



Implementing the Data Cookbook at UCF

Presented by: Danae Barulich & Druanna Mozingo

FAIR 2020

Implementing the Data Cookbook at UCF

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- 2 Data Cookbook
- 3 Getting Started
- 4 Maintenance
- 5 Uses
- 6 Collaborators
- 7 Future Plans

1 UCF Needs: Why did we need help?

Business Needs at UCF

- **Document** data terminology
- **Communicate** business processes
- **Standardize** definitions across campus
- **Link** definitions to reports
- **Share** technical information
- **Self-serve** resource

1

UCF Needs: Common Questions

Where does
that number
come from?

What is an
FTIC?

How is that
defined for
PBF?

How is that
value
calculated?

What metric
is this
included in?



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IData & the Data Cookbook



IData is a leading data management firm for higher education. They provide consulting services as well as a line of innovative data management software products.

Their mission is helping higher education institutions be successful through effective data management and innovative technology.



The **Data Cookbook** is a collection of shared terminology that has been entered and reviewed via workflows which can be accessed by all employees at UCF.

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Benefits of the Data Cookbook

Part of a data
governance plan

Comprehensive
data dictionary

Terminology
standardization
across UCF

Access to externally
sourced definitions
(IPEDS, CDS, etc.)

Searchable report
specifications

Links in reporting
tools/dashboards



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Data Cookbook Organization

Collections, Specifications & Definitions

Collection: Group of specifications with a similar theme

Specification:
Report 1

Definition

Definition

Definition

Definition

Specification:
Report 3

Definition

Definition

Definition

Definition

Specification:
Report 2

Definition

Definition

Definition

Definition

Definition

Definition

Definition

Specification

Specification

Definition



UCF

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Data Cookbook User Groups



Data Steward

- Data owner
- First to create definitions
- Writes functional definition
- Makes edits as necessary



Technical Editor

- Department IT
- Adds to the technical definition:
 - Location
 - Related code
 - Nuances of data



Consumer

- Gets a better understanding of specifications and/or definitions
- Learns new terminology

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Getting Started

STEP 1:
collect
definitions

STEP 2:
training with
DC staff

STEP 3:
add
definitions
to DC

STEP 4:
start over w/
specifications
first

Term	Source Institution	Definition	Notes	Web Review	Imported to DC	Finalized in DC
Academic Program		An instructional program leading toward a bachelor's, master's, doctor's, or first professional degree.		Reviewed - VBI Use	Yes	No
Academic Plan		Comprehension of 8 and 12 month faculty positions, which include tenure/tenure-track and non-tenure/tenure-track positions. Examples include professor, associate professor, assistant professor, instructor, and lecturer.		Reviewed - VBI Use	Yes	No
Academic Support		A functional support category that includes expenses of activities and services that support the institution's primary missions of instruction, research, and public service. It includes the reservation, preservation, and display of educational materials (for example, libraries, museums, and galleries); organized activities that provide support services to the academic functions of the institution (such as a demonstration school associated with a college of education or veterinary and dental clinics if their primary purpose is to support the instructional program); media such as audiovisual resources; academic administration (including an admission deans but not department chairpersons); and formally organized and separately budgeted academic personnel development and course and curriculum development expenses. Also included are information technology expenses related to academic support activities. If an institution does not separately budget and expense information technology resources, the costs associated with the three primary programs will be applied to this function and the remainder to institutional support. Under PASS standards this includes actual or allocated costs for operation and maintenance of plant, interest, and depreciation. Under QSAR standards this does not include operation and maintenance. Summer, fall, and spring semesters (e.g., Academic Year 2017-18, Summer 2017, Fall 2017, Spring 2018).	Check for financial aid year and fiscal year	Reviewed - VBI Use	Yes	No
Academic Year		Organizations for agencies that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards.		Reviewed - VBI Use	Yes	No
ACT	University of La Verne University of Tennessee Chattanooga	Previously known as the American College Testing program, this test measures educational development and readiness to pursue college-level coursework in English, mathematics, natural science, and social studies.		Reviewed - VBI Use	Yes	No
Active Students		Students eligible to enroll without mapping to the university (can include students not currently enrolled).		Reviewed - VBI Use	Yes	No
Adjuncts	University of La Verne	Employed, serving in a temporary or auxiliary capacity to teach specific courses on a course-by-course basis. Excludes graduate assistants, full-time professional staff of the institution who teach individual courses (such as an academic advisor), and appointees who teach non-credit courses exclusively.		Reviewed - VBI Use	Yes	No
Adjunct Cohort	University of La Verne	In the education field, a cohort consists of students who are enrolled in a program and are currently included in the institution's reported cohort measurement.		Reviewed - VBI Use	Yes	No
Administrative Staff	University of La Verne	Departments and units not housed within a college or school.		Reviewed - VBI Use	Yes	No
Administrative Support	University of La Verne	Departments and units not housed within a college or school.		Reviewed - VBI Use	Yes	No
Admissions Test Scores	University of La Verne	Applicants that have been granted an official offer to enroll.		Reviewed - VBI Use	Yes	No
Admissions Test Scores	University of La Verne	Scores on standardized admissions tests or special admissions tests (SAT, ACT, GRE, GMAT, MCAT, etc.).		Reviewed - VBI Use	Yes	No



