Tasks in Progress:
- HRS Security
- Metadata – element definitions
- Comparison of Brio and Crystal functionality – Joint Financial/Academic Workgroups 7/7/03
- Change requests

Discussion Items:
- Data Element Naming Standards
  Handouts: Data Element Naming Standards (6/2/03)
  Prime Words (5/30/03) Draft
  Class Words (5/30/03) Draft
  Qualifiers/Modifiers (5/30/03) Draft
  Standard Abbreviations (5/30/03) Draft
- Proposed standards for view names (see page 2)
- Process for establishing standards
  - View priorities
- Abbreviations
  - Root word and USPS
    - **ACQUISITION**
      - ACQSTN (USPS/Purchasing)
      - ACQ
      - ACQUIS
    - **ACTIVITY**
      - ACTVTY (USPS/Purchasing)
      - ACTV
      - ACTY
      - ACT
      - ACTIV
    - **COLLEGE**
      - COLG (USPS/Purchasing)
      - COLL
      - CLLG
  - STUDENT view element names
    - CLASS – Flag versus Code
    - AA, AAD, AF, AP, MM as part of Logical Name

Next meeting – July 7, 2003, 149 ASTeCC
Proposed Standards for View Names

1. A view name must be unique within the data model.

2. A view name should be as meaningful and as short in length as possible.

3. A view name should have the following format:
   - A view name is constructed by using a view designator V plus some separator character (ie. _, ~, $, #, etc.) prefaced to a qualifier(s) that identifies its purpose.
   - Underscores are used to separate the words that make up the view name.
   - View names use all upper case letters.
   - It is recommended that approved abbreviations and acronyms be applied to view names.

Examples of View Names:

A view that combines information from student demographic, student term registration and student current address tables to create a collection of information for all students registered in the fall term could be named:

V_STU_FALL_REG

A view that joins the employee table to the employee benefits’ table could be named:

V_EMP_BNFT

A view that is a copy of a table and has only been created so that the columns within the table can be renamed could be named:

V_”table name”