

University of Alaska Institutional Data and Definitions

This document serves to define University of Alaska requirements and process for the following charge:

- Maintain the UA Institutional Research, Planning and Analysis department's role as custodian of system institutional data and definitions.
- Clarify who holds responsibility for making decisions about data integrity and definitions.
- Affirm overall accountability resides at the system with specific responsibilities at each university or campus.

Assignments for this charge:

- Responsible: Associate Vice President, UA Institutional Research, Planning and Analysis
- Accountable: Vice President, University Relations
- Consult: Summit Team
- Inform: University Community

Goal 1: Ensure use of valid, standard, transparent, and replicable data definitions and reporting methodologies to provide credible, effective and efficient institutional planning, decision support, analyses and reporting.

Objective 1: Document valid, standard, transparent, and replicable data definitions according to established criteria and best practices.

Goal 2: Foster a system of people, processes and tools to manage data effectively and ensure clean, consistent data.

Objective 2: Establish, document and maintain business processes to support data definition documentation and validation.

Resource availability and commitment within the IR function and in functional areas, i.e. student, financial aid, finance, human resources, research and sponsored programs, etc. at all levels and locations is required to achieve valid, transparent and replicable data and data definitions documented in iData according to approved processes and guidelines.

Approach: The University of Alaska institutional research function currently utilizes iData, a cloud-based, collaborative institutional data dictionary tool, created for and by higher education institutional research professionals, to capture detailed information about metrics and data widely used across the UA system. Use of this tool currently centers on federal and state performance and compliance metrics and data definitions, such as for State of Alaska Office of Management and Budget (OMB) and the federal Integrated Postsecondary Education Data System (IPEDS). Expanding the use and adoption of this data dictionary tool to additional UA system data definitions directly supports the charge. The following processes, checklists and templates support the adoption and utilization of the iData tool:

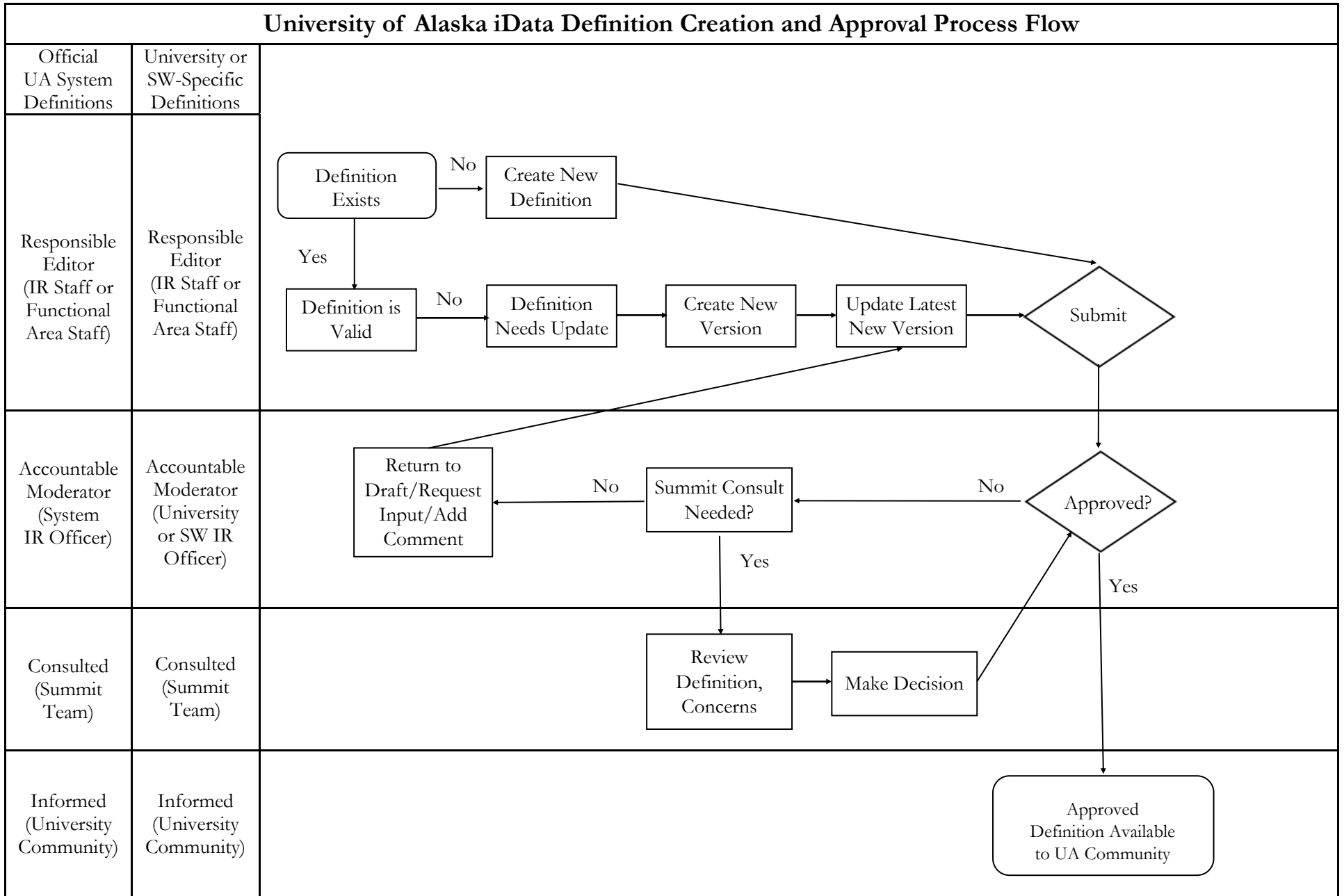
- Process flow for definition creation, approval and maintenance (Appendix A)
- Definition creation decision criteria checklist for Responsible editors (Appendix B)
- Definition validation decision criteria checklist for Accountable approvers (Appendix C)
- Example definition template with content (Appendix D)
- Institutional Research Officer Contact Information (Appendix E)