Definitions

Search:

Sort by:

Display:

Filter by:

Displaying definitions 1 - 50 of 162 in total

Previous
1
2
3
4
Next

Download Definitions as CSV

Expand Technical Definitions?

4-Year Graduation Rate

Source: University of Central Florida

Version 1 of 1

Created by Denise Barulich 02/28/2019

Approved by Denise Barulich 02/28/2019

Percent of students entering the institution in a degree-seeking undergraduate cohort who complete their bachelor's degree within four years.

Comparative cohorts may differ by initiative. The most commonly used cohort is the

Technical definitions:

CLASSIFICATION: Unrestricted/Public Data

USED IN: 4 Specifications

FUNCTIONAL AREAS:

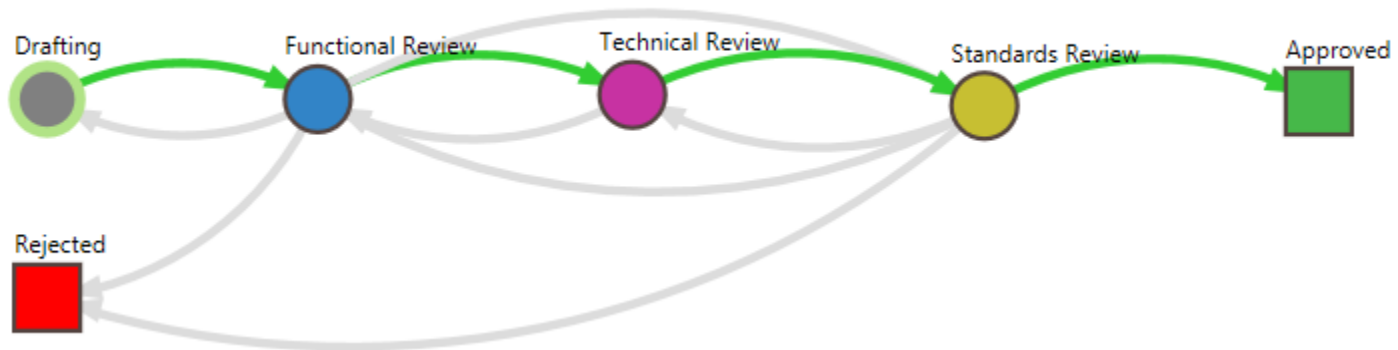
Institutional Knowledge Management

TAGS: Public

3

Workflow

Department Definition Approval



4

Maintenance

Data Cookbook Team

(8 members of IKM staff)

