SLCC Community Engagement Database

User Guide

Community Relations
SALT LAKE COMMUNITY COLLEGE

TABLE OF CONTENTS

WHAT IS AN ENGAGEMENT?

As part of the College's ongoing effort to better coordinate and leverage our community engagement work, connect internal and external communities, and tell our story, the College is creating a central community engagement database.

At its most basic, the engagement database is a tool for faculty, students, and external communities to become more informed about Salt Lake Community College's engaged research, programs, projects, and initiatives taking place. The hope is that the database will encourage us to connect with each other and share resources and information that will help deepen engagement and meet college and community needs.

Community engagement looks different across the College, ranging from free community trainings to deep and longstanding partnerships between College departments and community groups. Not every engagement meets the high bar of "transformative education" identified in our vision. Yet, it is our goal that the combined result of our efforts is transformational for both the community and College.

The Community Relations Department is using the following to determine if a program/project is a Community Engagement Initiative. If you answer yes to these please put your engagement in the database.

- Is there a community partnership with a population, agency, organization, institution, or individual?
- Does it contribute to improving society?
- Is the program/project offered to the external community (meaning the general public, outside of staff/students/faculty). The general public as a whole doesn't need to be invited to participate, but members from the community must be included or be benefitted by the engagement. No event/engagement that is only for staff/students/faculty goes into the database.

  For example, a department volunteering at the food bank counts because you are directly serving the general community by sorting food that will be given to them; organizing donations at a nonprofit benefits the general community as they will have access to those resources; bringing a program into the schools that isn't recruitment counts—so the Language department partnering with a local elementary to have a literacy program would count.

- Is it offered at free to low cost? Or does it have a scholarship attached that makes it free/low cost?

If you are unsure, please contact us at communityrelations@slcc.edu and we will be happy to help.

Helpful links can be found on our website for more information.

Why do we have a community engagements database and what does it collect?
Frequently Asked Questions
Community engagement definitions

HOW TO LOG IN

Use the search bar on the Home page to scan through current engagements to make sure your engagement isn't already entered. Though duplication is rare, there are many people using the database and this can happen. If your engagement is already entered, please review it and submit any changes/additional info. to communityrelations@slcc.edu. They will review the info. and make necessary changes.

Before creating an engagement, you must log in to the database.

1. Go to the database home page here or type in www.slcc.edu/government-relations/community/community-engagement-database.aspx

   The landing page looks like this:

2. Click the "Log in" link on home page. (Find it here.) **Log in using your sign in credentials. The same ones you use to access payroll info. or data science requests.**

3. After logging in, you should see a list of all the database entries you have entered or that mention your name. If this is your first entry the table will be blank.

HOW TO CREATE NEW ENGAGEMENT

1. Click the Create New Engagement button in the upper right corner.

2. A form will pop up labeled "Engagement".
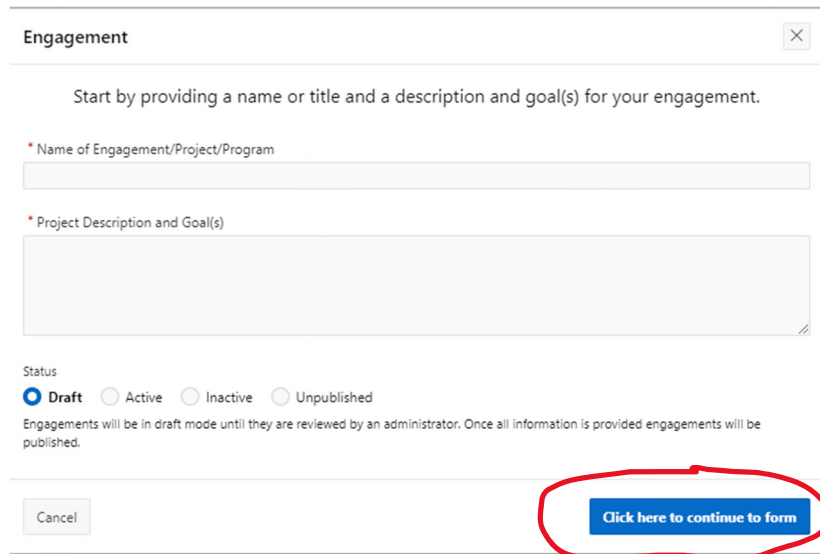

This is the first page of a two-page form.

