



Keywords

Spring 2008

<http://oregoncis.uoregon.edu>

Get Ready for Fall 2008 CIS!



Enhancements for My Course Planner, the Administration Tools, the Oregon and U.S. Schools files, and a combined assessment report top the list of improvements.

My Course Planner – Using an Excel template, schools will be able to upload their school-specific courses to the CIS course planner this fall. One application of this tool might be to include the high school course titles in the middle school’s My Course Planner to help 8th-grade students forecast for high school. Schools may also include a link to a document or website of their choice from My Course Planner.

Administration Tools – Sites will be able to create student or client portfolios in batches using an Excel template. This enhancement will allow a site coordinator to mandate access to portfolios as there will be an optional setting to create portfolios with the setting of “Yes, it is OK for the person helping me to view my portfolio.” Sites will have to make sure they meet FERPA requirements in requiring portfolio access.

Combined Assessment Report – Users will be able to generate a report that combines their assessment results, such as SKILLS and the Interest Profiler, with their Occupation Sort list and My Favorite Occupations to see which occupations appear in more than one list.

Compare – Users will be able to compare two occupations profiles directly from their lists in IDEAS, the Interest Profiler, the Work Importance Locator, and Occupation Sort. They will also be able to compare up to three schools from their School Sort lists.

Return Button – A “Return to” button will simplify navigation in CIS. When users click on “Return to,” they will be able to go back to the assessment or sort result they generated during their current session.

Home Page Welcome – When users log on to CIS using their personal user name and password, the CIS home page will welcome them. The welcome will include their first name and a graphic image based upon the style they have chosen for their personal portfolio.

Reality Check

Check out Oregon’s Reality Check on the CIS organizational homepage or you can go to <http://oregonrealitycheck.org> Reality Check allows users to make lifestyle choices and find out how much money they will need to earn to support their lifestyle in 21 Oregon cities. Users also can find occupations that match their lifestyle needs or create a lifestyle based upon their occupation of choice. At this time, the tool is targeted particularly for young people in school or just leaving school. CIS hopes to enhance Reality Check over the next few years.

PSAT and SAT practice tests in CIS

Are you looking for tools to help your students practice for the PSAT or SAT? The Academic Practice Test package includes three full-length SAT tests with answer explanations and one full-length PSAT practice test with answer explanations. If you are interested in licensing this practice test package, please contact CIS at 1.800.495.1266.

CIS Jr pilot

CIS Jr is a new middle school version of CIS. The language is controlled at a 5th-grade reading level and CIS Jr includes a new middle school assessment. A beta-test of CIS Jr is happening right now. A more extensive pilot is slated to begin next winter (2008-09). You can view CIS Jr at our annual fall workshops. Please contact CIS if you are interested in piloting CIS Jr next winter.

News Bytes

Happenings in the world of CIS: sites, board members, staff, conference, and CIS users around the state

Veteran career counselor receives 2008 Les Adkins Award

The CIS Board Awards Committee selected Chuck Skirvin for the 2008 Les Adkins Award for Career Guidance Excellence. In June, Chuck will have devoted 36 years to counseling at Chemeketa Community College. (His tenure coincides with the first release of CIS in 1972!) His current focus is advising nursing students. He is an avid CIS user. Prior to working at Chemeketa, Chuck was a middle school science teacher, an agency counselor with the now defunct Work Incentive Program, and an employment counselor at the Albany Employment Department. He also served in Vietnam as a marine.



Chuck Skirvin

The award was presented on April 17 at a staff meeting. As part of the celebration of Chuck's achievements, the staff shared what they valued most in working with him. Several people talked about how he models lifelong learning. He is always growing and changing; even after 36 years he is progressive and one of the staff members most willing to consider change. Staff also spoke about his rapport with students, his sincere welcoming of new students, and his patience with explaining the same

information over and over and continuing to be engaged. Chuck brings a wealth of knowledge and wisdom to the counseling department and college. He has been an important contributor to many projects over the years. And through it all, he maintains a sense of humor.