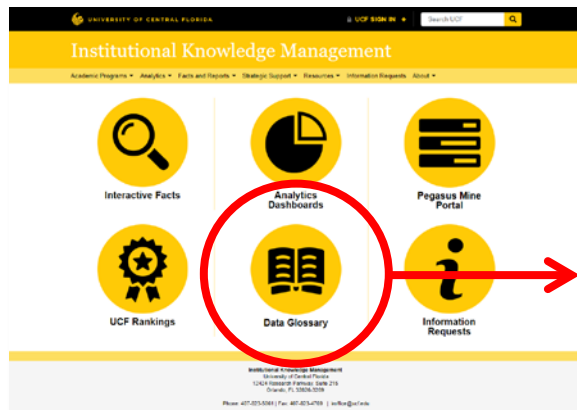
- Meets on Fridays
- Reviews new items
- Updates existing items (new version)
- Plans for future development



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Uses: Data Glossary

Access it on the
IKM website:
ikm.ucf.edu



Institutional Knowledge Management

Academic Programs ▾ Analytics ▾ Facts and Reports ▾ Strategic Support ▾ Resources ▾ Information Requests ▾ About ▾

Data Glossary

This page is best viewed using Chrome or Firefox browsers.

The data glossary is a collection of common terms used at UCF and is powered by iData Inc.'s Data Cookbook software.

datacookbook

Additional definition details can be found by clicking on the term name below. This will take you to the Data Cookbook, which requires UCF NID login credentials.

Display: # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search:

Showing 1 to 10 of 27 entries

Previous 2 3 Next

Term	Definition
4	
4-Year Graduation Rate	<p>Percent of students entering the institution in a degree-seeking undergraduate cohort who complete their bachelor's degree within four years.</p> <p>Comparative cohorts may differ by initiative. The most commonly used cohort is the Summer/Fall Full-Time FTIC cohort. For example, students entering in the Summer/Fall FTIC 2013 cohort must graduate by the end of Summer 2017 to be included in the 4-year graduation rate.</p> <p>SUS Performance Based Funding Metrics: Summer/Fall Full-Time FTIC</p> <p>SUS Preeminent Metrics: Summer/Fall Full-Time FTIC</p>

<https://ikm.ucf.edu/resources/data-glossary/>

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Uses: Specification & Definitions

Performance Based Funding Metrics 2018-19

[Click here for metrics definitions](#)



1 Percent of bachelor's graduates employed (\$25,000+) and/or continuing their education 1 yr after graduation (2015-16)

1	2	3	4	5	6	7	8	9	10
52.3%	54.6%	56.9%	59.2%	61.4%	63.7%	66.0%	68.3%	70.5%	72.8%

67.9%

2 Median wages of bachelor's graduates employed full-time 1 yr after graduation (2015-16)

1	2	3	4	5	6	7	8	9	10
\$18,200	\$20,700	\$23,200	\$25,700	\$28,200	\$30,700	\$33,200	\$35,700	\$38,200	\$40,700

\$38,700

3 Net tuition and fees per 120 credit hours (2016-17)

1	2	3	4	5	6	7	8	9	10
\$18,000	\$17,000	\$16,000	\$15,000	\$14,000	\$13,000	\$12,000	\$11,000	\$10,000	\$9,000

\$16,030

4 Four year graduation rate (full-time FTIC) (2013-17)

1	2	3	4	5	6	7	8	9	10
38.8%	40.0%	41.3%	42.5%	43.8%	45.0%	46.3%	47.5%	48.8%	50.0%

43.8%

5 Academic progress rate (2nd year retention with GPA above 2.0) (2016-17)

1	2	3	4	5	6	7	8	9	10
78.8%	80.0%	81.3%	82.5%	83.8%	85.0%	86.3%	87.5%	88.8%	90.0%

87.3%

IKM 05.2018

Data Cookbook Report Viewer

https://forms.ikm.ucf.edu/cookbook/dcb_spec_summary_v1.html?report_id...



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Performance Based Funding (PBF) 2018-19

Purpose

The PBF model for the State University System (SUS) works by awarding funds to Florida universities based on their performance in several predetermined metrics.