Note about the "new engagement" form:

- The icons are red until information is filled out, then they turn blue. This is designed to show the you where they are on the form.
- Entering information that has the option of Primary. Several fields ask you to identify data that also has the choice of marking something as Primary. Please note marking the Primary field is not required.
- Fields that have a red star or red pencil next to the title are required. If required information is missing, the form will not allow you to continue.

On this page, fill out the name of the engagement and a description of the project. The "Description" will allow 1600 characters.

Once you have completed these two fields, they will click the "Click here to continue to form" button in the lower right of the box (circled in image above). A new box will pop up called "Engagement or Project Details."

3. The "Engagement or Project Details" page is made up of several fields. This guide addresses each field as it appears, left to right and top to bottom.

Engagement or Project Details

Please provide additional details to help describe your community project or engagement. Items with an asterisk (*) are required for publication.

* Name of Engagement/Project/Program	Project Website (if one exists)
test	

* Project Description and Goal(s)

test

4 of 1600

- "Name of Engagement"
  This field should prepopulate with the name entered on the previous page.

- "Project Website"
  This field is not required. If the project, board, or community engaged research has a website, please include it here.

- "Project Description and Goal(s)"
  This field should prepopulate with the name entered on the previous page.

* Number of People Served ⑦	* SLCC Staff/Faculty/Students Engaged	* SLCC Division or Department ⑦
- Select Range - ⌄ ⑦	⑦	⌄ ⑦
Per fiscal year July 1-June 30	- Select Range - ⌄ ⑦	Division of the college leading this engagement
	Per fiscal year July 1-June 30	

* How often does this occur?	* Start Date ⑦	
Daily ⌄	mm/dd/yyyy 🗓 ⑦	

How many days per year does this occur? ⑦	End Date ⑦	* Community Partners ⑦
	mm/dd/yyyy 🗓	⊞ ⑦
		⊕ Create New Partner

- "Number of People Served"
  Using the drop-down list, select a range that reflects the estimated number of external community members impacted by the program.

- "SLCC Staff/Faculty/Students Engaged"
  Using the drop-down list, select a range that reflects an estimated number of SLCC staff/faculty/students participating in the engagement.

- "SLCC Division or Department"
  Type in your division or department. This is what shows up after your name in the email system.

- "How Often Does this occur?"

5

This asks typically how often are you engaged in this activity? It does not have to be exact. Whatever answer you put here will be modified by the field immediately below,

- "How many days per year does this occur?"
  If an engagement doesn't occur at a regular interval, please select the frequency based on how often the engagement occurs. For example, if the engagement occurs eight of the 12 months of the year, select "Monthly". In the field labeled "How often does this occur?" enter "8" for the total number of days this engagement occurs annually. This will allow you to know the event happens one day each month, 8 months of the year.

- "Start Date"
  Enter the start date of the engagement. If there are no records, use the first day of the month or the first day of the month of the first month of the year the engagement began.

- "How many days per year does this occur?"
  Please estimate the number of days the engagement occurs annually. This number does not have to be exact.

- "End Date"
  If the event is ongoing, please leave this blank.

- "Community Partners"
  Some community partners – defined as the organization **(outside of SLCC staff/faculty/department/division)** with which the engagement is taking place – are already in the database. To find a Community Partner begin by typing the first 3 letters into the Community Partners field. If the name doesn't populate, click on the Create New Partner link below the box and create a new partner. You may include as many partners as are related to the engagement.

  Creating a New Community Partner: If there are no matches found by searching, create a new community partner by clicking on the Create New Partner link under the search bar. When you click on the link, a new pop-up box will appear. To create a new partner, fill out the information on the pop-up box and click "Create" in the lower right corner when done. Once you have created the new partner the partners will automatically be added.

Community/Funding Partner ✕

* Name

Organization Website

\#

* Organization Type (Select all that apply)

☐ Business   ☐ Education Institution   ☐ Foundation   ☐ Government   ☐ Nonprofit

Primary contact email ⑦

Search Address

Enter a location

Select the suggested address to populate/update fields below

* Address   * City   * State   * Zip Code

Cancel   **Create**

This section collects the details of the engagement. Click the red pencil icon to edit the box. As a reminder, while selecting a "primary" lead, strategic goal, issue are, etc. is not required, it helps others better understand and potentially connect with the engagement.

