



DATA COOKBOOK; A DATA GOVERNANCE INITIATIVE

SESSION 6000
Tuesday, November 13
3:00 pm – 4:00 pm

PRESENTERS

Lee Dreger

Senior Manager, Business Intelligence

Office of the CIO

MacEwan University

dregerl@macewan.ca

Deepinder Dhillon

Admissions Consultant

Office of the University Registrar

MacEwan University

dhillond7@macewan.ca

Karina Nestler

Functional Analyst, Student Financial Aid

Office of the University Registrar

MacEwan University

nestlerk@macewan.ca

OVERVIEW

1. MODEL - Resources and Organization
2. INITIATIVE – Data Cookbook
3. GROWTH – Leadership Support
4. GOVERNANCE – Outcomes and Lessons Learned
5. CONCLUDING THOUGHTS – Questions
6. APPENDIX – Supporting Documentation



GOVERNANCE MODEL

RESOURCES AND ORGANIZATION

WHAT IS DATA GOVERNANCE?

Data Governance is a **data management concept** concerning the capability that enables an organization to ensure that high **data quality** exists throughout the complete lifecycle of the data. ([Wikipedia](#))

Data Governance is a **collection of practices and processes** which help to ensure the formal management of **data assets** within an organization. ([Dataversity](#))

Data Governance is the **exercise of authority and control** (planning, monitoring, and enforcement) over the management of **data assets**.” ([DAMA International](#))

Data Governance is a **system of decision rights and accountabilities** for **information-related processes**, executed according to agreed-upon models which describe who can take what actions with what information, and when, under what circumstances, using what methods.” ([Data Governance Institute](#))

WHY DATA GOVERNANCE?

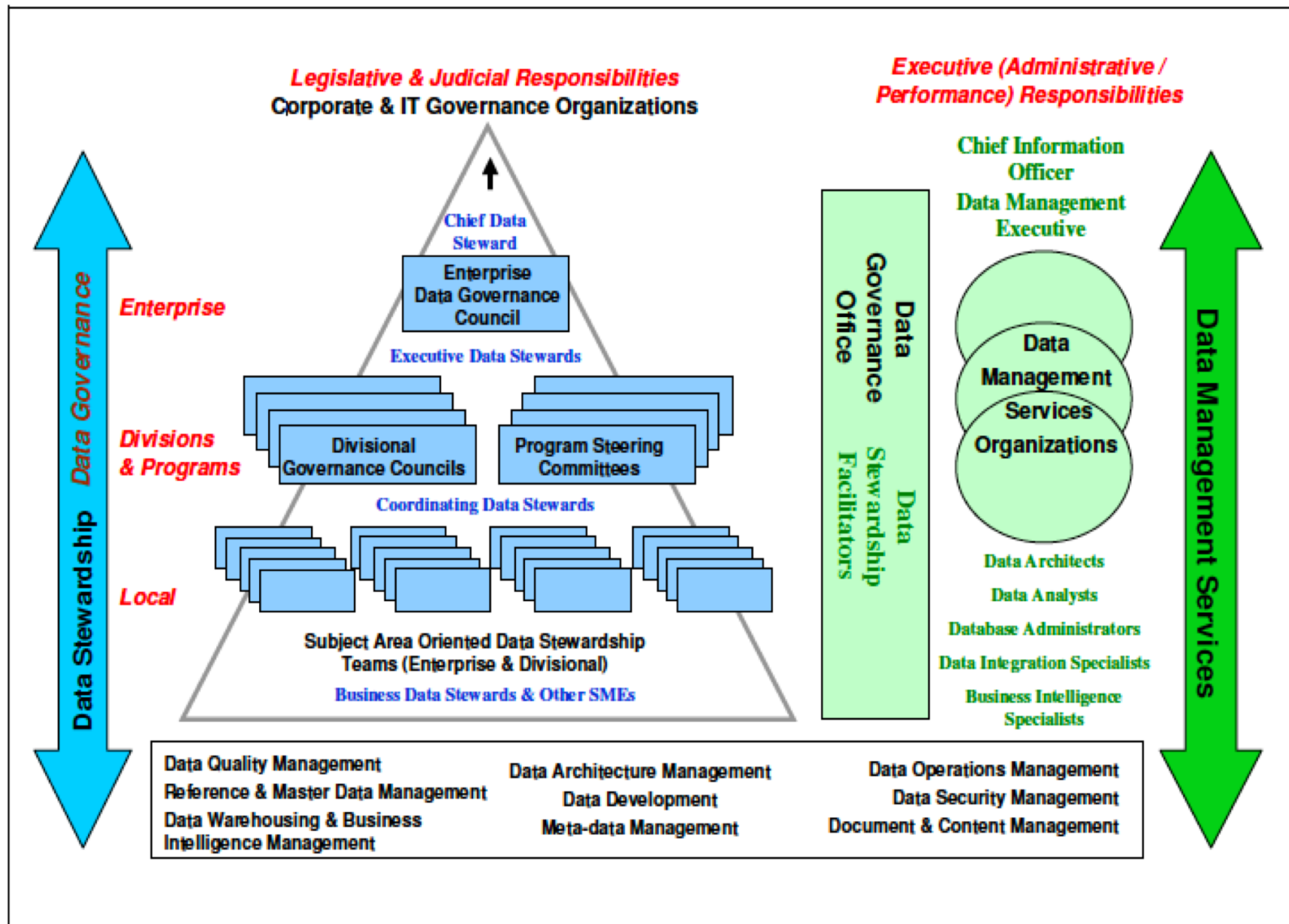
PeopleSoft projects and shared data

Cross functional team meeting

BI data validation and cleansing

New warehouse build

Data Management Association Book of Knowledge DMBOK



DATA GOVERNANCE WORKING GROUP (DAWG)

| | |
|--|---|
| Director - HR Systems & Reporting | Director - ERP Business Support |
| Director - Financial Services | Senior Manager - Campus Solutions |
| Executive Director - Expenses, Procurement and Contact Services | Director - IT App Services & PMO |
| Associate Registrar - Information Systems and Scheduling | Senior Manager – Business Intelligence (CHAIR) |
| Director - Student Financial Aid | Senior Manager – HCM and Finance |
| Associate VP - Planning & Analysis and Registrar | |

