**MacEwan Business Glossary**

**Definition Procedures and Standards**

**Procedures**

1. **Search** **for term before creating**
2. **Use the “Definition Template” definition to get started** - open it and create a copy then edit as needed.
3. **Start with what you know…let others add expertise.**

Feel free to create a needed definition and functional area editors will add expertise to refine it further. If you are editing be sure to add a comment to summarize your changes/additions so everyone can see how it evolves.

1. **Reference official sources for definition content.** Consider definitions that may already exist in official documents instead of creating something new and adding confusion. If outdated or not suitable bring to governance body for further consideration to align all definition sources.
2. **Think of broader definition hierarchy**. Pertains to discussions about **academic department and departments**, **Student ID and Employee ID** or **Program Status, Program Action and Program Action Reason** or **Course, Subject, Catalog, Section and Class**
3. **Review the following** [**MacEwan University Editorial Style Guide**](https://www.macewan.ca/contribute/groups/public/documents/document/x2vk/x3n0/~edisp/macewan_university_ed_style.pdf) **to assist with definition contents.** The focus of a style guide is not a matter of strict enforcement of correct or incorrect grammar or style; its purpose is to provide direction for instances when several possibilities exist.
4. **Consider the use of terms and related codes. It is the data managers discretion to combine the term and code in one definition or to create separate definitions.** For example - program title/description “Bachelor of Arts” and program code “4100” are both used to reference programs but there is unique logic and meaning for the codes so there could be separate definitions. Faculty and school title/description “Faculty of Nursing” and the code “xxxx” are both descriptive but have no unique logic or meaning so could be included in the same definition.
5. When **referencing a policy**, use See Policy: *Italicize The Name Of The Policy.* (included on Definition Template)
6. **Policy/Policies should be listed at the end** of the definition. (included on Definition Template)
7. **Data managers must review comments and remove ‘working note’ prior to approving a definition.**

**Standards**

1. Terms defined are COMMON BUSINESS TERMS with reference in functional definition to PeopleSoft field name only if different also add PeopleSoft field name as Synonym
	1. Format in synonym: Academic Level (PeopleSoft)
	2. Format in definition: “In PeopleSoft, Year of Study is referred to as *Academic Level*”
2. Be DESCRIPTIVE (***Term Start Date*** instead of ***Start Date***)
3. Use STANDARD NAMES so they can be referenced in other definitions
	1. Avoid numbers and symbols, use complete words, use Title Case
	2. Combine elements where appropriate (***Address*** instead of ***Street Line 1***)
4. Don’t start a definition with a verb and don’t start by repeating the definition name unless required for context.
5. Use BUSINESS LANGUAGE, avoid jargon and abbreviations
6. Add ACRONYMS in () after full name or title
7. To AVOID REDUNDANCY do not refer to MacEwan University within definitions.

 i.e. ‘Applicant to the university’ not ‘Applicant to MacEwan University’

1. Use RELATED DEFINITIONS to link terms not linking terms within the definition.

**Note**: It was decided not to have definitions within definitions to avoid versioning and workload required to maintain links as definitions evolve and change.

1. Add BUSINESS RULES
2. List VALUES - be firm and explicit with wording (included on Definition Template)
	1. List all acceptable values if 10 or less otherwise, state that list is examples and refer to the full list
		1. Format in definition: use standard bullets
	2. Add attachment (list, chart, screenshot) as appropriate for large number of values
	3. Provide URL if long list exists elsewhere.
		1. **Note**: DO NOT simply copy the URL and paste in the definition body. Web services will provide shortcut URLs that are maintained when changes are made to the website.
3. Add CONTEXT - specify if a term or definition can be used in more than one context and describe the circumstances (included on Definition Template)
	1. Format in definition: provide context heading in bold i.e. Internal and External for Year of Study, Academic Departments and Departments for Faculty/School
4. Reference OFFICIAL SOURCES for definition context. If there is a direct connection between definition and source add a reference or link to the source i.e. Policy 1005 Credentials for credential type or MSA Collective Agreement for term employees.
	1. Format in definition: “See Policy or See Policies: then list and italicize
5. SOURCE of Definition will be the office or business unit or official document if relevant i.e. Office of the University Registrar, MSA Collective Agreement
	1. if the source has a time period associated then it should be referenced as well i.e. MSA Collective Agreement 2017-2019