

NDUS Campus Solutions Data Dictionary Process for Phase 1

Rev March 2, 2011 v2

The Data Dictionary is a guide to data elements, the corresponding descriptions, and related attributes in NDUS systems. The Data Dictionary may be used by institution end users, query writers, NDUS staff, and other stakeholders to assist with ensuring understanding and consistency of data.

For the first phase of the Campus Solutions Data Dictionary Process, the objectives are to develop and review the 'first set' of Campus Solutions elements and descriptions and to start capturing current and recommended business practices.

NDUS Campus Solutions Data Dictionary Committee

Admissions/Recruiting

1. Meredith Sherlin, NDSU
2. Norman Coley, DSU
3. Greg Sturm, BSC

Financial Aid

1. Rohit Kulkarni, UND
2. Dale Ghering, MiSU
3. Shelly Blume, NDSCS

Student Financials

1. Kelly Bisek, NDSU
2. LaDona Malachowski, MiSU
3. Mary Eisenbraun, BSC

Student Records

1. Matt Chaussee, NDSU
2. Ray Pospisil, UND
3. Dan Johnson, LRSC

System Office

1. Lisa Johnson, Director of Articulation and Transfer

The Data Dictionary Committee (DDC) is comprised of:

- Three representatives from each of the Admissions/Recruiting, Financial Aid, Student Financials, and Student Records User Groups. *
 - The representatives per User Group shall include: one representative from a research institution, one from a 4-year institution, and one from a 2-year institution. There is opportunity for every institution to be represented which is highly encouraged.

*The Campus Community User Group already has representation that reflects this structure; therefore, in order to keep the size of the DDC manageable, members specifically from the CC User Group will not be added to the DDC. Also, ancillary system elements will not be included at this point, so members from ancillary systems User Groups will not yet be included.

- A representative from the NDUS Office.
- Advisory representatives from Campus Solutions (non-voting).
- If consensus is not reached regarding the information provided, a vote will be held among the five DDC voting members. Each User Group receives one vote, with one additional vote for the NDUS Office.
- If an element has conflicting descriptions that cannot be resolved within the DDC due to NDUS policy, procedure, or business practice, the NDUS Office representative will either make the determination or escalate/facilitate the issue resolution.

Target Timeline and Action Items for Phase 1

Feb 23	<u>COMPLETE</u> Data Dictionary and process distributed to User Groups, CAC
Feb 23 – 28	<u>COMPLETE</u> Each of the four User Groups (A/R, FA, SR, and SF) identify three representatives to the Data Dictionary Committee (DDC) and send the names to Jennifer Kunz by end of day February 28, 2011 . The time commitment will primarily include attending 2-5 conference calls in March.
Feb 23 – March 9	<p><u>IN PROGRESS</u> All User Group members review the Campus Solutions elements and make comments about suggested changes.</p> <p>INSTRUCTIONS – READ CAREFULLY</p> <ol style="list-style-type: none"> 1. The dictionary is located on our CND web site. Go to http://connectnd.ndus.edu/ndusdictionary/ and click on the link to the dictionary. 2. The Home page allows you to sort the elements in alphabetical order or by Owning System. 3. Use the A-Z index at the bottom of the Home page to navigate to elements. 4. Click on any element to go to that element’s page. 5. Review the element names and descriptions for CS elements. All other information is either technical in nature or will be confirmed in a later phase. 6. To suggest changes and see others’ suggestions in the Wiki (it’s like a blog and lets you make comments and see other comments): <ol style="list-style-type: none"> a. Log into the Dictionary in the upper right corner using your NDUS User ID and password. b. Scroll to the very bottom of the element page you want to comment on c. Click on View the Wiki d. Click on the Discussion tab, NOT the Page tab e. Click Start a new discussion or just reply to an existing discussion. f. To go back to the dictionary, click on Data Element Dictionary in the left pane. g. If you have any problems with logging in or using the wiki, please email Jennifer at jennifer.kunz@ndus.edu

Data Dictionary Committee conference calls:

The purpose will be to discuss recommended changes and endorse the first set of data elements.

Because of the few comments as of March 2, we will proceed with just three conference calls for the DDC:

Wed March 9 9:30-11:30 AM

Wed March 16 9:00-11:30 AM

Tues March 22 2:00-4:00 PM

IMPORTANT – only the elements with suggested changes in the Wiki will be discussed. All other elements will be considered endorsed due to meeting time constraints.

For this first phase, we are targeting late March / early April to complete the review and endorsement of the first set of elements; however, this will be an ongoing process over many months as we continue to add elements, technical attributes, and roll out the data warehouse.

Guiding Principles

1. The current elements in the Data Dictionary as of February 2011 are either used in official reporting or are mapped to functionality in the forthcoming data warehouse system.
2. As each new element is added, the User Groups will be notified (more details are coming on this process)...

Definitions

1. Element: a concept or (data) field
2. Field: the mapped location(s) of the element in the system
3. Value: choice or set of choices for the element
4. Concept: terminology describing a thing or idea that does not have a field within the system
5. Business practice: the tasks or business process that are considered when populating a field
6. Master element: a concept or field that is considered the element's primary name versus a cross reference (usually has the same name as the field)
7. Cross reference: another name for an element

Data Dictionary Link

<http://connectnd.ndus.edu/ndusdictionary/>