

# **Illinois Community College Agricultural Education**

## **Database User Guide**



Updated 3/31/2015  
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## **Illinois Community College Agricultural Education Program Database Users' Guide**

The Illinois Association of Community College Agriculture Instructors (IACCAI) and Facilitating Coordination in Agricultural Education (FCAE) has developed a database to track Community College agriculture department enrollment, program characteristics, and employment data for their students and faculty members. In an effort to more accurately track students, plan for future employment needs, identify areas of improvement, and to provide data for marketing purposes, the IACCAI needs the help of your school. This guide will help you through the simple process of logging your school information into the database. Should you have any questions, please contact your local FCAE Program Advisor.

**Data collection will begin January 15 and will end on June 30. All changes must be made (or forms completed and returned to FCAE Program Advisor) by June 30 at 5:00 PM. At that point all data will be summarized and distributed to each college at the Fall IACCAI Meeting.  
Data to be entered is for the entire school year (all semesters from July 1-June 30)**

Contents:

<a href="#">Part 1: Logging in to the database:</a> .....	Page 1
<a href="#">Part 2: School Information</a> .....	Page 3
<a href="#">Part 3: Department Information</a> .....	Page 4
Part 4: Faculty Information	
A. <a href="#">General Faculty Information page</a> .....	Page 6
B. <a href="#">Add Faculty Member</a> .....	Page 6
C. <a href="#">Delete Faculty Member</a> .....	Page 7
D. <a href="#">Edit Faculty Member</a> .....	Page 8

### **Part 1: Logging in to the database**

*First, log into the homepage [www.agriculturaleducation.org](http://www.agriculturaleducation.org).*

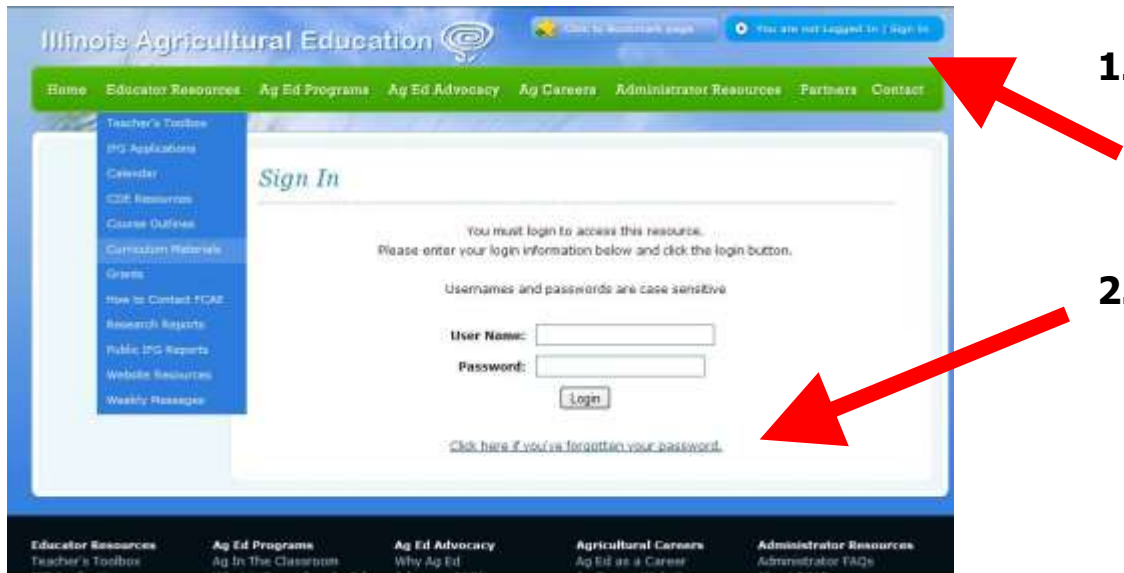
Go to [www.agriculturaleducation.org](http://www.agriculturaleducation.org), choose "Ag Ed Programs" from the top toolbar, choose the "College Database" option, and then choose your college.

Please note: only the person listed as the Department Chair can make changes to departmental data. Each faculty member has a login, which will allow them to access the information in their own page.



1) If you forget your login information, click the "Sign In" link at the top of [www.agriculturaleducation.org](http://www.agriculturaleducation.org). 2) Next choose "forgot my password." Your username is your first initial and last name (i.e: LAllen). Username is *not* case-sensitive.

