of the new website to support all engaged in advising at COD, called the **Student Advising Resources Site (STARS)**. The site may be reached through the "Counseling and Advising" website, or by simply clicking: www.cod.edu/aspcod/stars/.

There are a variety of topics highlighted with links for additional information, as well as the basic college links. **Course Schedule, Faculty and Staff Search, On-line Program Guides, Student Planning Worksheet, Transfer Program Information Sheets, Course Catalog, Internet Resources for Occupational Information, Colleges and Majors, and Web Registration** will be found there.

The advising resources found there include: the **Advising Bulletin** which is a timeline and guide of activities for classroom advising each term; and the **Course Applicability System (CAS)**, which provides ability to obtain Course Equivalency Guides, academic programs, courses offered, and Transfer Course Equivalency and Degree Audit Reporting. Easy access will be found for a **Degree Audit Request**, which provides an audit report of a student's progress towards a degree or certificate.

The inclusion of **Knowledge Set I, II, and III**, is a new feature. They were developed as a result of the AQIP 2 "Improving Student Advising Team" to provide a foundation of advising competencies students need to successfully navigate the college. The **Quarter to Semester Conversion** website, which serves as the official source of conversion information is also located there.

The **Advising Reference Index** was developed to assist advisers and students in addressing common questions regarding services, procedures, and policies. When available, a link will be made to the appropriate web page for further information.

Number of Judicial Cases Soar As Term Concludes



The number of reported cases of judicial incidents has increased dramatically. Since September 15, 2004, almost sixty cases of cheating/ plagiarizing (62%); and other student misconduct (38%)

have been reported. Eighty-one percent of the incidents occurred after the "last date to withdraw without an instructor's permit."

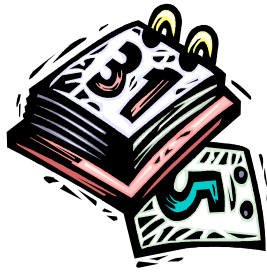
The College of DuPage stipulates that any violation of academic integrity requires an appropriate disciplinary response. The disciplinary action may include, but is not limited to:

- Assignment of a failing grade for a test, examination, or project
- Assignment of a failing grade for a course
- Student disciplinary sanction
- Expulsion from college

What can faculty do to promote academic honesty?

- Maintain high ethical standards within the classroom. Cheating isn't fair to anyone. Tell students to acknowledge their sources whether quoting directly or summarizing the ideas of others.
- Encourage students to stay on top of their coursework and not get behind to avoid the temptation of cheating in order to pass.
- Highlight various support services that are available at the college to students who feel they may be inadequately prepared academically or skill-wise in a particular subject area.
- Explain to students the repercussions of academic dishonesty. Students should be aware that offenses of academic dishonesty can seriously affect his/her record.

**Does
Anybody
Know
What
Day
It
Is?**



The Results Are In!

During Spring quarter 2004, The Comprehensive Advising Sub-Committee (AQIP 2) surveyed a random sampling of over seven hundred students in order to establish baseline data for future research on the effectiveness of the Comprehensive Advising system at College of DuPage.

The sub-committee developed a survey over a period of several months and distributed the survey after securing the support of the Faculty Senate.

Visit the newly developed **Academic Advising Calendar**, at: <http://www.cod.edu/advising/calendar.htm> . It will serve as a college-wide comprehensive calendar which will give students, faculty, and advisers information regarding upcoming advising events.

Information found in **Knowledge Set I, II, and III**, <http://www.cod.edu/aspcod/stars/> , was used as the basis for the questions, and demographics were queried in order to compare the survey respondents to the general student population as described in the COD Student Portrait for Fall 2003.

The goal is to document specific activities which various departments provide for students. Examples of the 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.

Adequate student understanding of the information found in the Knowledge Set fell in or near the acceptable level of 70%. Generally, the students understood how to use *The Quarterly*, COD's Catalog, and how to decipher their transcripts.