Description

The 2018-19 PBF model includes 10 metrics that evaluate Florida institutions on a range of measures. 1. Percent of bachelor's graduates enrolled or employed (\$25,000+) 2. Median wages of bachelor's graduates employed full-time 3. Net tuition and fees per 120 credit hours 4. 4-year graduation rate 5. Academic progress rate 6. Bachelor's degrees awarded in programs of strategic emphasis 7. University access rate 8. Graduate degrees awarded in programs of strategic emphasis 9. Percent of bachelor's degrees without excess hours 10. Number of bachelor's degrees awarded annually

Access Details

The Performance Based Funding (PBF) section can be viewed in the 2018 Accountability Plan here: <https://ikm.ucf.edu/files/2018/06/UCF-Accountability-Plan-2018.pdf> View a summary of PBF metric scores here: <https://ikm.ucf.edu/strategic-support/performance-funding/>

Definitions

Percent of Bachelor's Graduates Enrolled or Employed (\$25,000+)

SUS Performance Based Funding Metrics: The percentage of bachelor's degree recipients in a graduating class by academic year who are enrolled or employed (earning at least \$25,000) somewhere in the United States one year after graduation.

Notes:

- Students who do not have valid social security numbers and are not found enrolled are excluded.
- As of February 2016, the data includes non-Florida data from 41 states and districts, including the District of Columbia and Puerto Rico.

BOG Post Graduation Methodology

Median Wages of Bachelor's Graduates Employed Full-Time

SUS Performance Based Funding Metrics: Annualized Unemployment Insurance (UI) wage data from the fourth fiscal quarter after graduation for bachelor's recipients. This data does not include individuals who are self-employed, employed by the military, those without a valid social security number, or making less than minimum wage. This data is collected by the FL BOG from multiple sources and provided to UCF. As of February 2016, the data includes non-Florida data from 41 states and districts, including the District of Columbia and Puerto Rico.