Assess data governance models and make recommendations.
Determine primary goals and mandate for data governance.

| | Data Assets and Issues | | | | | | |
|----|--|----------|------------|------------|----------|------|----------------------|
| | Item | Added by | Added on | Scope | Priority | Rank | Systems Affected |
| 1 | Buildings and Locations | DAWG | 2017-03-23 | Enterprise | | | FSM, CS, HCM, BI, FM |
| 2 | Academic Organizations/Departments | DAWG | 2017-03-23 | Enterprise | | | FSM, CS, HCM, BI |
| 3 | External Organizations/Schools | DAWG | 2017-03-23 | Shared | | | CS, HCM |
| 4 | Persons of Interest | DAWG | 2017-03-23 | Enterprise | | | |
| 5 | Affiliations | DAWG | 2017-03-23 | Enterprise | | | |
| 6 | Phone Numbers | DAWG | 2017-03-23 | Enterprise | | | |
| 7 | Job Codes | DAWG | 2017-03-23 | Local | | | HCM |
| 8 | Definition of FT and PT Students | DAWG | 2017-09-25 | Enterprise | | | CS, FMS |
| 9 | Headcount | DAWG | 2017-09-25 | Local | | | CS |
| 10 | Email addresses | DAWG | 2017-09-25 | Enterprise | | | CS |
| 11 | HR Home Departments | DAWG | 2017-09-25 | Local | | | HCM |
| 12 | Academic Program Titles | DAWG | 2017-09-25 | Enterprise | | | CS |
| 13 | Deceased Date | DAWG | 2017-09-25 | Enterprise | | | HCM, CS, IDM |
| 14 | GPAs | L Dreger | 2017-09-26 | Shared | | | CS |
| 15 | Addresses | DAWG | 2017-09-26 | Enterprise | | | HCM, CS |

DATA ASSET AND ISSUE LOG

| | | |
|----|---------------------|--|
| 2 | | |
| 3 | Data Asset or Issue | Grade Point Averages (GPA) |
| 4 | Scope | Shared |
| 5 | Description | <p>There are multiple GPA's used in the system and reporting but no central documentation (other than policy) for how they are calculated or where they are used. GPA types:</p> <p>Admissions - used by BI in Automated Admissions Evaluation dashboard; SAB for adjudication - are they the same formula?</p> <p>Cumulative - printed on the transcript</p> <p>Academic Standing - used in determining Dean's List, 1st Class Standing, Probation, Required to Withdraw, Distinction</p> <p>Term - printed on the transcript</p> <p>Graduation - used to determine eligibility to graduate</p> |
| 6 | Business Area | Office of the University Registrar |
| 7 | Business Process | <p>Admissions - calculated by EMS based on selected HS courses or recalculated using additional information outside PS</p> <p>Cumulative - calculated by PS based on course work by academic level</p> <p>Academic Standing -</p> <p>Term - calculated by PS based on course work within a term</p> <p>Graduation - calculated for the transcript based on course work used to satisfy program of study</p> |
| 8 | Business Steward | Identify primary contact |
| 9 | System Affected | CS |
| 10 | Integrations | |
| 11 | Volume | |

DATA ASSET AND ISSUE LOG

DATA STEWARDS WORKING GROUP

| | |
|--|---|
| Manager, HR Systems | Functional Analyst, Student Financial Aid |
| Functional Analyst, Human Resources | BI Analysts, CIO Office |
| Manager, Finance Admin Services | Team Lead, School of Cont. Education |
| Functional Analyst, Finance Services | IT Service Transition Analyst |
| Functional Analyst, Expenses Procurement and Contract Services | Change Mgmt. and Data Governance Coordinator – Registrar's Office |
| Functional Analyst, Faculty Relations | Business Analyst, Human Resources/Finance |
| Admissions Consultant – Registrar's Office | Business Analyst, Campus Solutions |
| Reporting Specialists – Institutional Analysis and Planning | Manager of Marketing, Office of Communications and Marketing |
| Research Analyst – Institutional Analysis and Planning | DAWG Chair |

Identify and document the university's data assets

Provide input to data governance structure.

Provide mentorship and education regarding data governance developments.

Develop mechanism for staff and faculty to contribute to issues and ideas.