If there is an activity or event which you would like to be included in this calendar, click: <http://www.cod.edu/advising/addevent.htm> , or contact Mandy Kouri, Advising Support Coordinator at extension 2812.

Lack of student understanding of the Illinois Articulation Initiative (IAI) ; the effect of S/F courses; and the issue of who to contact for advising once his/her major has been selected were issues with unacceptable levels of competency.

Some of the recommendations following the results of the survey include: addressing the Knowledge Set information during Orientation/Advising/Registration (OARS); sharing the findings with all who engage in advising, Faculty Senate and administrators during departmental meetings; and creation of a process and schedule for follow-up surveys. Everyone who is an adviser will want to address these issues when they meet with students.



Semester Conversion Excursion

Please alert your students of an informational workshop entitled **Semester Conversion Excursion**, which will offer tools and tips for making a smooth transition to semesters. The workshop will be held on multiple dates and times:

January 26, 1:00PM-2:00PM

February 3, 1:00PM-2:00PM

February 15, 6:00PM-7:00PM

March 8, 2:00PM-3:00PM

The location for the workshop is the IC 1000. No pre-registration is necessary.

“Basic Advising Skills” to be Offered Through the TLC



Basic Advising Skills will provide faculty, staff, and administrators the opportunity to enhance their advising skills. The information provided in all areas of advising will assist participants with this important responsibility.

Judy Pelletier, Coordinator of Advising Services; and Joyce Fletcher, Counselor and Associate Professor, will be Facilitators. This course is offered through the Teaching and Learning Center. The class will be held on Fridays, 1:00PM-4:00PM, on January 14 and 28, February 4, 18, and 25, and March 4. Attendance is expected at all sessions. The class will be held in IC 2007. All registrations will be taken through the TLC.

New Year New Offerings



During **January**, the following **Student Success** Workshops will be offered:

Time Is On Your Side...Yes It Is

January 5, noon to 1:00 PM in the Student Resource Center (SRC), Room 1450A (inside the cafeteria). Edison Wells, Counselor, will be the presenter.

Always running around at the last minute? Feeling pressured and don't know where your day went? Try taking this session on time management where you will find out exactly how you are spending your time and how best to prioritize it.

Can You Hear Me Now? Communicating with Your Instructors

January 5, 6:00PM-7:00PM in the Student Resource Center (SRC), Room 1450A (inside the cafeteria). Arne Anderson and Moira Sobkoviak, Student Success Advocates, will be presenters.

Are you looking for winning strategies to help you communicate with your instructors? This workshop prepares you for face to face interactions with your instructors by helping you to work smarter and not harder.

A.D.D. and College Success Skills: Part II-A.D.D. and Planning for college...When Do I...?

January 18, 6:00PM to 7:00PM in the Student Resource Center (SRC), Room 1450A (inside the cafeteria). Michael Duggan, Counselor; and Jackie Reuland, Coordinator Special Student Services, will be presenters.

This presentation will look at strategies on how to prepare students for college, succeed while in college, and for planning beyond!

Learning Styles

January 25, noon to 1:00PM in the Student Resource Center (SRC), Room 1450A (inside the cafeteria). Edison Wells, Counselor, will be presenter.

This time it really IS all about you! Come find out how understanding your personal learning style can improve your study skills and test scores!

Student Success workshops sponsored by Student Services, are free of charge and open to all College of DuPage faculty, students, staff, administration, and community members. Pre-registration is not required. For more information, call: 630/942-2259.



Tools and Tips:

A useful website to pass along to students: <http://www.learningexpresslibrary.com>

Learning Express Library provides a completely interactive online learning platform of practice tests and tutorial course series designed to help patrons, students, and adult learners succeed on the academic or licensing tests they must pass. You'll get immediate scoring, complete answer explanations, and an individualized analysis of your results. It's test preparation that works.

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

Please contact: Mandy Kouri, Advising Support Coordinator
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One should learn to sail in all winds. *Italian Proverb*