



**Query Repository View Enhancements (Project IUUN0020)**

**Academic Workgroup**

June 23, 2003 - 149 ASTeCC - 3:00 – 4:40

**ATTENDEES:**

Janet Baynham, Linda Bradford, Jayna Cheesman, Debra Claunch, Loretta DeToma, Janet Jones, Gary Lindle, Tonya Prince, Barry Rankin, Diane Skoll, Ruby Watts

**PRESIDING:**

Jayna Cheesman

**PROJECT COORDINATOR:**

Jayna Cheesman, Kathy Hamperian

AGENDA ITEM	DISCUSSION
<ul style="list-style-type: none"> <li>• <b>Handouts</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Data Element Naming Standards (<a href="http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0020-QRVE/ElementNamingStds-Sum.pdf">http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0020-QRVE/ElementNamingStds-Sum.pdf</a>)</li> <li>▪ Class Words (Draft) (<a href="http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0020-QRVE/ClassWords.pdf">http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0020-QRVE/ClassWords.pdf</a>)</li> <li>▪ Prime Words (Draft) (<a href="http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0020-QRVE/PrimeWords.pdf">http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0020-QRVE/PrimeWords.pdf</a>)</li> <li>▪ Qualifiers/Modifiers (Draft) (<a href="http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0020-QRVE/Qualifiers.pdf">http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0020-QRVE/Qualifiers.pdf</a>)</li> <li>▪ Standard Abbreviations (Draft) (<a href="http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0020-QRVE/Abbreviations.pdf">http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0020-QRVE/Abbreviations.pdf</a>)</li> <li>▪ UKSIS_RPT VIEWS (Sample) (<a href="http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0020-QRVE/UKSIS_RPT.pdf">http://www.uky.edu/IS/DataAdmin/DOCS/ware/IUUN0020-QRVE/UKSIS_RPT.pdf</a>)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Tasks in Progress</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <u>a. HRS security</u> <ul style="list-style-type: none"> <li>▪ Diane said the HRS security is done and has been tested. She said a memo from Keith was recently sent to the users to notify them that IT would like to implement the security on June 30, 2003.</li> </ul> </li> <li>▪ <u>b. Metadata – element definitions.</u> <ul style="list-style-type: none"> <li>▪ Jayna said the latest group to be added to the metadata was the Purchasing elements, but there is a question whether the vendor elements were also added. <b>(6/25/03 These have been added.)</b> The current metadata includes the synonyms, short descriptions (titles) and COBOL names provided in IDMS.</li> </ul> </li> <li>▪ <u>c. Comparison of Brio and Crystal functionality – Joint Financial/Academic Workgroups 7/7/03</u> <ul style="list-style-type: none"> <li>▪ Jayna said Mike Carter will be presenting a comparison of the Brio and Crystal reporting tools to a joint meeting of the Financial and Academic Workgroups on July 7, 2003. She has asked him to highlight what each tool does best and to show the differences between the two. In the future, IT will select one tool and provide training and support on this tool. Users will be able to purchase and use other tools, but IT will not be able to support them. IT will be selecting the tool that provides the most functionality for the largest group of users, has relationship with ERP vendors, and can access an integrated metadata repository created by an ETL tool.</li> </ul> </li> <li>▪ <u>d. Change Requests</u> <ul style="list-style-type: none"> <li>▪ Jayna said there have been several requests regarding changes to the Data Warehouse Environment. Requests should be sent to <a href="mailto:DWERequests@email.uky.edu">DWERequests@email.uky.edu</a>. She said the process for handling these requests is about 99% finalized.</li> <li>▪ Jayna said IT will be doing a comparison of the Oracle and WebFOCUS views to be sure they are in sync and stay in sync.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>WebFOCUS</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Ruby asked if the WebFOCUS project has been killed? Jayna said the vendor needs to show IT they can resolve the</li> </ul>

