We like to say “we don’t have a horse in the race, we’re responsible for making sure the race happens” - and we mean it!

Our goal is to give the SMEs who do have a “horse in the race” an opportunity to provide input while the Metadata Manager guides them through the process.

Not sure who should be part of the conversation? Don’t worry! We make it a priority to find Data Stakeholders and identify any SMEs outside of the core vetting group.

At the end of the day, we make sure the “race happens” in a timely manner while delivering valuable institutional term definitions to the UW.

**AN INSTITUTIONAL TERM VETTING GROUP IS A COLLECTION OF SUBJECT MATTER EXPERTS WHO VET AND APPROVE TERM DEFINITIONS. THE METADATA MANAGER SUPPORTS AND GUIDES THE GROUP THROUGH THE PROCESS.**

Subject Matter Experts (SMEs) collaborate, review and agree on the meaning of institutional term definition(s). Individuals with special interest in the term definition(s) are Data Stakeholders. SMEs vet a proposed term definition. Once SMEs have agreed on a term definition, it is sent to the Data Custodian for approval. The approved institutional term definition is published to Knowledge Navigator, the UW’s guide to data and information.

**BENEFITS**

Our ultimate goal is to have the UW speak the same language and have the same understanding of a term to inform data decisions.

By participating in the term vetting process, we offer:

- **RESEARCH** existing definitions to provide a draft
- **PRIORITIZATION** reducing SME burden
- **CLARITY** how UW refers to institutional terms
- **COLLABORATION** between SMEs
- **GUIDANCE** provided by the Metadata Manager
- **MOMENTUM** moving the process forward

**THE SOLUTION IS THE PROCESS**

1. **DRAFT** term definition for SMEs to review
2. **VET** term definition with SMEs
3. **APPROVE** the term definition from Data Custodian
4. **PUBLISH** approved term definition to Knowledge Navigator

**OUR ROLE**

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**DEFINE “INSTITUTIONAL DEFINITION”**

- Institutional definition describes the scenario in which the definition of a term has been thoroughly vetted by SMEs and approved by a data custodian(s), resulting in shared agreement on meaning by one or more UW Subject Areas.

- In the case of Knowledge Navigator, SMEs collaboratively generate institutional definitions through a term vetting framework.

**KNOWLEDGE NAVIGATOR**

Knowledge Navigator enables users to search and explore institutional term definitions. It displays the relationship from the term definition to its related data when possible.
## TERM VETTING PROCESS

1. **DRAFT**
2. **VET**
3. **APPROVE**

### Backlog
- DATAG...215 NOT APPROVED Transfer Status
- DATAG...240 STOP OUT - See Absent Student
- DATAGOY.65 External Email Address
- DATAGOY.69 Financial Aid Address
- DATAGOY.72 Temporary Address
- DATAGOY....1 Application for Admission
- DATAGOY....156 SYNONYM Major Description
- DATAGOY....2 Student Visa Type
- DATAGOY....238 Major GPA
- DATAGOY....240 Veteran Status
- DATAGOY....239 Departmental GPA
- DATAGOY....104 Pre-Major
- DATAGOY....273 Absent Student
- DATAGOY....147 Tuition and Fees
- DATAGOY....297 Student Athlete

### Drafting Definition
- DATAGOY....244 Student Visa Type
- DATAGOY....244 Major GPA
- DATAGOY....238 Departmental GPA
- DATAGOY....104 Pre-Major
- DATAGOY....273 Absent Student
- DATAGOY....147 Tuition and Fees
- DATAGOY....297 Student Athlete

### SME Reviewing
- DATAGOY....244 Student Visa Type
- DATAGOY....238 Major GPA
- DATAGOY....239 Departmental GPA
- DATAGOY....104 Pre-Major
- DATAGOY....273 Absent Student
- DATAGOY....147 Tuition and Fees
- DATAGOY....297 Student Athlete

### Metadata Team Pre-DC Reviewing
- DATAGOY....244 Student Visa Type
- DATAGOY....238 Major GPA
- DATAGOY....239 Departmental GPA
- DATAGOY....104 Pre-Major
- DATAGOY....273 Absent Student
- DATAGOY....147 Tuition and Fees
- DATAGOY....297 Student Athlete

### DC Reviewing
- DATAGOY....244 Student Visa Type
- DATAGOY....238 Major GPA
- DATAGOY....239 Departmental GPA
- DATAGOY....104 Pre-Major
- DATAGOY....273 Absent Student
- DATAGOY....147 Tuition and Fees
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### Approved for Publish
- DATAGOY....244 Student Visa Type
- DATAGOY....238 Major GPA
- DATAGOY....239 Departmental GPA
- DATAGOY....104 Pre-Major
- DATAGOY....273 Absent Student
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### Navigate to:
metadata.uw.edu
Log in using your UW NetID.

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### Did You Know
Knowledge Navigator terms are the source of truth for term definitions and display in the UW Profiles definitions tab.

**Knowledge Navigator** is a tool for communicating our complex data ecosystem.

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9 Subject Glossaries
200+ Terms Vetted to date
2,000+ Searchable Terms

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**UNIVERSITY of WASHINGTON**
**INFORMATION TECHNOLOGY**
**ENTERPRISE INFORMATION, INTEGRATION & ANALYTICS**

**ITCONNECT.UW.EDU**
**help@uw.edu**

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**BE BOUNDLESS**