GOVERNANCE INITIATIVE

DATA COOKBOOK

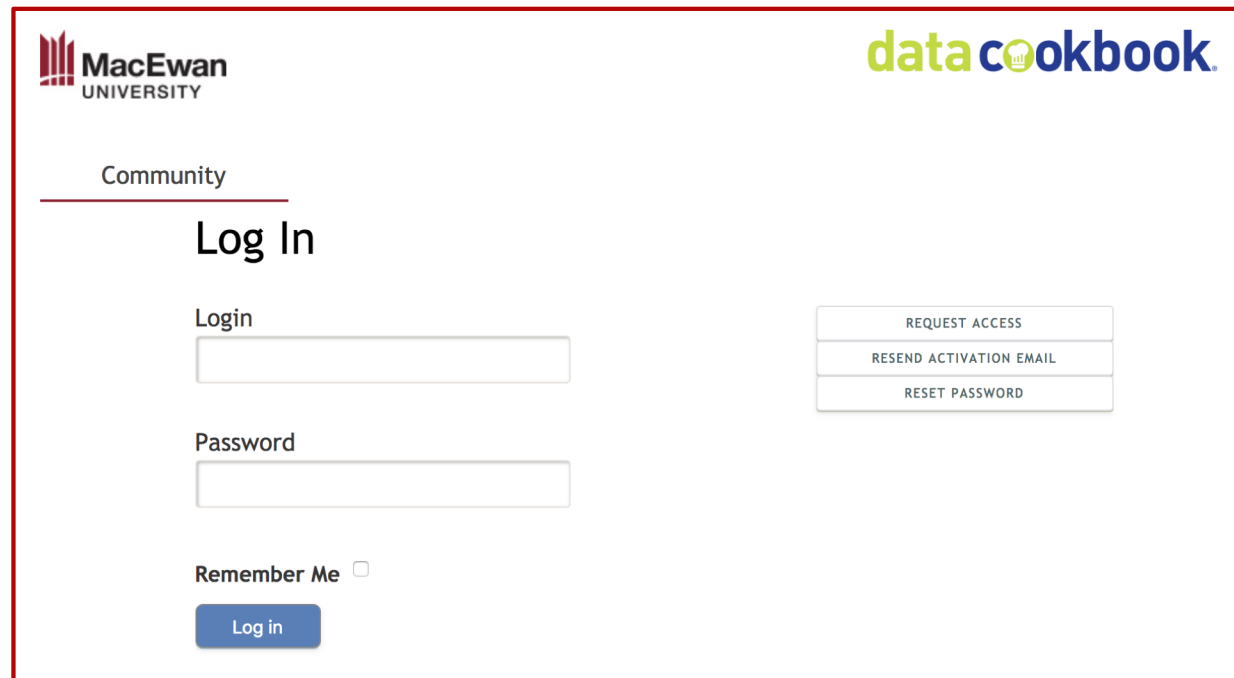
CANADA ALLIANCE 12-14 NOVEMBER 2018

BUSINESS GLOSSARY

Data log not sustainable

CIO provided funding for implementation project

Institutional Analysis & Planning provides funds for annual subscription



The screenshot shows the login interface for the 'datacookbook' at MacEwan University. The page has a red border. In the top left is the MacEwan University logo. In the top right is the 'datacookbook' logo. Below the MacEwan logo is a 'Community' link. The main heading is 'Log In'. There are two input fields: 'Login' and 'Password'. Below the 'Password' field is a 'Remember Me' checkbox. A blue 'Log in' button is at the bottom left. On the right side, there are three buttons: 'REQUEST ACCESS', 'RESEND ACTIVATION EMAIL', and 'RESET PASSWORD'.

MacEwan UNIVERSITY

datacookbook

Community

Log In

Login

Password

Remember Me ☐

Log in

REQUEST ACCESS

RESEND ACTIVATION EMAIL

RESET PASSWORD

DATA COOKBOOK PROJECT TEAM

| | |
|--|---|
| Manager, HR Systems | Functional Analyst, Student Financial Aid |
| Functional Analyst, Human Resources | BI Analysts, CIO Office |
| Manager, Finance Admin Services | Team Lead, School of Cont. Education |
| Functional Analyst, Finance Services | IT Service Transition Analyst |
| Functional Analyst, Expenses Procurement and Contract Services | Change Mgmt. and Data Governance Coordinator – Registrar's Office |
| Functional Analyst, Faculty Relations | Business Analyst, Human Resources/Finance |
| Admissions Consultant – Registrar's Office | Business Analyst, Campus Solutions |
| Reporting Specialists – Institutional Analysis and Planning | Manager of Marketing, Office of Communications and Marketing |
| Research Analyst – Institutional Analysis and Planning | DAWG Chair |

Weekly meetings April to October 2018


Project managed by DAWG Chair

Training and mentoring provided by iData consultant

Year of Study (YOS)

Synonyms: Academic Level (PeopleSoft)

Common business terms
Reference PeopleSoft

Drafting Version 1  1



Functional Definition: Definitions within definitions

Year of Study is a measurement of a students' progress towards completing a ministry approved [Credential](#). It does not refer to how long the student has been in a program. For non-ministry approved programs students are considered as Year 1.


Depending on the normal program length, there are four possible values:

- IC1 - Year 1
- IC2 - Year 2
- IC3 - Year 3
- IC4 - Year 4

List values


A degree program is generally 4 years; applied degree programs are 3- or 4-years; diploma programs are 2- or 3-years (no students will be reported in Year 4); and, a certificate or university transfer program is generally a 1-year program (all students in these programs will be in Year 1). In addition, for some programs, students will enter into later years (e.g. Year 3).

Business rules

In 2015 the university revised the YOS calculation to better align with government reporting requirements. The calculation of YOS is based on the credits taken by the student, including  [transfer credit](#), compared against the [program load](#) for the [Academic Program/Plan](#) in which the student is enrolled. Additionally, some programs have restrictions on the applicability of credits or advance the calculation based on previous credentials.

Add context

Internal

A students' year must be where they best fit for processes such as  [Enrolment Appointments](#) and applying for financial aid. To achieve this a 7 credit adjustment is added to the credits taken so a student one or two courses short of the next year will be determined to be that year. Certificate and most diploma program students are NOT adjusted.

In PeopleSoft, Year of Study is referred to as *Academic Level* and three variations are provided. MacEwan uses the YOS value displayed in Academic Level - Projected.