Resources required to meet this charge include IR officers at each university and the system office and university and statewide functional area staff. The table below outlines responsibility assignments for component processes:

Data and Definitions RACI Assignments (Responsible, Accountable, Consulted, Informed)

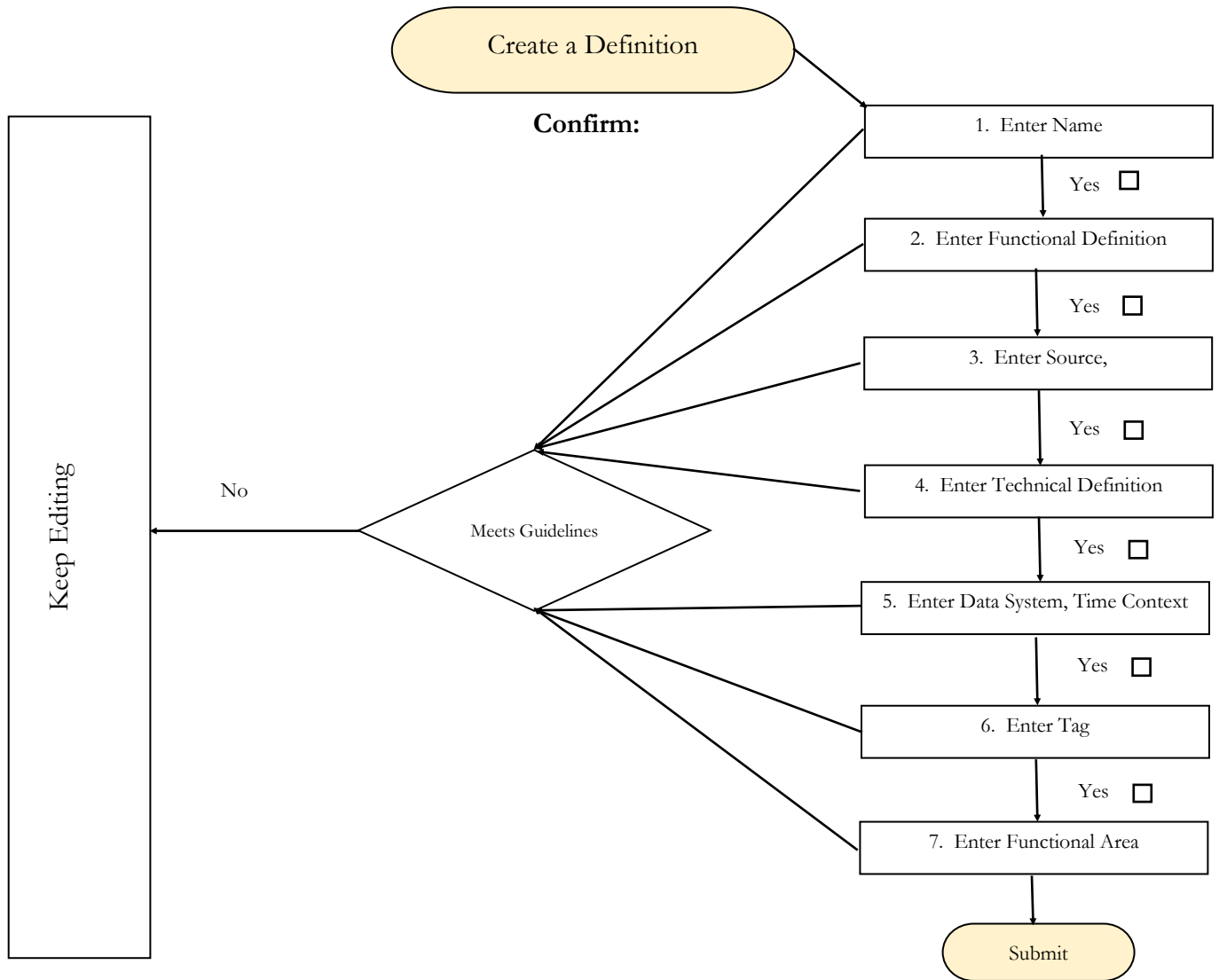
Assignment/Task	IR Officer - System	IR Officer - UAA, UAF, UAS, SW	Functional Areas -UAA, UAF, UAS, SW
Definition Creation (<i>Official UA System Definitions</i>)	A	R,C,I	R,C,I
Definition Validation/Approval (<i>Official UA System Definitions</i>)	A	R,C,I	C,I
Definition Creation (<i>University-Specific Definitions</i>)	C,I	R,A,C	R,C
Definition Validation/Approval (<i>University-Specific Definitions</i>)	C,I	R,A	C,I

Appendix A



Procedures and Checklist
University of Alaska Data Definitions for Editor Role

Instructions: After reviewing the University of Alaska Data Definitions Template, use these procedures and checklist.



