Data Cookbook Definitions Style Guide

Below are suggestions for how to best edit definitions within the Data Cookbook. These suggestions are meant to standardize entries so that the same relevant information is available in highly-related definitions. This is a working draft and will update this as we encounter other aspects to review.

Definition Naming
Definition names are the descriptors given to each term and should follow the format below:
  - “Base Term” “1st Qualifier” “2nd Qualifier” (as needed)
    - Examples:
      - Name Last Legal
      - Enrolled Active Indicator
      - Student Application Status Description
    - Historical note: We initially stated to use " - " in between each qualifier, but found that when entering definitions on a specification that this became a nuisance.

Order of Information

- First paragraph: Written for the general public or someone who is not familiar with the terms being defined. As such, this should be written in common language. Jargon, links to other definitions, or highly technical details are not appropriate at this level.
- Second paragraph: How the data will display on a report. If there definition is a code that has an accompanying description or vice-versa, then the description display is also listed with a link to the description definition.
- Third paragraph: Contains example information and slightly more technical information about the definition, such as other related terms. If the term created has the same base term but a different qualifier from another definition, refer to the similar term in this paragraph. Include the hyperlink to the similar term.
- Fourth paragraph: More technical description of the term being defined. This paragraph includes items like the Banner form and table names as well as the Data Warehouse fact and dimension tables in which the definition can be found.
- Fifth paragraph: Comments regarding FERPA limitations if applicable and a contact department if there are further questions.

Functional Definition: Style Considerations

- General format:
  - Hyperlinks:
    - In the interest of readability, no hyperlinks to other definitions are included in the first paragraph; hyperlink the first instance of a term beyond the first paragraph and do not hyperlink any further instances of the term
  - Quotation Marks:
Any time a specific technical example is referenced, include it in double quotation marks
- Example: Fall semester carries the academic year “2014” and the semester code of “20”.

Use single quotes for multi-word nouns that represent a single concept
- Example: If you wish to see "2" instead, please use 'part of term'.

- Banner Information:
  - Banner tables and forms are capitalized
    - Example: SPRIDEN, SSASECT

- List of Values versus Validation Table
  - If there are only 10 values or less for a definition, then those values will be listed with a heading of “A list of common <definition name> codes and descriptions are:”
  - If there are over 10 values, or if the values change on a regular basis, then the validation table will be referenced.

- Contact Information:
  - When applicable, include information about the responsible area for making decisions about the underlying data.
  - Wording: For information on creation and maintenance of this code/indicator, please contact the <office name>.

- Synonyms:
  - Add a synonym for any definition for which the definition name in the Data Cookbook (DCB) does not match the name used in the data warehouse (DW); this is especially relevant for role-based indicators within the data warehouse
    - Example: role_enrolled_actual_ind (DW) = Enrolled Actual Indicator (DCB)

- FERPA:
  - For terms within the Student system, add the “FERPA Related” classification code; most terms within the student system are not FERPA protected by themselves, but can become so depending on how the data is combined with other data.

For definitions of codes:
- Definitions of codes should be long and include as much information as needed to understand the details of the definition.
- Format:
  - Include “Code” as part of the name
    - Example: College Code, Department Code
  - Include format adjective such as numeric, alpha, alphanumeric, special characters. Do not use the word “digit”, instead, use “character”.
• For definitions of descriptions:
  ○ Definitions of descriptions should be brief and to the point; the description is
    explanatory in and of itself.
  ○ Format:
    ■ Include “Description” as part of the name
    • Example: College Description, Department Description

Technical Definition: Style Considerations
• General format:
  ○ Include full SQL for Banner, DW, and DW Source; this includes the select, where
    and from components
  ○ Include a commented out header for each section of code that clearly lists what
    the SQL is for
  ○ Include SQL listing all tables the field is referenced in Banner
  ○ Include SQL for each area described in the functional definition
  ○ Format all parameter prompts as “:p_”
    ■ Example: :p_term_code
  ○ Alias select fields as the definition name
  ○ Tables names should be lower case
    ■ Example: select stvtptrm_code from stvptrm
  ○ When applicable, the validation table should be included with a full SQL
    statement

Approved Definitions: Vetting Labels
• Needs to be vetted
  ○ Term has been approved by appropriate subcommittee and data stewards and is
    ready to be presented for approval at Data Governance Committee.
• Approved and Vetted
  ○ Term has been presented to and approved by Data Governance Committee;
    definition in DCB is considered correct.
• Approved and Vetted -- Conditional
  ○ Term has been presented to Data Governance Committee; small changes to
    term were requested. Once corrections are made, term does not need to be
    re-vetted; notification is sent to committee members and email approval is
    granted.
• Denied by Vetting
  ○ Term has been presented to Data Governance Committee; substantial changes
    or concerns were raised. Once corrections are made, term must be re-vetted.
Code Functional Definition Example - Term Code:

A six character alphanumeric code that corresponds to the academic year and semester a course is being offered. The first four characters are the academic year and the last two characters relate to the semester.