- **Academic Level - Projected:** Sum of completed credits + in-progress credits + Transfer Credit (including Other Credit) exclusive of current and future terms
- **Academic Level - Start of Term:** Sum of completed credits + Transfer Credit (including Other Credit) exclusive of current term
- **Academic Level - End of Term:** Sum of completed credits + Transfer Credit (including Other Credit) including current term

These YOS values are updated when there are any changes to a student's enrollment record (e.g. a course add, drop, swap, normal maintenance change, course grading).

Reference official sources

External

For government reporting (e.g. Learner Enrolment Reporting System), no credit adjustment is applied. This YOS calculation is available from Institutional Analysis and Planning.

FUNCTIONAL AREAS

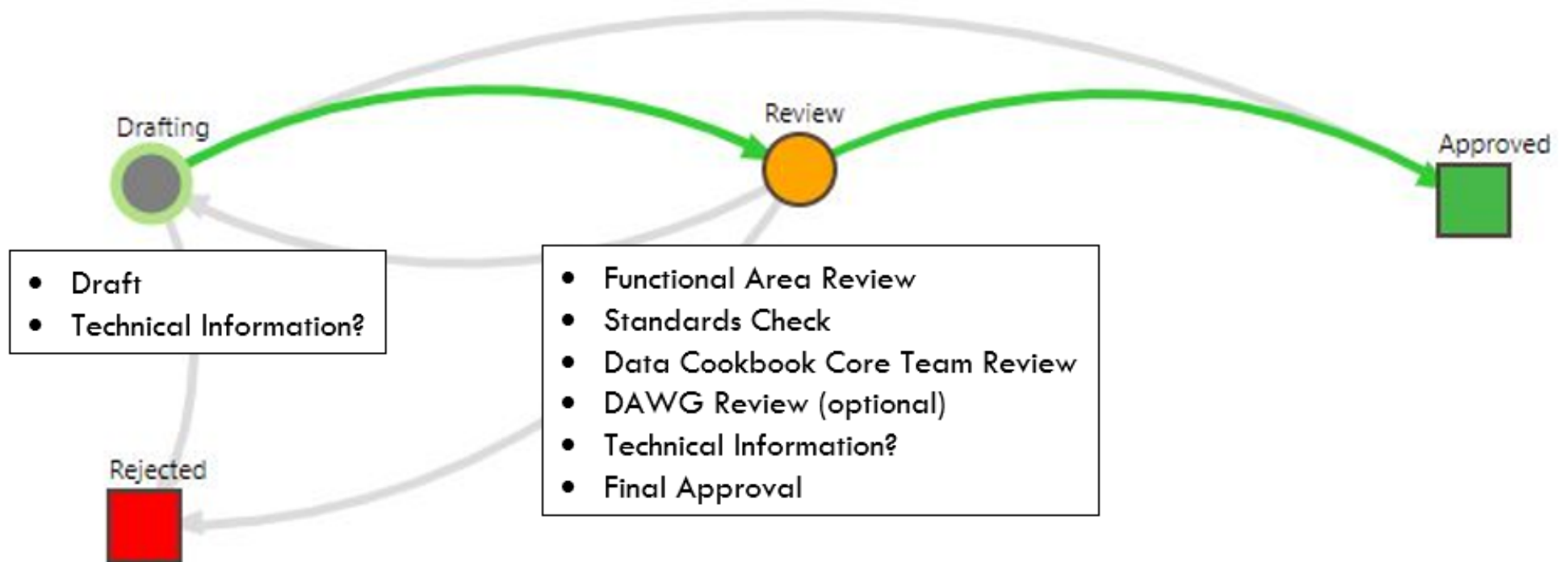
| | |
|-----------------------|-------------------------|
| Admissions | Records & Enrolment |
| Student Financial Aid | Human Resources |
| Finance | Unassigned |
| XFunctional | eCV / Faculty Relations |

