

INTRODUCTION

The Data Cookbook (DC) is our new Data Governance tool. One feature that will aid all campus users is the searchable data dictionary in the DC. Helping users find the information they need in the DC will 1) provide a better understanding of campus report details, 2) allow for consistent use of data elements for a variety of reporting activities, and 3) increase data literacy by having a central database of definitions accessible by all campus constituents.

GENERAL GUIDELINES

Before adding new definitions to the DC:

- Conduct a definition search prior to creating a new definition. A previously developed definition may have already been created for the DC, or a similar definition may exist in the DC Community portal that can be copied and modified for local use.
- Multiple needs should be considered when defining each term. Currently, many reports have been designed with undergraduate students as the primary student group; however, definitions should also include relevant information related to graduate students or other relevant student populations/subpopulations.
- Definitions should be written in a basic and brief manner. No part of the term to be defined should be included in the first level of the definition itself.
- Limited use of abbreviations is recommended. Due to a lack of consistency and different interpretations that some abbreviation use may create, define a term once and include the abbreviation to be used in parentheses immediately after the term.
- Special symbols (e.g., #, %, \$, etc.) may be used in a term definition, but must be preceded by the name of the symbol followed by the symbol in parentheses.

DEFINITION ENTRY BREAK DOWN

The main entry page is designed to create a **Functional** definition. The essential entry fields are described below:

New Definition

Name** <<< The **NAME** of the definition to be entered. (Required entry**)

Functional definition** <<< The **DEFINITION** narrative that users will read to understand the entered term. (Required entry**)

Scan for same/similar definitions already in the DC. >>> Scan for matches

Source
Select an existing source:

Or create a new source:

Share with the public?

Once approved, the name, functional definition, and functional areas will become publicly available at: community.datacookbook.com.

Add a Technical Definition

Tags (separated by comma) <<< The **TAGS** are keywords used to facilitate definition searches.

Functional Area** <<< The **FUNCTIONAL AREA** contains the data steward's departments name. (Required entry**)

Submit
Save as Draft
or [Cancel](#)
<<< **SUBMIT** enters the new definition in the DC.

Additional content may be added to the **grey right panel**. Essential fields are:

- Functional Areas - Populated from functional definition entry (above).
- Moderators - Data steward(s) who will maintain the definition.
- Content Contributors - Names of the definition creators.
- Related Specifications - Reports in which you'll find the term.
- Related Definitions - Hyperlinks to other term definitions in the DC.
- Synonyms - Same or similar terms that a definition is "otherwise known as."
- Tags - Populated from functional definition entry (above).

You are watching this definition: Stop

Functional Areas
[Institutional Research](#)
[Student Records](#)
[University-Level Definition](#)

Please select Add

Moderators
[Institutional Research](#)

Content Contributors
[Leslie B. Odum](#) version creator
[Test](#)

Type or Select Add

Add optional note to contributor Add

Related Specifications (0)

Related Definitions
 Credits Attempted for Load Add

Type or Select Add

Synonyms
 No Synonyms

Add

Tags
[Data Warehouse](#)
[Digital](#)
[Directories](#)
[Miscellaneous](#)
[State Reporting - DS&I](#)
[Federal Reporting - IPEDS](#)
[I-DIGI-Site](#)

Add

Delete this definition

Data Cookbook Style Sheet ~ New Definitions

REQUIRED INFORMATION

Consistency is key when adding new definitions in the DC. Each functional definition should include distinct sections, or levels that provide essential information for users.

All definitions will have standard information displayed on their entry page:

- **Definition name**
- **Term synonym(s)**
- **Definition version and status**
- **Term creator and approver**

Functional definition:

Level I: “What is this term?” “How do I distinguish which similar measure I should use?” Level I definitions are a short, general description. It may contain hyperlinks to other helpful or relevant terms used in the definition, but highly technical details should NOT be included in this section.

Level II: “How is this term used?” Level II offers a more detailed definition of the term and includes specific examples related the term’s use for Boise State student populations.

Take a look at an example of a DC definition with the information levels contained in the definition!

The screenshot shows a DC entry for 'Academic Load'. At the top, the title 'Academic Load' is in orange. Below it, the synonyms 'Full-time/Part-time Status' are listed. The version is 'Version 2: Latest Approved'. The creator is 'Leslie R. Odom' (23 days ago) and the approver is 'Leslie R. Odom' (less than a minute ago). There are buttons for 'Add/View Comments', 'View History', and 'Copy this version'. A 'Create a New Version' button is at the bottom. Two small numbered icons (1 and 2) are in the bottom right corner.

Functional definition:

A student's full-time or part-time status as determined from the total number of enrolled attempted credit hours (i.e. [Credits Attempted for Load](#)) for an academic term. In certain circumstances (e.g., Audit Only, Exchange Programs), students can be enrolled but will have no course credits that count toward their full-time/part-time status.

For **undergraduate students**, full-time is defined as 12 or more credits within an academic term. Part-time status is a course load of less than 12 credit hours within an academic term. Part-time is further divided into 3/4 time (9-11 credits), half time (6-8 credits), less than half (1-5 credits), and no units (0 credits).

For **graduate students**, full-time is defined as 9 or more credit hours. Part-time status is a course load of less than 9 credit hours within an academic term. Part-time is further divided into 3/4 time (6-8 credits), half time (5 credits), less than half (1-4 credits), and no units (0 credits).

ADDITIONAL RESOURCES

There is much more to the DC! Please take a look the current list of tools and resources to help you explore the DC system in depth.

- ◇ The Data Cookbook on the web—<http://ir.boisestate.edu/data-cookbook>
 - ◆ This site includes background information, training helps, news, and other updates.
- ◇ Need help or want a one-on-one training sessions, email datacookbook@boisestate.edu