With 36 years of career counseling and advising experience, Chuck has invaluable insights, so CIS staff interviewed him. (The complete interview is available on the CIS website.) Asked how students have changed over the years, Chuck shared, "In many ways students are the same: they have dreams, they have barriers, both perceived and real, and they want to be valued." However, he believes "Students are also more focused on a career, not just a job; they want something they can get their hearts behind." He feels that those of us working in career development should "get a true understanding about what an important part of a person's life this career development process is!" His passion for helping students define and pursue their dreams has earned him the respect and admiration of students, colleagues, and administrators.

Our sincerest congratulations to Chuck, a most deserving award recipient!

Time for spring cleaning



Are cobwebs accumulating in your **Administration Tools**? Now that summer is fast approaching, it's a great time for your CIS Site Coordinator to clean up your site's account. Here are some areas you may want to clean-up as your school or program year comes to a close:

Staff accounts: Do all of the staff who need accounts have them? Are there any old or duplicate accounts?

Groups: Do you need to change your groups? Do you want to change the assignments to those groups?

Individual portfolios: Does anyone have a duplicate portfolio? Do you want to move your eighth graders to the high school? Do you want to hide your graduates or people leaving the program?

Budget building for 2008-09?

Do you need 2008-09 fee information for your site? User Services staff has begun sending individualized fee worksheets to currently licensed schools, agencies, and organizations. If you haven't received a fee worksheet and would like this information, please contact us at 800.495.1266, 541.346.3872, or e-mail michael@orcis.uoregon.edu. All fee quotes will be e-mailed or faxed directly to you upon your request

CIS staff member recognized by OCDA

The Oregon Career Development Association (OCDA) Emerging Leader Award was established to recognize a career development/education leader whose emerging record of leadership in the career development profession is significant. Oregon CIS User Services Representative Laura McCoid received this distinguished award on February 29, 2008, at the OCDA Professional Development Institute in Portland, Oregon.



Laura's commitment as a career development professional and leader emerged quickly in her position at Oregon CIS. She served on the OACTE board (2006-2008) as the representative for higher education. She also served on Oregon Department of Education's task force for professional development for Perkins IV. At CIS, Laura has focused on developing ways in which CIS can meet the needs of special populations including people with disabilities, vocational rehabilitation clients, and other adult users of CIS. Laura is a CDF Instructor and trained as an education facilitator of Dependable Strengths. You will often find her working in the field, consulting with schools and agencies, at workshops, trainings, and presentations. Laura is a team player and a focused worker who positively influences those who work with her. Congratulations, Laura!

School files receive a makeover for fall 2008

A redesign to the 285 Oregon and over 4,000 U.S. Schools will include even more features and information. The new design will use headings and graphics to help students and clients better find relevant information. Some topic areas have been split, such as "Costs" and "Financial Aid" in order to simplify the presentation of the information. Other topics, such as "Admissions" have been expanded to include more details.

A new design feature, titled "At a Glance," presents an overview of each school, including location, enrollment, entrance difficulty, application deadline, and tuition. Under the various topics, users will find additional links for prospective students to watch a virtual campus tour, to schedule a school visit, to read the school newspaper, to visit the student associations website, and to view the school course catalog.

Additional information and resources for prospective students will help them better consider schools. The definition of entrance difficulty to each school, as well as selected programs, has been further defined by the percentage of applicants accepted. For example, entrance to the University of Oregon (UO) is defined as "moderately difficult" with "almost 85% of all applicants accepted;" however, for the Architecture and Honors College programs, entrance is "Very difficult" with "about 60% of all applicants accepted."

A chart will identify the level of importance each school assigns to

the elements in a student's application packet. Also, more SAT/ACT score ranges for enrolled freshmen may help students better understand their chances of acceptance. For example, UO identified the difficulty of high school courses as a "very important" factor when considering student applications, and 4% of enrolled freshman scored between 700 and 800 on the critical reading portion of their SATs.