Add the appropriate details for each additional heading below. Click the heading or the ✎ to edit each area.

* SLCC Engagement Leads ✎ - Select from a list of staff and faculty at SLCC that are involved in this engagement, event or activity. Select a primary and any additional staff and faculty that applies. Click the header or edit icon to provide details for this item.

* College-Wide Strategic Goal ✎ - Select SLCC strategic goals that are aligned with this engagement, activity or event. Select a primary and any other that apply. Click the header or edit icon to provide details for this item.

* Issue Area ✎ - Select the areas that this engagement, event, or activity will address. Select a primary and any other that applies. Click the header or edit icon to provide details for this item.

* Locations ✎ - Enter the address or addresses of engagement, event or activity. Enter the primary location and any additional locations that apply. Click the header or edit icon to provide details for this item.

* Engagement Type ✎ - Select the method that best describes how this engagement or activity will be delivered. Select a primary and any other that applies. Click the header or edit icon to provide details for this item.

* Population Served ✎ - Select the population age groups that will be served by this engagement. Indicate a primary and any additional populations that will be impacted by this engagement, event or activity. Click the header or edit icon to provide details for this item.

Race or Ethnicity of Population Served ✎ - Select the Race or Ethnicity of the populations served by this engagement. Indicate a primary if applicable and any additional that apply. Click the header or edit icon to provide details for this item.

Public Service Method ✎ - Select the pathway to public service that this engagement, event or activity utilizes. You can select a primary pathway and any additional that applies. Click the header or edit icon to provide details for this item.

- "SLCC Engagement Leads"

  List all the staff people who oversee the engagement, selecting one as the primary contact. (Click on the circle to the right of their name to mark them as the primary contact.) Type the first 3 letters of the primary person's SLCC email address into the box and the box will auto populate with a dropdown menu for you to select their name.

  Add additional staff/faculty contacts as needed. Click "done" to move to the next field.

- "College-Wide Strategic Goal"
  Select one or more of SLCC's strategic goals supported by the engagement. Click "done" to move to the next field.

- "Issue Area"
  Select one or more engagement issue area. If possible, select a primary issue area. Click "done" to move to the next field.

- "Locations"

  Engagement Attribute   ✕

  Select *Locations* for test 825

  | Location |
  | 1500 South Main Street, Salt Lake City, UT, USA | ⑦ |

  | Item Name | | Set as Primary |
  | 1500 South Main Street Salt Lake City Utah 84115 | 🗑 | ◉ |

  Cancel   **Done**

  Enter the address or addresses of engagement, project of program. Begin typing the first 3 letters of the location in the search box. Many locations have been prepopulated. Add the first location where the engagement takes place. If location comes up in this list, click on it, then click "Done." It is not necessary to select a location as "Primary." All the locations you enter will show up on our map to reflect the communities we serve.

  To add another address, click on the edit icon next to location and add a secondary address. You can add as many secondary addresses as needed.

  If the location is a SLCC Campus type in Taylorsville Redwood Campus or any campus name and the address with populate in the dropdown menu. Select the correct entry with the SLCC Campus included in the location address. Select the proper campus location as primary if applicable.
  Click "done" to move to the next field.

  If your engagement is online type "Online Courses at Salt Lake Community College" and select this option for online events locations.

- "Engagement Type"
  Select if the engagement is a course for credit, a cocurricular activity, outreach, or one of the other options listed. If you select "course for credit" please identify if it is a community-engaged learning course. (The database uses an older term, "service-learning".) Click "done" to move to the next field.

- "Population Served"
  Select the age range(s) of the population served. Click "done" to move to the next field.

- "Race or Ethnicity of Population Served"
  All races and ethnicities may be selected if appropriate. If many different populations are participating in the engagement, please click the circles next to each participating community and select "primary" next to the race or ethnicity the program is primarily designed to serve. Click "done" to move to the next field.

- "Public Service Method"
  This tells the College what type of engagement we are most engaged in. Click "done" to move to the next field.

The final section "Additional Details - This information is will not be shared publicly" collects information for internal tracking and collaboration information only. It is not required you share this information with us, but it may be helpful to facilitate collaborations within the College. Database administrators will monitor this area and make it available to staff and faculty working on developing or ongoing projects in similar issue areas or with similar partners.

- "Approximate budget"
  While not required, this starts to tell the story of SLCC's financial investment in engagement and our communities.

