What is a Definition?
Each data element or Banner field that is entered into the Data Cookbook has a functional and technical definition listed here. Thus, all definitions for these fields can be found in the “Definitions” section.

Who can create Definitions?
Only those granted the role of a Moderator or Editor for a Functional Area may create definitions for that area.

Who is an Editor?
Editors are WSU employees who are considered specialists in their area. Their sole responsibility in the Data Cookbook is assisting their moderator with the creation of definitions.

Who is a Moderator?
WSU employees with this role are usually Data Stewards and are responsible for ensuring that accurate definitions are created and maintained in the Data Cookbook.

Who can I go to for more information?
There are regularly scheduled trainings in Training Tracker or you can see a list of individuals by area at weber.edu/data/datastewards. You can also email data@weber.edu.
When to Create a Definition

If a banner field is listed on a report, then it needs to have an accompanying definition in the Data Cookbook.

There are some Banner fields that have different uses based upon which INB form they are listed on. The functional definition is driven by business practices, and if a field has multiple business practices, then it may require multiple definitions.

A definition should be created for each unique macro business practice for a given Banner field.

In terms of business practice, think on the macro scale versus the micro, department-focused scale. For example, each area on campus has a “comments” field. The macro business practice is that it is

“A designated place in Banner for a user to enter verbiage regarding an individual, course, room, etc.”

One definition is created for “Comments” and then we use the functional definition to list where each of the comment fields are listed.

Definition Check-List

- Term Name
  - Base Term – Qualifier
  - i.e., Title - Course

- Functional Definition
  - First paragraph written for the general public that may not know your data
  - Second paragraph can include INB form, tab and Field Names
  - Third paragraph is optional and more about the technical specs of the field

- Technical Definition
  - Leave for supporting IT staff

- Source
  - “Weber State University”

- Classification Code
  - FERPA Protected, FERPA Related, HIPPA, PCI, GLBA if applicable

- Related Terms
  - Any definition that is hyperlinked within the current definition will automatically be listed in the Related Terms

- Synonyms
  - Do not use

- Tags
  - “Needs to be Vetted”

- Functional Area
  - What areas on campus use these data?

Approving Definitions
(For Moderators Only)

The Approval Queue stores all definitions in progress. The moderator is tasked with going through this queue for their Functional Area(s) and approving definitions once they are completed.

To begin, click on the Begin Approval button for a definition. Review the definition based on the Vetting Guide and then select one of the below buttons based on whether the definition meets the criteria for being complete.

If the definition is approved, then congratulations, you are almost done! The final step is presenting the definition to the Data Governance Council for approval. They may approve the definition as is or request further clarification within the definition.