**\*If you still cannot login, contact your FCAE Program Advisor for assistance.**



## Part 2: School Information

- A. Please use the first section of this page to enter college & department contact information.
- B. The bottom of the page seeks total enrollment numbers for your **college**. This can be obtained from your College Registrar.
  - a. Enrollment- enter the total number of students enrolled in the college, both degree and non-degree students.
  - b. Full Time Equivalent: Enter your colleges' Full Time Equivalent enrollment number. This can be obtained by your college main office. It represents one student taking 15 credit hours per semester
    - Example: Student taking 15 course hours= 1 FTE
    - Student taking 10 course hours= 2/3 FTE
    - Student taking 20 course hours= 1 1/3 FTE

**\*Be sure that you choose the "Save Changes" button on the left margin before moving on.**

Once this information is up to date, click "Agriculture Department" in the left margin menu to proceed to the next step.

### Part 3: Department Information

Complete the requested information in the top portion of the page for the Program Contact.

- A. AS (Transfer) Section: Enter Minimum Credit hours (number of hours required for the degree), number of male and female students- both from farms and from a non-farm background, the number of internships required for each student who completes the degree (usually 0), and the total number of hours required from each internship (*not the total number of internships by all students in the program*).

Note: Include AA (Associate of Arts) Transfer Degrees in this section.

- B. AAS in Applied Science:

- First, choose the ICCB Category Title that each of your degrees falls into.
- Enter the local title of each AAS Degree that you offer.
- Enter Minimum Credit hours (number of hours required for the degree), number of male and female students- both from farms and from a non-farm background, the number of internships required for each student who completes the degree (usually 1,2, or 3), and the total number of hours required from each internship, *not* the total number of internships by all students in the program.
- Should you need to add more lines for more degrees, enter the number that you need to add in the text box below the AAS Categories and choose the "Add Now" button.

- C. Certificate Degree Programs:

- First, choose the ICCB Category Title that each of your certificates fall into.
- Enter the local title of each Certificate that you offer.
- Enter Minimum Credit hours (number of hours required for the degree), number of male and female students- both from farms and from a non-farm background, the number of internships required for each student who completes the certificate (usually 1,2,3, or 4), and the total number of hours required from each internship- *not* the total number of internships by all students in the program.
- Should you need to add more lines for more certificates, enter the number that you need to add in the text box below the AAS Categories and choose the "Add Now" button.

- D. Student Summary: The numbers in the summary box are pre-calculated based on the data entered in the degree data entry sections above.

- Enter the number of non-degree seeking students taking courses in your department.
- PAS Membership: Enter the number of PAS members in your department.
- Enter the number of Degree seeking students that were in a HS Ag classes.
- Enter the number of Degree seeking students that were FFA Members in HS.
- Enter the number of High School CDEs & Events hosted by your department.

- E. Student Internships
  - a. Enter the total gross income generated by student internships.
  
- F. Included in Ag Program section
  - a. If any of the following career pathways are a *part of the Agriculture program*, then check the appropriate box: Vet Tech, Diesel Tech, Horticulture, or Environmental Science.
  - b. Example: some schools include Environmental Science in the Ag department, while some schools teach it in the Science department. Diesel Tech may be taught in the Ag or Automotive/ Industrial Tech departments. Only check the boxes that are included in the AG DEPARTMENT.
  
- G. Department Facilities
  - a. Check the appropriate boxes in this section if your program has facilities including: Greenhouse, Ag Mechanics Labs, Ag Computer Labs, Vet Tech Labs, Orchards, Nurseries, Land Labs, and Outdoor Soils Labs. Please also enter the scope of your facilities for each as appropriate.
  
- H. Advisory Committees
  - a. Enter any advisory committee information that your department utilizes. Include the number of meetings per year and the number of members on each committee.
  - b. Example: Agriculture Business/Production committee, 2 Meetings/year, 9 members.
  
- I. Other Notes of Interest
  - a. Enter any additional information about your department and programs here.
  - b. Include any industry certifications that your department maintains (see example)
  - c. Example: 92% of graduates are placed in full time employment; Department is certified by the Associated Landscape Contractors of America.
  
- J. Dual Credit Courses
  - a. List all courses that offer Dual Credit to High Schools.  
-Include in the name who teaches the course. Enter either College or HS teacher: example, [Intro to Horticulture, High School Teachers]
  - b. Enter total students receiving credit in current School Year (July 1-June 30)
  - c. Enter # of Credit hours of each course (is the course a 2-credit hour class?)
  
- K. Articulated Courses
  - a. List all courses that offer Dual Credit to High Schools.  
-Include in the name who teaches the course. Enter either College or HS teacher: example, [Intro to Horticulture, High School Teachers]
  - b. Enter total students receiving credit in current School Year (July 1-June 30)
  - c. Enter # of Credit hours of each course (is the course a 2-credit hour class?)