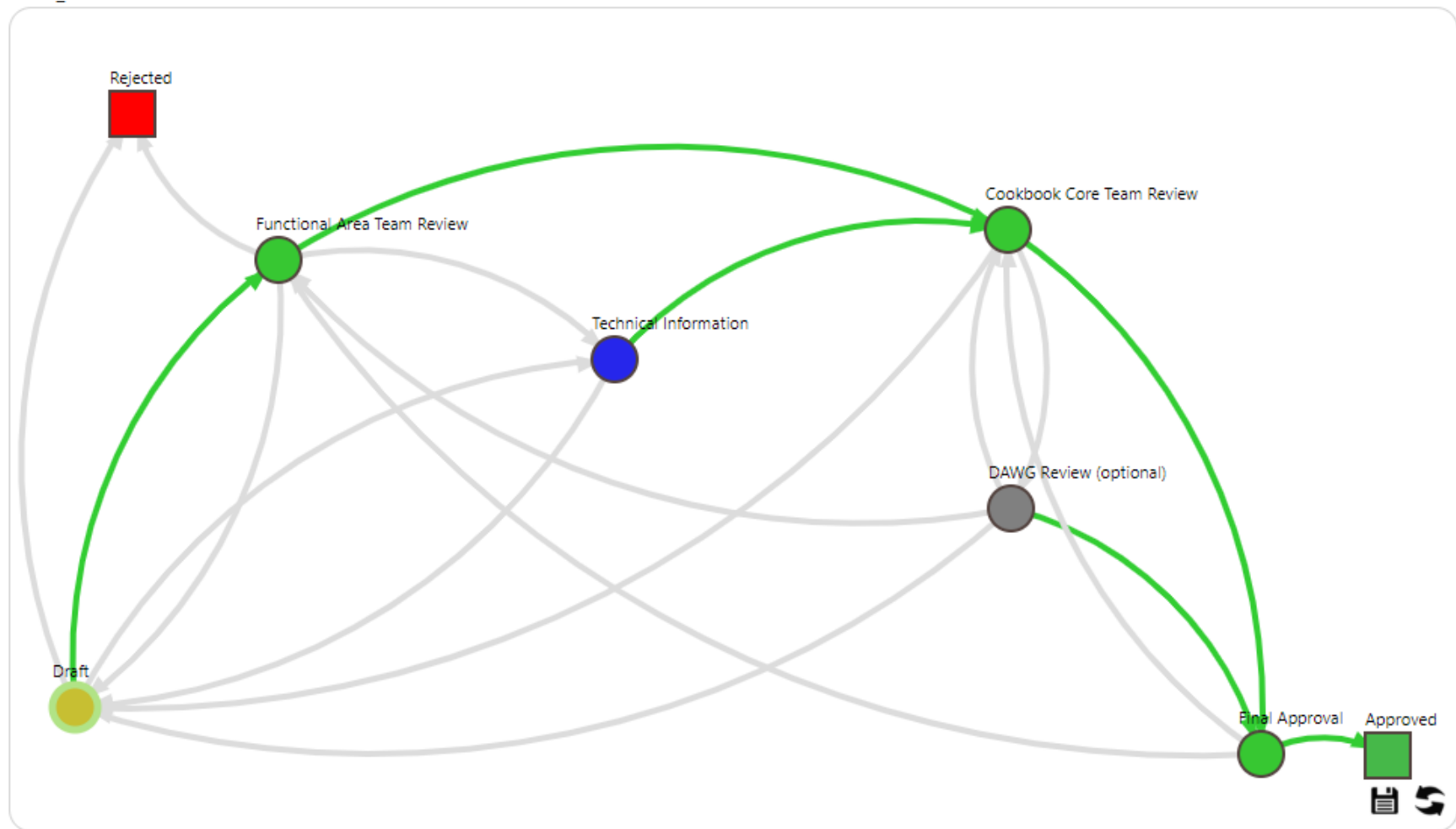
WORKFLOWS

Mechanism to approve definitions within a functional area:

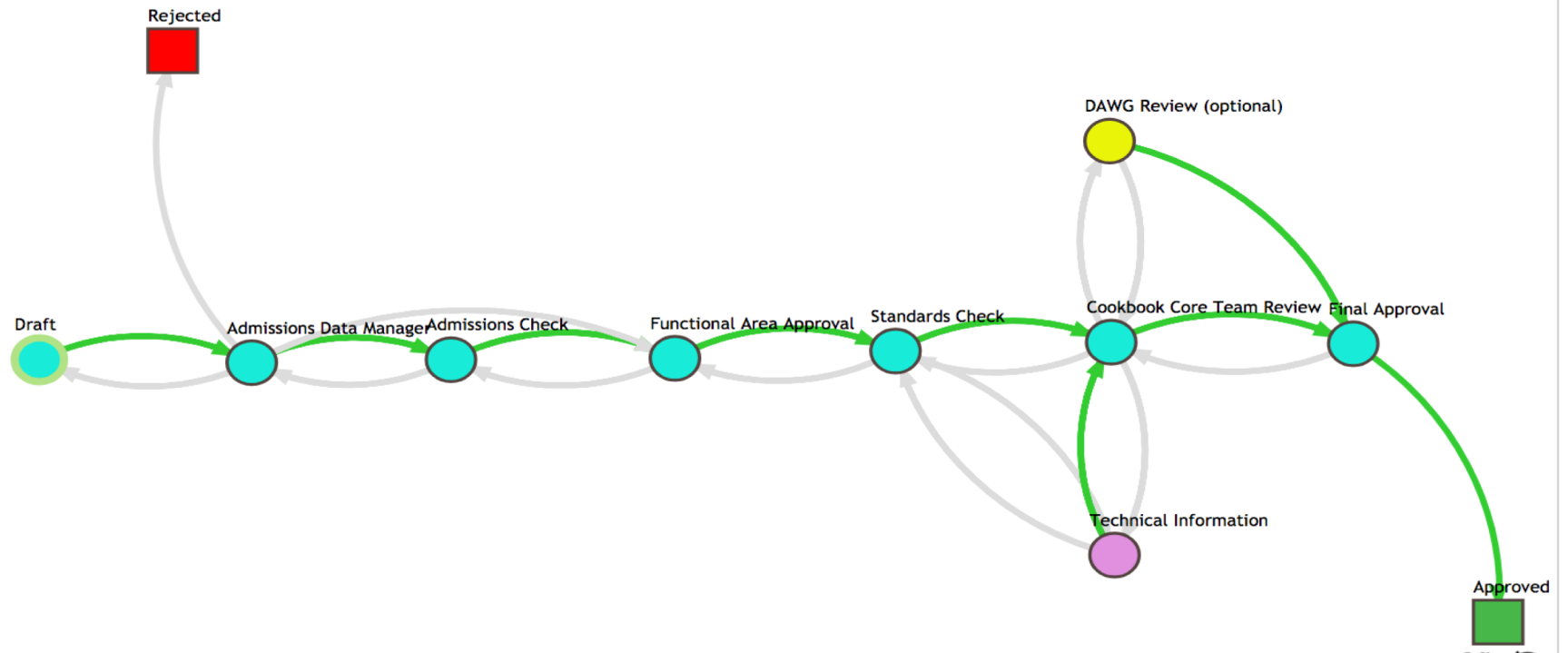
- As simple as possible
- Role of data manager
- Workflow questions
- Consistent approach