Guidelines

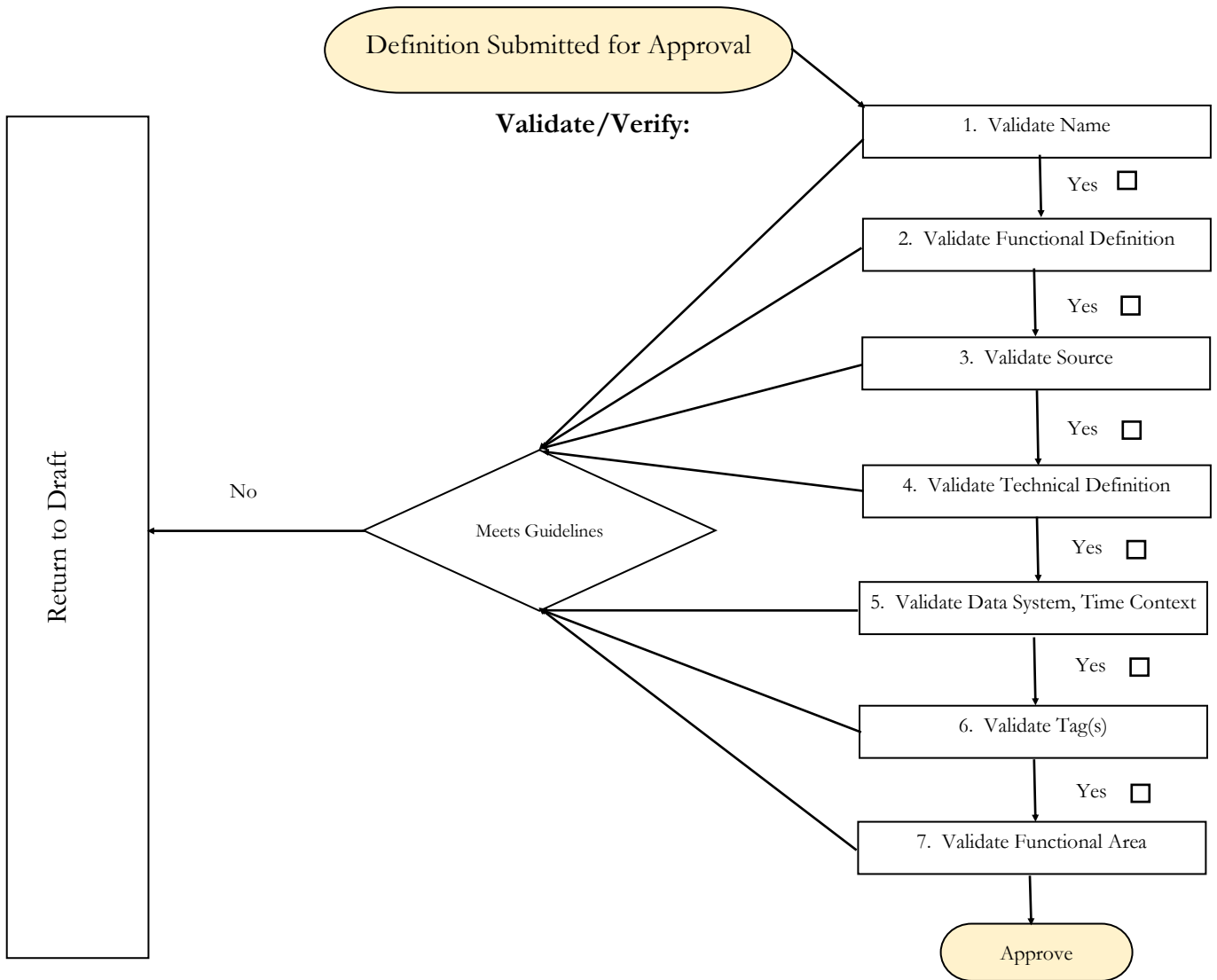
Contact ua-data-governance@alaska.edu with any questions.

- 1. **Name:** Give a succinct name to the term being defined. Make sure it is not a duplicate of an existing definition; if it is a duplicate, use the existing definition, otherwise contact ua-data-governance@alaska.edu.
- 2. **Functional Definition:** Be precise and concise, and write so it is understood by a layperson. Provide caveats, exceptions and relevant details. Does definition impact compliance reporting? Relate to other definitions, if applicable. Describe a time context, if applicable. Provide examples.
- 3. **Source:** Choose “UA System” for official, common definitions for system wide use e.g. compliance reporting. Choose “UAA”, “UAF”, “UAS”, or “SW” for definitions specific to a university that do not align with UA system definitions.
- 4. **Technical definition:** All items in technical definition should directly relate to the functional definition (i.e., any terms, fields or data referenced should be reflected in functional definition to avoid confusion or misinterpretation). Document instructions required to locate, calculate, display data (e.g., full code, SELECT statements, database objects). Describe parameters to include, result set to expect from code. Document calculation method(s), including queries. Verify code produces expected results **This information must allow for independent replication and validation of the results.**
- 5. **Data System:** Required if Technical Definition entered; chosen from list (multiple allowed by adding a 2nd technical definition).
Time Context: Required if Technical Definition entered; chosen from list prepopulated by iData (no additional choices allowed).
- 6. **Tag(s):** Current tags: UA in Review, UA Shaping Alaska’s Future, UA Key Indicator, UA-OMB, UAA-OMB, UAF-OMB, UAS-OMB.
- 7. **Functional Area:** Select one or more from: Academic Achievement, Advancement, Applications/Admissions, Curriculum, Facilities, Faculty, Finance, Financial Aid, Human Resources, Institutional Characteristics, Research and Sponsored Programs, Student.