- "Funding Organizations"
  If the engagement receives support from external funding sources such as the Ford Foundation or the National Science Foundation, please note that here. Type the first 3 letters of the funder in the search box. If it doesn't come up, click the "Create New Funder" link under the search box to create one. Fill out the form and click "create".

- "SLCC Sponsor"
  Did you get help securing external funding or are you working with Institutional Advancement or Office of Sponsored Projects? If so, please check create. If your engagement has grant funding attached, please make sure the required acknowledgement to the funder is recorded in the program/ project description as well as the funder section of the database. Make sure the information in the database matches the grant information **exactly**.

- "Additional Information"

Please add any noteworthy or important information about the project here. You can include links to articles and reports, background about the partnership, or any notes you think would be helpful. For example, does this partnership have a memorandum of understanding? Have you had a good experience?

SUBMITTING YOUR ENGAGEMENT

Click "Submit for Review" button at the bottom of the form to be sent to the database administrator.

You will see a "Success, your engagement will be reviewed for publication" message. If you don't see this screen, check to see that all the required information has been filled out.
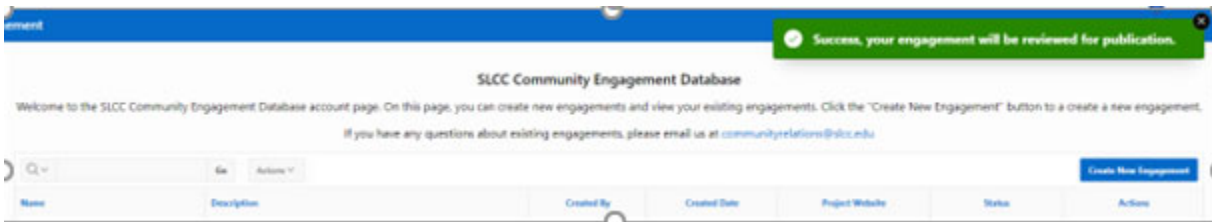
A few minutes after submitting the entry, you will receive an email that the initiative was submitted for review and approval. Community Relations staff will review the entry. If there are no questions it will be approved and active in the database. If we have any questions, community relations staff will reach out via email.

EDITING AN ENTRY

Unfortunately, you are unable to edit the form once it is approved and posted. If you would like to edit information, please call the Office of Community Relations or email communityrelations@slcc.edu. We are happy to make any and all changes requested.

YEARLY EMAIL

You will receive an annual email each September requesting they review their engagement for accuracy. If the project is no longer active, you can classify it as inactive at that time. You can view and search active and inactive engagements.

HOW TO SEARCH THE DATABASE

The Community Engagement Database landing page that comes us will allows anyone to search the database without logging in. Type the name of the engagement or program you are looking for in the search box and press enter.

You can also click "view and search the full list here" to navigate engagements much as they might Amazon. Select characteristics on the left navigation panel to control for specific types of engagement. Engagements can be viewed in list form or on a map.

NOTE: When filtered, the map view shows all the locations attached to an engagement. If the engagement has several locations where it takes place, all locations will be shown.

SLCC Community Engagement Database

Salt Lake Community College has community engagement partnerships with many local community organizations, schools, and government agencies. This database provides a snapshot of how we engage with our communities.

View and search the full list **here**, browse the community engagements by searching below, or continue reading to learn more about the types of partnerships included in this database.

Type to search community engagement initiatives/projects/programs here:

SLCC Staff/Faculty

STYLE GUIDE

- Both internal and external communities of the College will be able to view the database. Please include as much detail in Project Description. An easy way to do this is using the same phrasing found on webpages, grants, or other publications related to your work.
- Please don't use abbreviations including for departments, programs, or projects on the first reference. Spell it out on the first reference and put the abbreviations in parenthesis. For example:

> The Interior Design (ID) department held a workshop for students at Super Duper Middle School on April 13, 2022. ID students taught students how to easily organize their studying spaces.

- When recording and engagement where you are part of a board, coalition, or forum please label it as XYZ Board, then list your position on the board, coalition, or forum in the description. For example: Salt Lake Economic and Social Justice League, Advisory Board.

QUESTIONS? If you have any questions please refer to the FAQ sheet or reach out to Katie Larsen, Community Relations Coordinator, at katie.larsen@slcc.edu or 801-957-3843.