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<p><b>Discussion</b></p>	<p>problems with the portions of their software we are currently using. There is other software to produce pre-defined parameter-driven reports on the web, which UK is not using. The vendor also needs to improve their level of support and responsiveness. Diane said other schools using WebFOCUS have started with relational data and not with IDMS data.</p> <ul style="list-style-type: none"> <li>▪ <b>ACTION: If users have any contact with representatives of WebFOCUS (IBI) regarding problems and resolutions, they should let Keith LaVey, <a href="mailto:Keith.LaVey@uky.edu">Keith.LaVey@uky.edu</a>, know about the progress.</b></li> <li>▪ Janet said WebFOCUS problems hang out there forever without any resolution. Gary said the previous representative was reassigned about 3 months ago. Ruby and Gary were contacted by a representative 2 weeks ago. Diane said their names were on the original contact list. Jayna said the vendor is being given an opportunity to prove their worth before a decision to kill the project is made.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Discussion items</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <u>Data Element Naming Standards</u> <ul style="list-style-type: none"> <li>▪ Jayna reviewed the handout, Data Element Naming Standards. She said IT is in the process of getting the data element definitions on the web. Currently the short names are available. Generally the definitions are multi-sentence, long descriptions of the element.</li> <li>▪ Jayna then reviewed the Prime Words handout. She said some of the more common prime words are ACCOUNT, DEPARTMENT, STUDENT and COURSE.</li> <li>▪ Jayna said the Logical Data Element Names are names that are completely spelled out and consist of 3 components, the Prime Word, Qualifier(s), and Class Word. For instance, Student Tuition Amount, Account Balance, Employee Prime Department Code, etc.</li> <li>▪ Jayna said the Physical Data Element Names will be shorter than the Logical Data Element Names and will incorporate the standard abbreviations. She said the existing Physical Names from Oracle, and COBOL and Synonym names from IDMS, are what appear in the metadata and in the views now. Janet said the Logical Names and long definitions will eventually end up in the metadata.</li> <li>▪ Jayna said the element short titles are in the metadata now, but do not follow the new, proposed standards.</li> <li>▪ Jayna reviewed the Class Words handout and said a class word tells the type of data contained in the element. She said there are four categories of class words, Chronology, Measurement, Identification and Text.</li> <li>▪ Jayna reviewed the Qualifiers/Modifiers handout and said a qualifier expands on an element name to add value. She said in some cases a secondary prime word can be a qualifier. For instance, the accounting piece of the student data is secondary to the prime word "STUDENT". She said this overlapping of data and use of prime words will be the exception, and not the rule. Jayna said when building the data marts, if elements are calculated from one or more prime areas, this information will be in the metadata.</li> <li>▪ Ruby said for Student Cumulative Hours, these could be Earned or Attempted, and asked where further qualifiers go? Jayna said it would be Student Cumulative Earned Hours or Student Cumulative Attempted Hours. She said the recommendations are for the qualifiers to be as English-like as possible.</li> <li>▪ Jayna reviewed the Standard Abbreviations handout and said there are two schools of thought. In one case, words are reduced to their root word and the abbreviation for all words built on this root are the same. For instance, Active, Activation, Activity and Activate would all be ACT. The problem with this is there are other words, such as action or the ACT test which would have the same abbreviation and it is hard to determine the real word. The other method is to start by deleting the vowels in the words, and one consonant when double consonants exist.</li> <li>▪ Jayna said we would start with the most commonly used views, standardize the existing elements and ask the</li> </ul> </li> </ul>