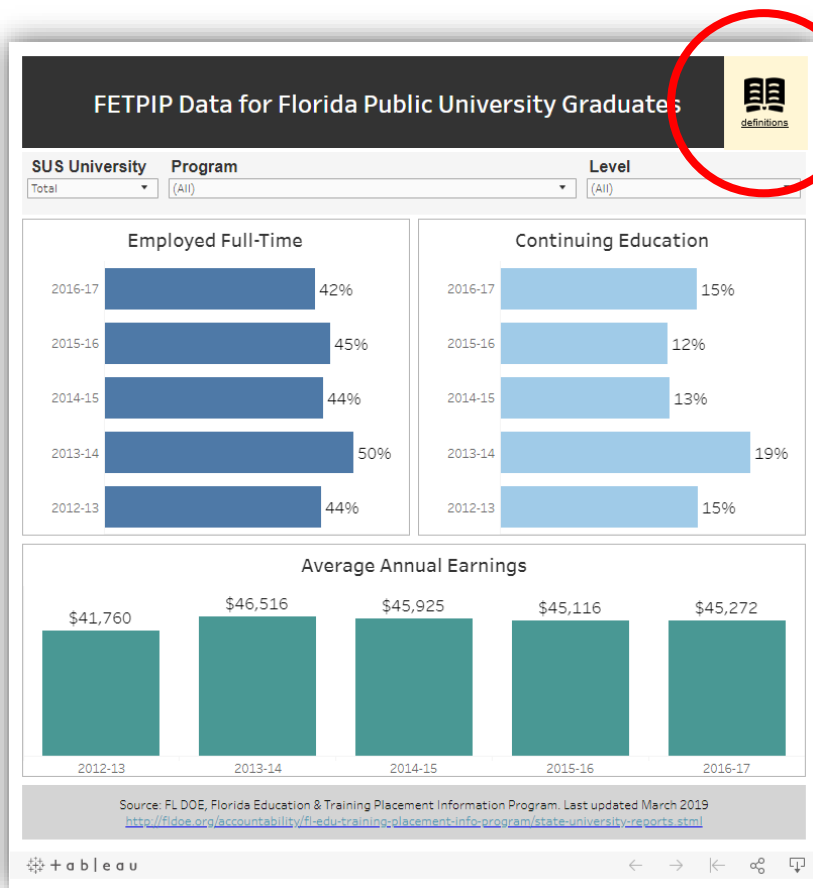
BOG Post Graduation Methodology

<https://analytics.ucf.edu/wp-content/uploads/sites/4/2019/11/PBF-2019-20-One-Page.pdf>



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Uses: Specification & Definitions



Data Cookbook Report Viewer - Google Chrome

https://forms.ikm.ucf.edu/cookbook/dcb_spec_summary_v1.html?report_i...

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Interactive Facts - FETPIP Dashboard

Purpose

The Florida Education and Training Placement Information Program (FETPIP) is a data collection and consumer reporting system that provides follow-up data on former students and program participants who have graduated, exited or completed a public education or training program within the State of Florida. Data in the FETPIP dashboard is used for reporting purposes including the FL Board of Governors (BOG) Performance Based Funding metrics.

Description

The FETPIP dashboard is an interactive tool containing the most recent five years' worth of FETPIP data on Florida public university graduates including: Full-time employment Continuing education Average annual earnings The dashboard is filterable by university, program and degree level.

Access Details

The FETPIP dashboard is updated annually in the spring and can be viewed here:
<https://ikm.ucf.edu/facts-and-reports/interactive-facts/fetpip-2/>

Definitions

FETPIP - Average Annual Earnings

Average annual earnings for those found employed full-time.

FETPIP - Continuing Education

Based on enrollment data for the Fall semester of the most recent year and preliminary Winter/Spring semester of the following year.

<https://ikm.ucf.edu/facts/interactive-facts/fetpip/>

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Collaborators

Targeted UCF offices:

- Financial Aid
- Center for Distributed Learning
- Office of Student Success

Gives them ability to write their own definitions

Training time involved



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Collaborators: User Guides



UCF Data Cookbook Quick Guide

The purpose of this quick guide is to provide UCF users a brief overview of the Data Cookbook and how to perform basic functions in the system, such as creating definitions, building specifications, and moving items through a workflow.

What is the Data Cookbook?

The Data Cookbook is a central repository of data definitions and data governance tool created by IData, Inc. It offers a collaborative environment to develop definitions for UCF's data tables and reports. For more information, please visit <http://www.datacookbook.com/>.

Logging In & Home Page

1. Navigate to <https://ucf.datacookbook.com/login>
2. Login with your NID and NID password
3. You will be taken to your home page (sample below), which displays:
 - a. **Tasks** – list of items assigned to you
 - b. **My Feed** – activity on any items you are watching
 - c. **Buttons** to create a definition or specification, including step-by-step tutorials under “Show Me How”
 - d. **Definitions Recently Added** – with links to access each one
 - e. **Search Bar** – Search the Cookbook for definitions

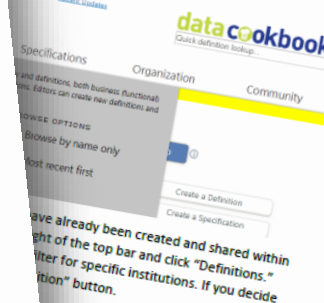


Institutional Knowledge Management
UNIVERSITY OF CENTRAL FLORIDA

case that refers to an object, business concept, measurement, or process. Definitions are managed objects that are reviewed and approved. Definitions have the following components:

- Classification
- Quality Attributes
- Technical Definition

In the Data Cookbook, navigate to the Definitions tab at the top of the page, as shown outlined in red below.



Future Plans: Technical Details

Financial Aid Applicant

Created 9 months ago by [Scott Flory](#)

Modified 3 months ago by [Scott Flory](#)

[Pending Changes](#)

[View History](#)

[Stop Watching](#)

This term has no approved versions. Showing the latest version.