For example, a term code may display as "201520" on a report. To display "Fall 2014", please request term code - description.

The traditional academic year begins with summer and continues through fall and spring. The calendar year that spring semester falls into is considered the academic year for all three semesters even though summer and fall are occurring in the previous calendar year.

The common semester codes used on campus are:

10 = Summer Semester  
20 = Fall Semester  
30 = Spring Semester  
99 = Credit that is not tied to a specific semester but is tied to a specific academic year. This is most commonly for test credit.

Example: Fall 2013 is "201420". Spring semester for this same academic year occurs in the calendar year 2014, therefore, fall semester carries the academic year "2014" and the semester code of "20".

The Banner validation table that lists all term codes and descriptions is STVTERM. Term codes are used throughout Banner in the Student, Admissions, Financial Aid and Student AR modules. The Data Warehouse dimension tables that lists all term codes, descriptions and dates are dim_term and dim_term_date.

For information on creation and maintenance of this code, please contact Registrar's Office.
**Description Functional Definition Example:**

A description of the semester and calendar year.

For example, a term code description may display as "Fall 2014" on a report. To display "201520", please request term code.

The Banner validation table that lists all term codes and descriptions is STVTERM. The Data Warehouse dimension tables that list all term codes, descriptions and dates are dim_term and dim_term_date.

For information on creation and maintenance of this code, please contact the Registrar's Office.
Subject Code Course

Version: Latest Approved
Created by Ashley Anderson 6 days ago
Approved by Beverly King 4 days ago

Functional definition:
The two to four character alpha code that identifies the discipline, department or program offering the course. Departments may have more than one subject code. This is useful for curriculum management.

For example, a subject code may display as "MCM" on a report. To display "Masters of Criminal Justice", please request subject code course description.

Each course offered in a semester is assigned a subject code, a course number and a course reference number. These codes are subject to change for a new catalog year based on approval from the curriculum committee.

The Banner validation table that lists all codes and descriptions is STVSUBJ. A short list of Banner forms with this field are SHACRSE, SFAREGF, SFAREGS, SHATATC, SHATATR, SACADELT. For the full listing please see the below technical statement. The Data Warehouse dimension table that lists codes and descriptions for this information is dim_course. Some fact tables such as fact_course_repeat contain this field without having to reference dim_course.

This field is FERPA protected if it is tied to a student, but otherwise it is not. For information on creation and maintenance of this code, please contact the Registrar's Office.
Other information:

SOURCE: Weber State University
CLASSIFICATION: FERPA Related
SHARED WITH: [ ]

Not Shared. This definition can only be viewed by members of your institution.

Technical definitions:

Technical definition
Data System: Data Warehouse Source  Time Context: None specified

Banner: saturn.ssbsect.ssbsect_subj_code

Technical definition
Data System: Data Warehouse  Time Context: None specified

--Link on dim_course_key to other fact tables
select dim_course_key,
    crn,
    subject_code,
    subject_desc as subject_code_course_desc
from red.dim_course
where subject_code = :p_subject_code

--To see student course repeats per course taken
select dim_student_key,
    subject_code as subject_code_course,
    course_number,
    course_title as title_course,
    times_taken as times_taken_course
from red.fact_course_repeat
where subject_code = :p_subject_code_course

Technical definition
Data System: Banner  Time Context: None specified

--For all tables and columns in INB- displays all definitions
of subject code and not just for subject code course
select table_name, column_name
from all_tab_columns
where lower(column_name) like '%subj_code%'
order by table_name, column_name

--For validation table
select stvsubj_code as subject_code_course,
    stvsubj_desc as subject_code_desc
from stvsubj
where stvsubj_code = :p_subject_code

--Courses with a given subject code for a given term
select *
from ssbsect
where ssbsect_subj_code = :p_subject_code
and ssbsect_term_code = :p_term_code
Description Based Definition Example

Subject Code Course Description

Functional definition:
A description that identifies the discipline, department or program offering the course.

For example, the description may display as "Masters of Criminal Justice" on a report. To display "MCJ", please request subject code course.

The Banner validation table that lists all codes and descriptions is STVSUBJ. The Data Warehouse dimension table that lists codes and descriptions for this information is dim_course.

This field is FERPA protected if it is tied to a student, but otherwise it is not.

Other information:
source: Weber State University
shared: with Y
Not Shared. This definition can only be viewed by members of your institution.

Technical definitions:

Data System: Banner Time Context: None specified
Banner: saturn.stvsubj.stvsubj_desc

Data System: Data Warehouse Time Context: None specified
--link on dim_course_key to other fact tables
select dim_course_key, crn, subject_code,
    subject_desc as subject_code_course_desc
from red.dim_course
where subject_code = :p_subject_code

Data System: Banner Time Context: None specified
--Validation Table
select stvsubj_code as subject_code_course, stvsubj_desc as subject_code_desc
from stvsubj
where stvsubj_code = :p_subject_code