



Query Repository View Enhancements (Project IUUN0020)

Academic Workgroup

July 28, 2003 - 149 ASTeCC - 3:00 – 4:40

ATTENDEES:

Janet Baynham, Linda Bradford, Jayna Cheesman, Debra Claunch, Janet Jones, Keith LaVey, Tonya Prince, Diane Skoll, Raleigh Watson, Ruby Watts

PRESIDING:

Jayna Cheesman

PROJECT COORDINATOR:

Jayna Cheesman, Kathy Hamperian

AGENDA ITEM	DISCUSSION
<ul style="list-style-type: none"> • Handouts 	<ul style="list-style-type: none"> ▪ Name Game ▪ UKHRS_RPT Views dated 7/21/03
<ul style="list-style-type: none"> • Tasks in Progress 	<ul style="list-style-type: none"> ▪ <u>a. HRS security</u> <ul style="list-style-type: none"> ▪ Jayna said 10 views have been created for the most commonly used HRS elements. She said Data Administration has been standardizing the element names in these views. After these names are blessed, the views and element names will be changed by the DBAs. The HRS Security will be implemented at the time the new views become available. ▪ <u>b. Metadata – element definitions.</u> <ul style="list-style-type: none"> ▪ The current metadata includes the synonyms, short descriptions (titles) and COBOL names provided in IDMS, and according to Keith should be complete. ▪ <u>c. Change Requests</u> <ul style="list-style-type: none"> ▪ Jayna said there have been several requests regarding changes to the Data Warehouse Environment. Requests have primarily been from the financial group. She thinks the reason for this is that most academic users are not looking at the Oracle data yet. <ul style="list-style-type: none"> ▪ ACTION: By August 8, 2003, workgroup members should decide which views on which DA should begin to standardize the names. Please send prioritized lists to Debra.Claunch@uky.edu. ▪ In addition to standardizing the views and element names, the elements not used will be identified. After the new views are made available, users will be able to start converting their reports from the _SYB or _FOC views to the _RPT views. Help for converting these reports will be available.
<ul style="list-style-type: none"> • Name Game 	<ul style="list-style-type: none"> ▪ Jayna said when standardizing the element names, we are limited to 32 characters for a name. She said some elements have already exceeded this limit and an acronym for LABOR_DISTRIBUTION will not follow the suggested guidelines, but will become LBRDIST to accommodate the limits. The element names in IDMS will not be changed. ▪ Jayna said she will be adding the standardized element names to the Course Management Data Mart Requirements and may send a copy of the requirements to the workgroup for review. ▪ Jayna said the purpose of the Name Game is to point out the need for standardizing the element names. She reviewed several elements on the handout. Even though some of the names are 'English-like', such as, ACCT_NO and DEGRCD, Jayna explained it is impossible to know to which subject/record the element applies because these elements are on

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	<p>multiple records. The standards will distinguish between employee, student, or faculty degree codes, financial or position accounts, numbers, etc.</p>
<ul style="list-style-type: none"> • Discussion Items 	<ul style="list-style-type: none"> ▪ <u>Group/Flag/Code</u> <ul style="list-style-type: none"> ▪ Jayna said a 'flag' usually assumes a field with only two (2) values, yes/no, 0/1, etc. She said 'code' is usually more than two values and a 'group' is a grouping of some sort. She said these definitions are not consistent in IDMS and don't always agree with the element definitions. At the meeting last week with the Business Officers, Jayna said they decided to default to the element name that is on the screens. She said Group, Flag and Code will be used interchangeably and not follow the definitions in the Class Words handout. ▪ Jayna explained that Code and Number may also be interchangeable. She said Department Number is really a 'code' since each code corresponds to an English translation. She said Department Number has always been designated as a 'number' and will remain this way. ▪ <u>Group/Code/Number</u> <ul style="list-style-type: none"> ▪ Jayna said the Object Code, the last four digits of the Account Number, although all numeric values, has an English translation to explain what the code represents. Object Code will remain a 'code'. She said account numbers do not have distinct meanings. Other 'codes' are Job Classification Code and Gender Code, and each has an English translation associated with it. (NOTE: An element with a classification of 'NUMBER' can be alphanumeric. Examples include department number and room number. However unlike elements with a "CODE" classification, "NUMBER" elements may <u>not</u> always have a translation. Department number does, but room number doesn't.) ▪ <u>Calendar Year/Fiscal Year/Academic Year</u> <ul style="list-style-type: none"> ▪ Jayna said there was some discussion about whether or not the above should be listed as Class Words, or as Qualifier + Class Word. She said if listed as a Class Word, it may be difficult to have understandable abbreviations. For instance, most people recognize FY as Fiscal Year. An abbreviation would have to be created for Federal Year. Another instance is Calendar Year and Current Year. After general discussion it was decided the type of year should be listed as a qualifier. Academic Year will be abbreviated as ACAD_YR, and Fiscal Year will be abbreviated as FSCL_YR. ▪ <u>Abbreviations on 4-5 character words</u> <ul style="list-style-type: none"> ▪ Jayna said the Financial Workgroup and Business Officers discussed abbreviating 4-5 character words. She said the guidelines recommend not abbreviating words less than 5 characters, yet Class Words, such as 'code' are abbreviated 'CD'. The groups decided to spell-out 4 and 5 character words such as Birth, Death, Rate, and Leave. ▪ Jayna said some elements are called two different things on two separate screens. For instance, Separation Code and Termination Code. She asked if there were any of these elements in SIS. Ruby said in SIS there are several synonyms that have two different COBOL names, but he wasn't sure if these were different names on different screens. ▪ <u>Start Event Code versus Begin Event Code</u> <ul style="list-style-type: none"> ▪ Jayna said the naming standards recommendations are to use 'begin' instead of 'start' because of the confusion with abbreviations for Start, Street and Saint. She said we will use 'begin' when it applies to dates or chronological elements. She said discussions on Start Event Code and Begin Event Code decided that Start Event Code will be the standard, since this is what the users are familiar with as it is displayed on the IDMS screen. ▪ <u>View V_EMP</u> <ul style="list-style-type: none"> ▪ Jayna said the employee/employment views on the UKHRS_RPT Views handout all have a qualifier to further describe the view. She said the Financial Workgroup and Business Officers suggested changing V_EMP to