Functional definition:

A person becomes a financial aid applicant for a particular [academic year](#) when Loyola has received an [ISIR record](#) and a [CSS PROFILE record](#).

Loyola will use import processes in Colleague to bring these records into the system. A person becomes a financial aid applicant on the earliest date that both of these records have been imported into the system.

This person may or may not be an [accepted undergraduate student](#). They are still counted as a Financial Aid Applicant.

Technical definitions:

Technical definition

Data System: Datatel Colleague

Time Context: Financial Aid Year Related

ISIR and PROFILE records are imported into Colleague into the ISIR.FAFSA file regularly. They populate the ISIR.FAFSA file which contains a IFAF.ISIR.TYPE field indicating the type of record imported.

IFAF.ISIR.TYPE = 'ISIR' - this is for actual ISIR records

IFAF.ISIR.TYPE = 'PROF' - this is for CSS PROFILE records

There are other types, but to identify an FA Applicant, we only need those two.

To calculate applicants for a given year, you will need to check for:

IFAF.IMPORT.YEAR = (the given year, like 2011).

use the ISIR.FAFSA.ADDDATE to indicate the date Loyola imported this.

So an applicant is one who has BOTH an ISIR and a PROF type record for this current IFAF.IMPORT.YEAR.

Multiple ISIRs or PROFs can exist for a student for a year, so we will need to determine the earliest date we received each of those, and then take the later of those two dates to determine the date in which they became an applicant.

Technical definition

Data System: ODS Production

Time Context: Financial Aid Year Related

The following select will give you a result set showing the student ID, the year, and the date they became an applicant. If they were not an applicant in that year, they will not appear in this select.

So, this select will only show FA applicants and the date and year they became an FA applicant.

ODS_ISIR_FAFSA is a view in ODS of the SPT_ISIR_FAFSA table, which is a target transform of ISIR.FAFSA.

```
select IFAF_STUDENT_ID, IFAF_IMPORT_YEAR, AppDate
from (
  select IFAF_STUDENT_ID, IFAF_IMPORT_YEAR, COUNT(IFAF_ISIR_TYPE) as "Apps",
  MAX(MINDATE) as "AppDate"
  from (
    select oif.IFAF_STUDENT_ID, oif.IFAF_IMPORT_YEAR,
    oif.IFAF_ISIR_TYPE, min(oif.ISIR_FAFSA_ADDDATE) as "MINDATE"
    from ODS_ISIR_FAFSA oif
    where oif.IFAF_ISIR_TYPE = 'ISIR'
    group by oif.IFAF_STUDENT_ID, oif.IFAF_IMPORT_YEAR,
    oif.IFAF_ISIR_TYPE
    UNION
    select oif.IFAF_STUDENT_ID, oif.IFAF_IMPORT_YEAR,
    oif.IFAF_ISIR_TYPE, min(oif.ISIR_FAFSA_ADDDATE) as "MINDATE"
    from ODS_ISIR_FAFSA oif
    where oif.IFAF_ISIR_TYPE = 'PROF'
    group by oif.IFAF_STUDENT_ID, oif.IFAF_IMPORT_YEAR,
    oif.IFAF_ISIR_TYPE
  ) min_isir
  group by IFAF_STUDENT_ID, IFAF_IMPORT_YEAR
  ) max_date
where Apps = 2
```

Technical definition

Data System: Universe: Colleague FA Dashboard R1

Time Context: Financial Aid Year Related

Class: FA Applicant

Object: "FA Applicant ID" - the student ID

Object: "FA Applicant Year" - the year they were an applicant

Object: "FA Applicant Date" - the date they became an applicant

The derived table "L27_FA_APPLICANTS" uses the query from the ODS tables (provided in the ODS technical definition) to provide the FA applicants, the year and date they became applicants.

Questions?

Danae Barulich

Danae.Barulich@ucf.edu

Druanna Mozingo

Druanna.Mozingo@ucf.edu