BASIC WORKFLOW APPROACH

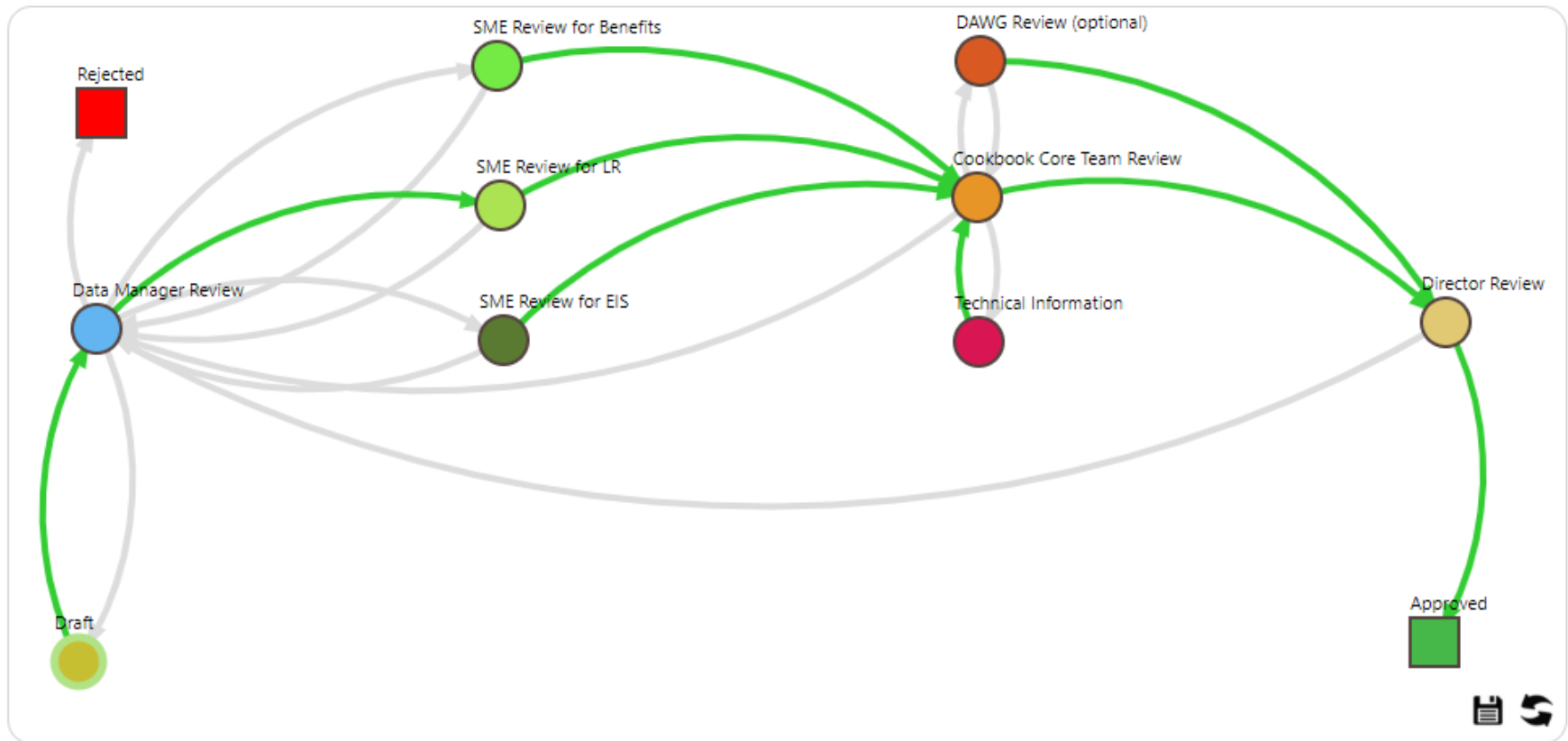




WORKFLOW — STUDENT FINANCIAL AID



WORKFLOW — ADMISSIONS



WORKFLOW — HUMAN RESOURCES

WORKFLOW RECAP

1. Draft
2. Functional Area Review
3. Standards Check
4. Data Cookbook Core Team Review
5. DAWG Review
6. Technical Information
7. Final Approval



GO LIVE?

