



# 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

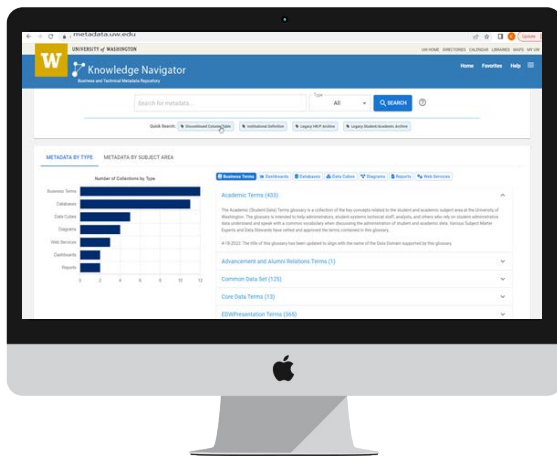
# 2 VET

# 3 APPROVE

The screenshot displays the Knowledge Navigator interface for term vetting. It is organized into six columns representing stages of the process:

- Backlog:** Lists 5 items, including 'DATAG...-215 NOT APPROVED: Transfer Status' and 'DATAGOV-72 Temporary Address'.
- Drafting Definition:** Lists 5 items, including 'DATAG...-191 Application for Admission' and 'DATAG...-104 Pre-Major'.
- SME Reviewing:** Lists 5 items, including 'DATAG...-244 Student Visa Type' and 'DATAG...-273 Absent Student'.
- Metadata Team Pre-DC Reviewing:** (Empty)
- DC Reviewing:** Shows a detailed view of 'Edit Issue : DATAGOV-97' with fields for 'Glossary Name' (Student Data Business Terms), 'Data Custodian' (Helen Garrett), 'Term Name' (Student Major Count), 'Term Definition' (A count of the number of all of the majors of students who are enrolled for the given Academic Quarter...), 'Synonyms' (Duplicated Headcount), and 'Notes'.
- Approved for Publish:** (Empty)

# 4 PUBLISH



Navigate to:  
[metadata.uw.edu](http://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