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	<p>V_EMP_DEMO to designated employee demographics. She said the same standard will be applied to SIS demographics.</p> <ul style="list-style-type: none"> ▪ <u>FTE</u> <ul style="list-style-type: none"> ▪ Jayna said in HRS, the FTE element reflects 100% but is stored as 1.0 which is not a percentage or an amount (monetary). She said the Class Word that will be used is 'VALUE'. She asked if there were any FTE elements in SIS. Ruby said there are none. He later said the Registration Screen has a division that can be changed, but it is not reliable and the data is useless. He said the screen is used for headcounts but not FTEs. Jayna said she would prefer not to put these elements in any views. ▪ <u>Handout: UKHRS RPT Views</u> <ul style="list-style-type: none"> ▪ Jayna reviewed the handout and pointed out some examples of words that will be spelled out - First, Last, Type, Table, Birth, Death, Rate, Leave, Level, Major, Minor, Work, Check and Daily. She said the other groups said Job Classification Code is recognized as 'JCC' and this acronym will be used. ▪ Ruby asked if there were any questions about selected abbreviations, would the decision be presented to other committees for a solution. Jayna said yes. ▪ Diane said the workgroup should consider what reports SIS users like to use, and if the users could do their own reporting, what views and elements would be most beneficial to them. She said the goal is to empower the SIS users to do their own reports. She said identifying these would help identify which views should be created and which to prioritize for naming standards. ▪ Janet B. suggested putting all demographic records together, joined on the Student ID. She also suggested putting all course records together. ▪ Ruby said most users want a list of enrolled students. Tonya said the data the users want depends on the time of year. Now they want the students who attended the Advising Conferences, and later in the year it may be the students who were admitted. ▪ Jayna asked if the group would like the translated value as well as the code in the views. For instance, are the gender codes 'M' or 'F' sufficient, or would it be helpful to have the translations of 'Male' and 'Female'. She said the users would not have to know the codes. Linda and Tonya said it would be helpful, so translation tables would not have to be sent to the users as well as the reports. Janet B. said the translations for Major and Minors would be beneficial, as well as translations on Terms, such as 20037 as Spring 2003. ▪ Jayna said if the data is subset by Term, and the element appears in all the Term subsets, should the element be named the same? How should the raw data versus the cleansed data be named? She said 90% of the data won't be transformed. General discussion about Marital Status which has 12 fields in HRS and SIS and the values are different. In one system 'S' means single, in another it means separated. She said the content of the transformed data will be different and should reflect it has been cleansed by having a unique element name. General consensus said the 'cleansed' designator, 'STD', should be placed immediately before the Classification to promote keeping the elements together in alphabetized lists. <ul style="list-style-type: none"> Example: Uncleansed EMP_GNDR_CD Cleansed: EMP_GNDR_STD_CD ▪ Jayna said time designations or snapshots will be reflected in the view names, not in the element names. ▪ Jayna said the metadata will identify the source of the data. If further levels of specificity are needed, the users will be able to get to this information. At the data mart level, the institution is saying these are the acceptable standard values. Values from the source systems will be 'transformed' to reflect the standard values to facilitate reporting.

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• Next Meeting	▪ August 5, 2003 – Crystal Report Tool Vendor Presentation. 1:00 - 3:00 in the Hardymon Alltel Room. ▪ August 7, 2003 – Brio Report Tool Vendor Presentation. 1:00 – 3:00 in the Hardymon Alltel Room.