L. Online Only Courses

- a. Enter any courses that are offered through a 100% online delivery system. Do NOT include courses that are blended online courses here.
- b. Should you need to add more lines for courses, enter the number that you need to add in the text box below the courses and choose the "Add Now" button.
- c. Example: Ag Economics 103, 12 students enrolled, earns 3 credit hours.

M. Online Blended

- a. Enter any courses that are offered through a hybrid online/traditional delivery system. Each institution may have slightly different course designs in this section, but example would be lecture is online and labs are "in-person"
- b. Example: Intro to Horticulture 103, 24 students enrolled, earns 3 credit hours.
- c.

**\*Be sure that you choose the "Save Changes" button on the left margin before moving on.**

## Part 4: Faculty Information

From the Edit Department Information page choose "Edit Faculty Information for this Department" on from the left margin.

### A. Faculty Information Page

- a. Department Chairs: Enter the following information
- b. Full Time Faculty Information
  - i. the number of full-time faculty (Example: 5)
  - ii. the minimum number of contact hours required per year for each fulltime teacher (Example: 12)
  - iii. the average contact hours of full-time Ag faculty members (Example: 9)
  - iv. the overload pay per contact hour, for both school year hours and summer hours. (Example: \$50 per hour during the school year, \$75 per hour during the summer)
- c. Part Time Faculty Information:
  - i. the number of part time faculty (Example: 8)
  - ii. the overload pay per contact hour, for both school year hours and summer hours. (Example: \$45 per hour during the school year, \$70 per hour during the summer)
- d. All Faculty Members:
  - i. The load credit lab hours (Example: 0.6)
- e. Other duties which instructors receive pay or release time (example: coordination of labs/facilities, Internship Placements or Supervision, Student Organization sponsor, Recruitment duties).
- f. Other notes of Interest (such as accreditations, special achievements, etc.)

**\*Be sure that you choose the "Save Changes" button on the left margin before moving on.**

The department faculty will be listed on the left margin. To edit, follow the steps below:

### B. Add Faculty Member

- a. Choose "Add New Faculty" button under the Faculty Members portion of the left margin. Enter the requested information as completely as possible. Be sure to choose either "full time" or "part time."
- b. Focus Area: refers to the specific content area that the teacher works in.
  - i. Example: Horticulture, Landscape Design, Agri-Business, Mechanics.
- c. Teacher Image: Upload a close-up digital photo of each staff member for use in the IACCAI Membership Directory if you choose to do so. This directory will be available online to help faculty recognize other faculty members from around the state when contacting each other.
- d. IACCAI Membership: If you are a member of IACCAI, check the box indicating membership. Enter your # of years in the organization and then choose your membership level (Option 1, Option 2, Option 3, or Associate).
  - i. Option 1: IACCAI Membership only
  - ii. Option 2: IACCAI + IACTE (IL Assoc. of Career & Tech. Educators)
  - iii. Option 3: IACCAI + IACTE + NAAE (National Assn. of Ag Educators)



- e. Education: For each degree earned, select the school the degree was received from and the year that the degree was completed.  
Example:      BS- Illinois State University, 1994  
                         MS- University of Illinois, 1998  
                         PhD- Ohio State University (Choose "Non-IL School") 2005
- f. Full Time Work Experience: List the type of full-time business experience that you have worked in.
  - i. Example: Landscape Architect, 11 years
- g. Other Notes of Interest: Enter any additional information you would like here. Also include if the teacher is a member of the union.
  - i. Example: Professional Organizations, certifications, committee membership, etc.

Upon saving the new faculty member information, an email will be automatically sent to the employee using the email address provided with their username and password. When they log in for the first time, they will be prompted to reset their password.

**\*Be sure that you choose the "Save Changes" button on the left margin before moving on.**

### C. Deleting Faculty Members

- a. To delete a faculty member, enter that persons' information page, then choose the "delete faculty" button on the left margin.
- b. It is recommended that you print a copy of the faculty page BEFORE you delete it. This will provide a hard copy to use as a reference should you need to add that faculty member back to the system. Once a person is deleted from the database, their information must be re-entered as a "new" faculty member.

**\*Be sure that you choose the "Save Changes" button on the left margin before moving on.**

D. **Edit Faculty Member** (Distribute this page to your faculty members to update their own data in the database as needed).

First, log into the homepage [www.agriculturaleducation.org](http://www.agriculturaleducation.org).

Choose "Ag Ed Programs" from the top toolbar, choose the "IACCAI Database" option. Type your last name into the "Name Search" box, choose "GO" and your faculty information page will appear.