AGENDA ITEM	DISCUSSION
	<p>workgroup to review the list. After the Logical Names are approved, abbreviations would be assigned and presented to the workgroups for review.</p> <ul style="list-style-type: none"> <li>▪ Janet asked if abbreviations in one system, such as SIS, would be the same as in the other systems, such as FRS and HRS. She said “county” in SIS is CTY and in HRS it is CNTY. Jayna said yes, they would be consistent across systems. She said if there are two elements that mean the same thing but have two different names and/or abbreviations, the one with the most commonly accepted name or abbreviation will be the standard. For instance, the last 4 digits of the account number are sometimes called the object code or the sub-code. Jayna said in a case like this, the users would vote to select the name to be assigned to the element.</li> <li>▪ Jayna said CIP has two different definitions, as does PARS. PARS means one thing in student financial aid and something else in HR and Payroll.</li> <li>▪ Jayna said the USPS (United States Postal Service) standards were used in cleaning up the Purchasing vendor files. This standard, in general, removes the vowels to create abbreviations.</li> <li>▪ Janet asked if these standards would be effective from this point forward? Jayna said, no, the old views would be converted to match the standards. She said Keith’s group has offered to help convert existing queries to the new views. Users will be notified when views will be changed and will be given plenty of time to convert their queries if they choose to do them themselves. Public Exchange folders are being established for users to place copies of their queries for the DBA and Reporting group to convert. Jayna said the focus will be to convert non-WebFOCUS views first.</li> <li>▪ Jayna said there will be one name for each unique element.</li> <li>▪ Ruby said when trying to tie views together on a common element, it is helpful to know the length of the elements and these are not in FOCUS. Janet said there are many tables that need to be in Oracle, including the cross-reference tables. The codes and values will eventually be part of the metadata.</li> <li>▪ Jayna said the ETL tool being reviewed for purchase will automate the production of the metadata, and eliminating much of the coding the DBAs are now doing. The metadata created by the tool stores the formats, definitions, field lengths, etc.</li> <li>▪ Ruby said the Social Security number in SIS is a character field and in FRS it is a numeric field. He asked if these would be the same in Oracle? Jayna said the ETL tool will clean up these discrepancies and make these consistent.</li> <li>▪ Jayna said the Abbreviations handout was compiled from several institutions and is a start of what we’re looking at. There are several abbreviations for ABBREVIATED and ABBREVIATION. She said Data Administration will make recommendations and present them to the workgroups. Since the listservs are so large, and there could be numerous recommendations, users will be asked to respond only if they disagree with a given recommendation. Those who do not respond will be assumed to give a vote in support of a recommendation.</li> <li>▪ Tonya asked if there was a reason some institutions used upper case only and some used mixed case for their abbreviations? Jayna said Oracle uses upper case only and therefore abbreviations will be upper case.</li> <li>▪ Ruby said some English language dictionaries have standard abbreviations and asked if DA had considered using these? Jayna said she is willing to consider these abbreviations. She noted there is a difference between acronyms and abbreviations.</li> <li>▪ ABBREVIATIONS</li> <li>▪ Jayna asked the group if they thought the standards would be harder for new users or those used to the data to get used to? The group seemed to think it would be harder for current users to get used to the new standards.</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ <b>ACTION: Users should review the Prime Words list and let Deb (<a href="mailto:Debra.Claunch@iuky.edu">Debra.Claunch@iuky.edu</a>) know if any prime words need to be added to the list.</b></li> <li>▪ <b>ACTION: Users should review the Class Words list and let Deb (<a href="mailto:Debra.Claunch@uky.edu">Debra.Claunch@uky.edu</a>) know if any class words need to be added to the list.</b></li> <li>▪ Gary suggested adding "TERM" as a Class Word. "YEARTERM" is on the Class Word list. YEARTERM is usually in the format 20035 with the first 4 digits being the year and the last digit the term. Ruby said TERM could also be a Qualifier as in Term GPA.</li> <li>▪ <u>Proposed Standards for View Names (page 2)</u> <ul style="list-style-type: none"> <li>▪ Jayna reviewed the handout and said this is the plan for naming Views. She said users will be given recommendations to respond to.</li> <li>▪ Jayna asked which Views DA should start with for the naming standards. <ul style="list-style-type: none"> <li>▪ <b>ACTION: Users should send the names of Views which should take priority for naming standards to <a href="mailto:Debra.Claunch@uky.edu">Debra.Claunch@uky.edu</a>.</b></li> </ul> </li> <li>▪ Janet said a view for demographic data, joined on the Student Number, and a view for the Academic Unit and Term joined on the Student Number would be beneficial to the users. She asked how missing records would be handled. <ul style="list-style-type: none"> <li>▪ <b>ACTION: Jayna will talk with Keith about how missing data will be dealt with.</b></li> </ul> </li> <li>▪ Jayna said she would like to complete the element naming within the next couple months.</li> <li>▪ Janet said there are views being created over and over by many people and if pre-joined views are created they would be more accurate with less replication of effort.</li> </ul> </li> <li>▪ <u>STUDENT view element names</u> <ul style="list-style-type: none"> <li>▪ <u>CLASS – Flag versus Code</u> <ul style="list-style-type: none"> <li>▪ Jayna said when naming elements, Flag is generally considered a binary element with two values, yes/no, 0/1, etc. She said Code is an element that allows many values. She said Deb had done some further reading on the source documents and found that inevitably, Flag never stays a binary field. The recommendation is to name all applicable elements as Codes. She asked the group if they had any objections to this. There were none.</li> </ul> </li> <li>▪ <u>AA, AAD, AF, AP, MM as part of Logical Name</u> <ul style="list-style-type: none"> <li>▪ Jayna asked about the designators above that are included in some of the Column Names and COBOL Names. Ruby explained these reflect back to the record. He said the base element names indicate unique records, these are the AA records. He said RT designates the enrollment term, RC designates the schedule of classes. Jayna asked if these were important as part of the name? The answer was no.</li> </ul> </li> <li>▪ Someone asked if it would be possible to have views for just ACT scores, or SAT scores or GRE scores? Jayna said she considers these to be subsets of the data by term or academic year and views for these could be established.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Next Meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>July 7, 2003 at 3:00 in Room 149 ASTeCC</b></li> </ul>