Procedures and Checklist

University of Alaska Data Definitions for iData Moderator Role

Instructions: After reviewing the University of Alaska Data Definitions Template, use these procedures and checklist.



Guidelines

Contact ua-data-governance@alaska.edu with any questions.

- 1. **Name:** Give a succinct name to the term being defined. Make sure it is not a duplicate of an existing definition; if it is a duplicate, use the existing definition, otherwise contact ua-data-governance@alaska.edu.
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Appendix D University of Alaska iData Definition Template

ACTING AS ADMINISTRATOR

Degrees, Certificates, Endorsements Awarded

Version 7: **Latest Approved**
Created by [Rita Murphy](#) 3 days ago
Approved by [Cindy Collins](#) 3 days ago

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Functional definition:

Distinct count of degrees, certificates, and endorsements awarded each fiscal year.

To ensure a full count of awards in a fiscal year, this metric is assessed after the DSDMGR.DSD_DEGREES table is updated on the first business day of August.

Other information:

SOURCE OF DEFINITION: [UA System](#)

Technical definitions:

Data System: [DSDMGR](#) **Time Context:** Fiscal Year Related

The output of the following code is a 5-year trend of awards by type (e.g., OEC, AA, Bac); including totals for the UA system, the universities, and each AO. This code should be run after the DSDMGR.DSD_DEGREES table is updated on the first business day of August, for the most recent FY. For historical FYs, the code can be run any time.

```
select
  a.fiscal_year as fiscal_year,
  b.description as academic_unit,
  c.uar07_degree as degree_desc,
  count(all a.student_id) as num_awarded
from
  dsdmgr.dsd_degrees a,
  dsdmgr.code_academic_organization b,
  dsdmgr.code_degree_uar c
where (a.fiscal_year between '2011' and '2015')
  and (b.academic_organization_code =
        dsdmgr.f_dlevel_to_ao(dsdmgr.f_deg_majr_prog_to_dlevel
(a.campus_code, a.degree, a.major, a.fiscal_year))
  and (a.degree = c.degr_code(+))
group by a.fiscal_year, b.description, c.uar07_degree
union
select
  a.fiscal_year as fiscal_year,
  b.description as academic_unit,
```

```
  c.uar07_degree as degree_desc,
  count(all a.student_id) as num_awarded
from
  dsdmgr.dsd_degrees a,
  dsdmgr.code_academic_organization b,
  dsdmgr.code_degree_uar c
where (a.fiscal_year between '2011' and '2015')
  and (a.degree = c.degr_code(+))
  and (a.mau = b.academic_organization_code(+))
group by a.fiscal_year, b.description, c.uar07_degree
union
select
  a.fiscal_year as fiscal_year,
  b.description as academic_unit,
  c.uar07_degree as degree_desc,
  count(all a.student_id) as num_awarded
from
  dsdmgr.dsd_degrees a,
  dsdmgr.code_academic_organization b,
  dsdmgr.code_degree_uar c
where (a.fiscal_year between '2011' and '2015')
  and (b.academic_organization_code = 'UAT')
  and (a.degree = c.degr_code(+))
group by a.fiscal_year, b.description, c.uar07_degree
order by 1, 2, 3
;
```

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Appendix D
University of Alaska iData Definition Template

parameters to include, result set to expect from code. Document calculation method(s), including queries. **This information must allow for independent replication and validation of the results.**

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Appendix E
Institutional Research Officer Contact Information

System - Gwendolyn Gruenig, gdgruenig@alaska.edu

UAA - Erin Holmes, ejholmes@alaska.edu

UAF - Ian Olson, inolson@alaska.edu

UAS - Brad Ewing, brewing@alaska.edu

SW (Interim) - Arthur Hussey, amhusseyiii@alaska.edu

For technical questions related to iData use, contact Rita Murphy, rfmurphy@alaska.edu