Note: each faculty member has a login and has access to update their own information. Usernames are in the format of "first initial, last name". Example: LALLEN. A password can be obtained by clicking the "Forgot your Password" link at the top right corner of the homepage. Contact your FCAE Program Advisor if you have any questions.

- a. Enter the requested information as completely as possible. Be sure to choose either "full time" or "part time."
- b. Focus Area: refers to the specific content area that the teacher works in.
  - i. Example: Horticulture, Landscape Design, Agri-Business, Mechanics.
- c. Teacher Image: Upload a close-up digital photo of yourself for use in the IACCAI Membership Directory if you choose to do so.
- d. IACCAI Membership: If you are a member of IACCAI, check the box indicating membership. Enter your # of years in the organization and then choose your membership level (Option 1, Option 2, Option 3, or Associate).
- e. Extra Duty Pay: For each extra duty assignment, please enter each assignment into a separate line, followed by the duty pay (IN DOLLARS). Please round each pay amount to a dollar amount (if you are given a pay percentage, please calculate an approximate dollar amount to enter for data consistency purposes).

**Note: If extra lines/duties are needed, click the "Add More" button**

**Example:**

<b><u>EXTRA DUTY ASSIGNMENT</u></b>	<b><u>Duty Pay</u></b>
Livestock Judging Coach	1000
Collegiate FFA/PAS Advisor	350

- f. Education: For each degree earned, select the school the degree was received from and the year that the degree was completed.

Example:      BS- Illinois State University, 1994  
                    MS- University of Illinois, 1997  
                    PhD- Ohio State University (Choose "Non-IL School") 2005
- g. Full Time Work Experience: List the type of full-time business experience that you have worked in.
  - i. Example: Landscape Architect, 11 years
- h. Other Notes of Interest: Enter any additional information you would like here. Also record here if you are a member of the Teacher Union at your college.
  - i. Example: Professional Organizations, certifications, committee membership, etc.

**Upon finishing the data entry, scroll up and choose "Save Changes" in the left margin.**

## Agriculture Student Information Worksheet

Please complete the following information for our records.

Name - \_\_\_\_\_ E-mail - \_\_\_\_\_

Address - \_\_\_\_\_

Phone # - \_\_\_\_\_

### Degree option (pick one)

\_\_\_\_\_ Transfer      Planned 4 year college - \_\_\_\_\_

   Planned major - \_\_\_\_\_

\_\_\_\_\_ Ag Mechanics

\_\_\_\_\_ Ag Production

\_\_\_\_\_ Ag Business

\_\_\_\_\_ Horticulture/Nursery

\_\_\_\_\_ Natural Resources/ Environmental Science

\_\_\_\_\_ Vet Tech

\_\_\_\_\_ Non-Degree student

PAS Member    yes\_\_\_\_\_ no\_\_\_\_\_

High School Attended - \_\_\_\_\_

Year of graduation - \_\_\_\_\_

Previous work experience related to degree area: \_\_\_\_\_

Years of HS Agriculture classes - \_\_\_\_\_      # Years of FFA membership - \_\_\_\_\_  
(or not a member? Write N/A)

SAE in HS Ag Class- \_\_\_\_\_

### Awards/Recognitions in High School or Work related

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Scholarships received: \_\_\_\_\_

### Residence (pick one)

\_\_\_ Non-Farm (family income is NOT derived from farming)

\_\_\_ Farm (50% of family income is derived from farming)

## College Information Form

College Name \_\_\_\_\_

President/CEO \_\_\_\_\_

### CONTACT INFORMATION

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

College Website \_\_\_\_\_

### ADMINSTRATOR RESPONSIBLE FOR CAREER AND TECHNIAL EDUCATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_ Office Phone \_\_\_\_\_

Other Administrators with responsibility for related agriculture degrees/programs (please explain)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### OTHER COLLEGE INFORMATION

Enrollment \_\_\_\_\_

Full Time Equivalent \_\_\_\_\_

## Department Information Form

Department Title: \_\_\_\_\_ Department Head: \_\_\_\_\_

### Agriculture Department/Program Contact Information

Mr./Mrs.: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Office Phone: ( ) \_\_\_\_\_ Ext: \_\_\_\_\_

Fax: \_\_\_\_\_

Work Email: \_\_\_\_\_

Home Email: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Dept. Website: \_\_\_\_\_

Non-Degree Seeking student count: \_\_\_\_\_  
 # of PAS Members: \_\_\_\_\_  
 Number of Degree Seeking students that took HS Ag Classes: \_\_\_\_\_  
 Number of Degree Seeking students that were FFA Members: \_\_\_\_\_  
 Number of High School CDEs/Events hosted: \_\_\_\_\_

