



INSTITUTIONAL TERM VETTING

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

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.

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

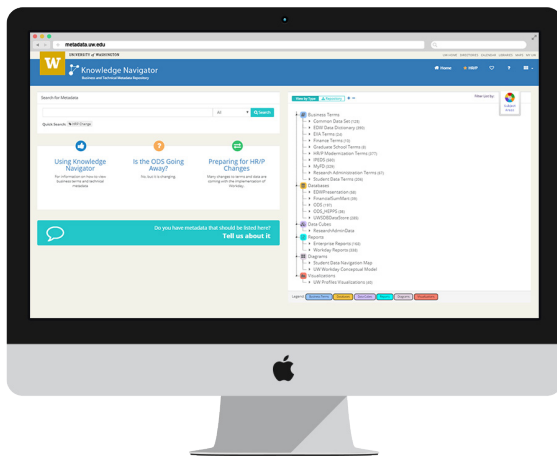
1 DRAFT

2 VET

3 APPROVE

Backlog	Drafting Definition	SME Reviewing	Metadata Team Pre-DC Reviewing	DC Reviewing	Approved for Publish
<ul style="list-style-type: none"> DATAG...-215 ↔ NOT APPROVED: Transfer Status DATAG...-240 ↔ Stop Out - See Absent Student DATAGOV-65 ↔ External Email Address DATAGOV-69 ↔ Financial Aid Address DATAGOV-72 ↔ Temporary Address 	<ul style="list-style-type: none"> DATAG...-191 ↔ Application for Admission DATAG...-156 ↔ SYNONYM: Major Description DATAG...-204 ↔ Veteran Status DATAG...-104 ↔ Pre-Major DATAG...-147 ↔ Tuition and Fees 	<ul style="list-style-type: none"> DATAG...-244 ↔ Student Visa Type DATAG...-238 ↔ Major GPA DATAG...-239 ↔ Departmental GPA DATAG...-273 ↔ Absent Student DATAG...-297 ↔ Student Athlete 			

4 PUBLISH



Navigate to:
metadata.uw.edu
 Log in using your UW NetID.

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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Subject
Glossaries

200+

Terms Vetted
to date

2,000+

Searchable
Terms