

DART Data Dictionary Subteam Minutes, 09-15-16

Present: Lindsey Johnston, Barbi DeLong, Kathi Robinett, Marcus Glenn, Lisa Moore, David Wilkins

- Review and approve minutes from prior meeting on 8/18/16 (the 9/1/16 meeting was canceled). **Approved.**
- **DART Website:** David reviewed the DART website, and in particular, the Data Dictionary Subteam Page.
- **Coming Attractions:** David said that he had heard from DRRG that information for new data elements may be sent to the Data Dictionary Subteam soon.
- **ODS Data Overview:** The team would like to create a guidance document that helps people more easily find where data is located within the ODS. The team reviewed current materials available to create an ODS overview.

The current overview on the Cognos Sharepoint site will be enhanced as follows:

- Remove current layout scheme; change color scheme
 - Reorganize to put the ERD near the top, and to links object notes and object folder snips together.
 - Add index at top, linked to appropriate text in body of document for that indexed item at the top.
 - For each object in the document, links will be added to the metadata web app for that object
 - Overviews will be added for Grad Manager, Financial Aid, and maybe other specialty data areas.
 - Add to the Cardinality definition for each object an explanation of the cardinality in plain English, such as 'If a student has two curriculums for a given term, they will have two rows—one for each curriculum in that term.'
 - Consider adding or pointing to a glossary for terms, such as cardinality, cohort, etc. The IRR website was shown as an example and may be linked to in this overview.
 - The one-page data summary created by Lindsey Johnston will be added to the overview and enhanced to show INB and The Book locations for certain data objects, so people can more easily tie an ODS location to an application screen. Columns will be added, one for INB location, and one for The Book. Marcus Glenn will work on the INB column, and Lisa Moore will work on The Book column. This portion of the document may be expanded to show other data elements than the 8-10 current data elements.
- **The Book:** The team mentioned that it may be wise to consider offering a training session on The Book, considering there has been much turnover since Banner went live and The Book was created.
 - **Next Meeting:** Scheduled for October 6, 2016