Build and test workflows

Biweekly workshop and content review

Finalize draft definitions

Data Cookbook – consulting services – 4 month review

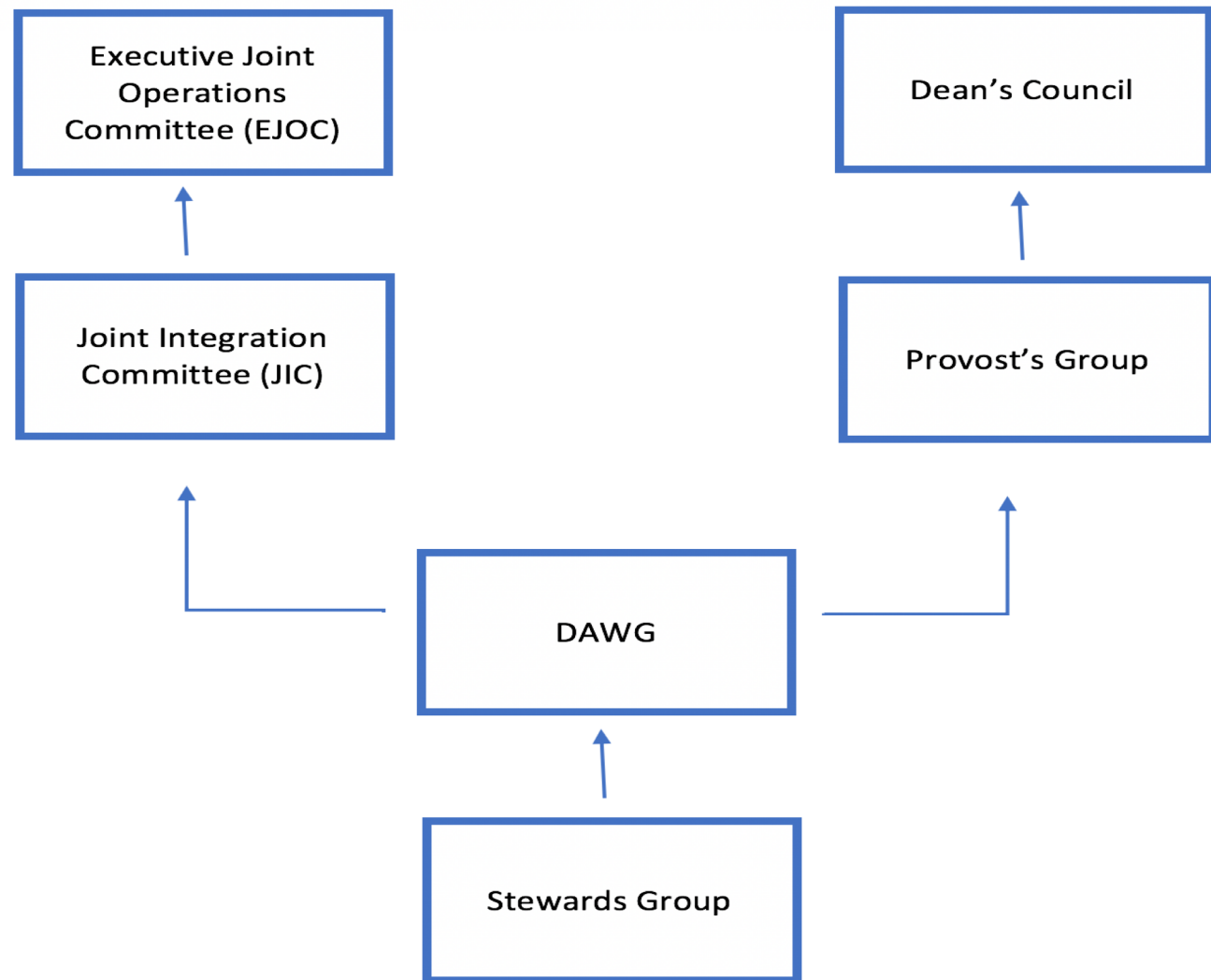


GOVERNANCE GROWTH

LEADERSHIP SUPPORT

CANADA ALLIANCE 12-14 NOVEMBER 2018

Consultation
Recommendation
Escalation
Stewardship
Sponsorship



STEWARDSHIP

Academic Organization and Department =

Academic Department and Department

Student ID, Employee ID, EmplID, Applicant ID, MacEwan ID =

Student ID and Employee ID

Course ID, Course, Subject, Catalog Number, Section, Class, =

????

Consultation

Recommendation

Escalation

Stewardship

Sponsorship

- Creating new vocabulary
- Aligning policy and procedural language
- Collaboration and guidance for ERP projects



GOVERNANCE INITIATIVE

**OUTCOMES and
LESSONS LEARNED**

CANADA ALLIANCE 12-14 NOVEMBER 2018

GLOSSARY PUBLISHED

+tableau public

GALLERY

AUTHORS

BLOG

RESOURCES

ACTIVITY

SIGN IN



< Data Cookbook - Profile

☆ Favorite

📄 Download Workbook

Specification

[view details](#)
[comments](#)
[request a change](#)

Applicants Aid by Program

Purpose

To monitor amount of aid that has been accepted by our applicants compared to what we have offered. This is monitored to determine how well we are doing in utilizing our budgeted award dollars.

Description

This information will show for the current award year only. It will break down the amount of dollars offered as well as accepted by academic program.

Owner: VP of Enrolment

Data System:

Related Definitions

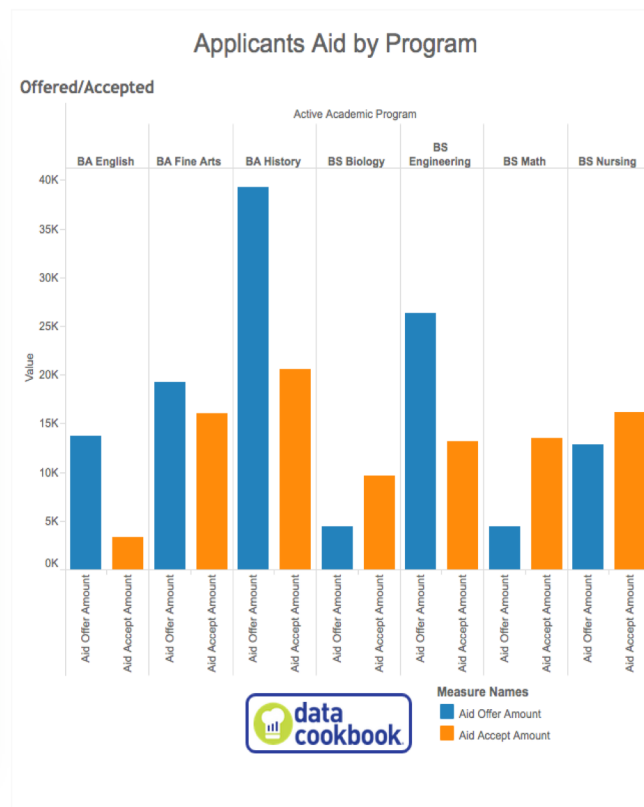
Active Academic Program

An Academic Program (generally a combination of degree and major) that an Active Student is currently seeking to earn. If a student has withdrawn, their academic program will be marked as inactive. A program is also no longer considered active once the student has graduated. Each academic program also has an expected graduation date.

Admission Status

The current status of the student's application for admission in a degree seeking program for a specific entry term.