New information for prospective transfer students and graduate students will be highlighted. Prospective transfer students will be able to view other types of credits accepted, such as CLEP, and if there is a time limit on courses that may be transferred. A new topic for prospective graduate students will include enrollment data, tuition, and admission requirements.

Information and a redesign of the data for students attending the school will be included. For example, graduation requirements, such as foreign language or internship requirements, will be presented. A chart will allow students to compare the financial aid packages offered to freshman versus the financial aid offered to all students. Information on career services has been expanded to include the percentage of students entering graduate or professional schools following graduation and the percentage of students counseled by the career services office.

Revisions to the school files are still being finalized. If you want specific information about the redesign, please contact CIS in July.

Are you designing future materials today?

A number of enhancements will change the navigation, look, and content of CIS next fall. If you are designing materials, here is an overview of some images and content that will change:

- CIS homepage for your site
- Oregon Schools file
- U.S. Schools file
- Administration Tools homepage

The new designs will be released in early September. Please call CIS at 1.800.495.1266 if you have questions or would like support as you design your materials.

Tell us what you think!

Your opinion matters and we'd like yours! An online survey about CIS products and services is now available. Your suggestions help us plan for workshops and developments during 2008-09. If you are a staff member at a licensed site and use CIS with your students or clients, we would like to hear from you. Log into CIS for Internet, click on Site Resources, and link to the annual service survey. The survey continues throughout June.

New CIS posters are here

When we created our new product brochures (mailed in April), we printed extras for our licensed sites. The brochures unfold into a 12" by 18" full-color poster. They are designed with your clients and students in mind. If you are interested in receiving a poster, just call or e-mail Cheryle Hawkins at chawkins@orcis.uoregoncis.edu. Specify "7th to 12th grade" or "college and adult."

Welcome to CIS!

Oregon CIS would like to welcome aboard our newest sites: ASANTE Health Systems, Deer Ridge Correctional Institution, Jewell School, Junction City Public Library, Leadership and Entrepreneurship High, OED – Tualatin Office, Three Lakes High School, and Multnomah County Independent Living Program.

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Lane County pilot of CIS-Connection to begin in May



The Lane Workforce Partnership and the Lane Education Service District have joined together to pilot CIS-Connection in Lane County. This pilot will test out the Oregon version of this Wisconsin Careers program and provide an evaluation of its usefulness as well as effective implementation strategies that can be shared with the rest of the state.

CIS-Connection was described at length in an article in the winter *Keywords* newsletter. Briefly, the new component accomplishes two important “connections:”

1. It provides descriptions of local businesses and employment opportunity information to students and adults who use CIS.
2. It links business people interested in supporting educational activities and career-related learning to educators needing classroom volunteers and adult advisors for students.

After months of planning, work will begin in earnest this spring with gathering information from local businesses. Lane ESD’s Career and Technical Education Coordinator, Mark Wreath, will lead this work. In the fall, students in the Lane County pilot schools will be able to view the business information and their CIS Site Coordinators will be able to use the Volunteer Exchange to connect teachers and students with adult volunteers.

A North Willamette Valley implementation of CIS-Connection is also in the planning stages. Future *Keywords* articles will share details of these plans. If you have questions about the component, feel free to call Cheryl Buhl at 541.346.2345 or e-mail cherylb@orcis.uoregon.edu.



Oregon CIS workshop news

Workshop for educators
June 26 - U of O Knight Library
9 a.m. – noon, 1 p.m. – 3:00 p.m.

Online registration required:
<http://oregoncis.uoregon.edu/>

Fall workshops being planned

Planning for the CIS fall workshops has started and we welcome your ideas on topics of interest. Send your suggestions to Romella Lee at rlee@orcis.uoregon.edu. Workshop locations and dates will be scheduled soon. By August, the fall 2008 workshop details will be available at our website, where you can register online. These free workshops fill quickly and we encourage you to register early. A brochure will be mailed in advance to publicize our fall workshop schedule.