Student Internships: Total Gross Income generated by student internships: \$ \_\_\_\_\_

Check the areas below that are included as a part of your program:

Vet Tech       Diesel Tech       Horticulture       Environmental Science

Check and provide information about the following facilities included in your program:

Greenhouse      Sq. Ft: \_\_\_\_\_       Land Lab Acres Tilled: \_\_\_\_\_  
 Ag Mech Lab      Sq. Ft: \_\_\_\_\_       Soils Lab Acres Tilled: \_\_\_\_\_  
 Ag Computer Lab- # of Computers: \_\_\_\_\_  
 Vet Tech Lab       Orchard       Nursery

**Advisory Committees**

Committee Type/Title	# Meetings/Year	Members

**Online Courses**

Course Name	# Students Enrolled	Credit Hours

**Other Notes of Interest:**

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**Ag Department Faculty Information**

**Full Time Faculty:**

# of Full-Time Faculty: \_\_\_\_\_

Minimum Contact Hours required for full-time faculty member: \_\_\_\_\_

Average Contact hours of full-time Ag faculty members: \_\_\_\_\_

Overload Pay per contact hour:

School Year: \_\_\_\_\_

Summer: \_\_\_\_\_

**Part-Time Faculty:**

Number of Part-time faculty: \_\_\_\_\_

Overload Pay per contact hour:

School Year: \_\_\_\_\_

Summer: \_\_\_\_\_

**All Faculty:**

Load Credit for Lab Hours: \_\_\_\_\_ per hour

Other Duties for which instructors receive pay or release time: \_\_\_\_\_

\_\_\_\_\_

Other notes of interest: \_\_\_\_\_

\_\_\_\_\_

**FACULTY DATA FORM**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Title: \_\_\_\_\_ Focus Area: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Birth Year: \_\_\_\_\_  
 Total Years Teaching: \_\_\_\_\_ Years at current school: \_\_\_\_\_

Base salary range: (Round to nearest \$5,000; *Ex: \$50,000-\$55,000*) \$ \_\_\_\_\_  
 Total Contact Hours/Hours Taught: \_\_\_\_\_

Part Time or Full Time? \_\_\_\_\_

**Extra Duty Information:** List each extra duty assignment and total pay for each.

<u>Assignment</u>	<u>Total Duty Pay</u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____

**Education**

Junior/Comm. College: \_\_\_\_\_ Year Completed: \_\_\_\_\_  
 Bachelors Degree: \_\_\_\_\_ Year Completed: \_\_\_\_\_  
 Master's Degree: \_\_\_\_\_ Year Completed: \_\_\_\_\_  
 PhD: \_\_\_\_\_ Year Completed: \_\_\_\_\_

**Full Time Work Experience**

Type of Business	# Years Worked

**Other Notes of Interest:**

# Degrees Available

		Min Credit Hrs	Male Farm Count	Male Non-Farm Count	Female Farm Count	Female Non-Farm Count	# of Internships	Total work hrs of Internship		
Associate of Science Degree (Transfer)										
Associate in Applied Science Degree(s)		Min Credit Hrs	Male Farm Count	Male Non-Farm Count	Female Farm Count	Female Non-Farm Count	# of Internships	Total work hrs of Internship	Total # of jobs/ grad	Average Starting Salary
ICCB Title:										
Local Title:										
ICCB Title:										
Local Title:										
ICCB Title:										
Local Title:										
ICCB Title:										
Local Title:										
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Local Title:										
ICCB Title:										
Local Title:										
<b>TOTALS</b>			0	0	0	0	0		0	

- ICCB Titles:
- Ag- Mechanization
  - Ag-Prod Tech (Livestock & Crop)
  - Agri-Business
  - Horticulture & Nursery Mgmt
  - Landscape & Floral Design
  - Natural Resources & Environmental
  - Other
  - Veterinary Technology



# Certificate Degree Programs

Certificate Degree Programs		Min Credit Hrs	Male Farm Count	Male Non-Farm Count	Female Farm Count	Female Non-Farm Count	# of Internships	Total work hrs of Internship	Total # of jobs/ grad	Average Starting Salary
ICCB Title:										
Local Title:										
ICCB Title:										
Local Title:										
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Local Title:										
ICCB Title:										
Local Title:										
<b>TOTALS</b>			0	0	0	0	0		0	

- ICCB Titles:
- Ag- Mechanization
  - Ag-Prod Tech (Livestock & Crop)
  - Agri-Business
  - Horticulture & Nursery Mgmt
  - Landscape & Floral Design
  - Natural Resources & Environmental
  - Other