Aid Offer Amount



GLOSSARY SEARCH BOX

GLOSSARY SEARCH

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☐ Exact match?

Search

SEARCH RESULTS

control total account
A general ledger account whose balance reflects the total of balances of related subsidiary ledger accounts.



News Resources Tools Forms Calendar Support Projects UR Financials Login Contact Us

UR Financials Upgraded

Posted on [September 8, 2018](#) by [jdobber3](#)

This past weekend, the UR Financials system successfully underwent a scheduled upgrade. Changes made will not impact end uses.

Workday 31 View Award page has a new award user interface. You'll see a new, tabular view and all the essential award information will always be available at the award header. If you have questions regarding the location of specific award information, please contact either your Grant Accountant or Senior Grant Accountant in the Office of Research Accounting & Costing Standards.

If you have questions please email UnivTHelp@rochester.edu

Posted in [News](#), [Support](#), [Workday Highlights](#)

UR Financials Gets an Upgrade

Posted on [August 30, 2018](#) by [jdobber3](#)

Twice a year, UR Financials has a scheduled upgrade, the next occurring **on Saturday, September 8**. It is expected that this edition will have no end user impacts.

Workday 31 will deliver a new award user interface to the View Award page on September 8, 2018. You'll see a new, tabular view and all the essential award

WEBSITE SEARCH

[New to UR Financials?](#) (introduction to the UR Financials website).
[Request Access](#)
[Training](#)
[Events](#)
[Reporting Tools](#)
[URF Login](#)
[FAQs](#)

GLOSSARY SEARCH

Powered by Data Cookbook

☐ Exact match?

Search

SEARCH RESULTS

control total account
A general ledger account whose balance reflects the total of balances of related subsidiary ledger accounts. Accounts receivable and accounts payable are the most common used control ac



OUR DEFINITION

Data Governance is fundamentally about decisions and data. This includes deciding what the data means, where it should be used, how accurate it needs to be, and what rules it needs to follow.

TDAN.com

Performed by the business people who know and use the data.

CRITICAL ELEMENTS

Business Glossary: a record of the meaning of the data, so all the variations of it can be distinguished and erroneous comparisons eliminated

Data Quality: the condition of the data and its level of trustworthiness and adherence to policies

Roles & Responsibilities: the organizational structure that determines who takes responsibility for the care and maintenance of the data

OUTCOMES

Sub-functional areas

- Admissions - Recruitment, Transfer Unit
- Records & Enrolment – Course Catalog, Registration, Scheduling

Review and approval participants expanded from 10 to 25 plus

Data Governance Coordinator position

MacEwan definition and scope

Structure and direction

FUTURE PLANS

Specifications – additional governance

- PSQueries, Reports, BI Dashboards, Integrations, Extracts,
- Enterprise Information Management
- Report Catalog

Technical definitions

- Data Systems – PeopleSoft, BI, Infosilem, Blackboard, Raisers Edge
- BI trailblazer - technical description standards and data systems development

Data forum / open house

Website / portal link

LESSONS LEARNED

1. Have a plan but let it evolve and shape itself
2. Participation rate may vary
3. Membership may change
4. Consistent leadership
5. No Go Live is not a failure
6. Collaboration is essential
7. Slow is OK
8. Executive and administrative support
9. Just start

CONCLUDING THOUGHTS

ANY QUESTIONS?



**ALL ALLIANCE PRESENTATIONS WILL BE AVAILABLE FOR
DOWNLOAD FROM THE CONFERENCE SITE**

THANK YOU!



APPENDIX

SUPPORTING
DOCUMENTATION

DAWG - CONTEXT

Source: Data Governance Institute DGI

The primary goals of a Data Governance Program are to:

1. Enable better decision-making through better data management.
2. To understand and promote the value of data assets.
3. Reduce operational friction when resolving data related issues.
4. Protect the needs of data stakeholders.
5. Train management and staff to adopt common approaches to data issues.
6. Build standard and repeatable processes.
7. Reduce costs and increase effectiveness through coordination of efforts.
8. Ensure transparency of processes.

DAWG - MANDATE

1. To assess data governance models and make a recommendation to Deans' Council.
 - a) Determine an appropriate cross functional governance body.
 - b) Identify potential Data Stewards.
 - c) Investigate potential non-ERP data governance participants.
2. To identify and document the university's data assets.
3. To identify issues with data assets and suggest processes to address these issues.
4. To implement local data governance practices to help inform an institutional level approach to data governance. Use these solutions to demonstrate the value in having data governance.
5. To provide a means for Data Stewards to provide input into a data governance structure.
6. To develop a preliminary strategic plan for data governance, including short term and long term objectives.
7. Provide mentorship and education regarding data governance developments at MacEwan and develop a mechanism for staff and faculty to contribute issues and ideas.
8. Determine implications for potential policy development.
9. Document current "data governance initiatives" at MacEwan (e.g. LERS).

DEFINITION STANDARDS

Common business terms - reference PeopleSoft if different - add PeopleSoft field name as synonym

Use business language (**Address** instead of **Street Line 1**)

Use full name and Title Case - add acronyms in () after

Use definitions within definitions

Add business rules

List values – provide list if 10 or less, add attachments or provide URL if long list

Add context - specify if a term or definition can be used in more than one context and describe the circumstances

Reference official sources if there is a direct link

i.e. Policy 1005 Credentials for credential type or MSA Collective Agreement for term employees.

Source of Definition - office or business unit or official document as relevant, including time period

i.e. Office of the University Registrar, MSA Collective Agreement 2017-2019

Year of Study (YOS)

Synonyms: Academic Level (PeopleSoft)

Drafting

Version 1  1



Edit


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