

CHES Data Definitions for Colleges and Universities

Second Edition – January 2004

The package contains:

A CD jewel case with an insert that includes an *Introduction* to the product, the *License Agreement*, the *Limited Warranty*, and a request for comments on the product.

The CD contains:

A *Documentation* folder with the *DD2 Installation Instructions* and *DD2 Documentation* for the *CHES MetaData Administrator* software.

A Microsoft Access file (*dd2.mdb*) that contains the *CHES Data Definitions* and the *CHES Taxonomy* plus necessary *Access Forms* and several *Reports*.

The Microsoft *Excel Tables* of codes, categories, and definitions.

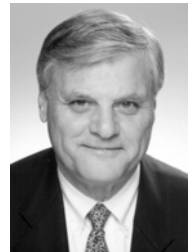
Various other folders that contain the *CHES MetaData Administrator* free-license software.

The *CHES Data Definitions* provides an initial set of descriptive information for administrative systems in colleges and universities and a basic set of web-based software to maintain an institutional Taxonomy of Activities and Data Dictionary. *Data Definitions* was designed to help administrators responsible for assuring that data from different institutional systems is uniformly defined and can be integrated across these systems. The list of data elements, the definitions, and the Excel tables of codes, categories and descriptions incorporate existing standards where available, and are as complete as possible.

As colleges and universities build institutional data dictionaries for administrative applications, data warehouses, and planning and management databases, the data contained in the *CHES Data Definitions* may be modified and maintained with the included web-based software, or imported into local systems in any way that will be beneficial in constructing and maintaining the institution's information architecture. It is a resource that allows institutions to efficiently review and revise their data systems, understanding at the same time how these databases will support external data collection efforts. The CHES tool is particularly valuable in data warehouse efforts. As with any product of this type, institutional use will uncover details that could be more useful, new data elements will be required by institutional practices and government agencies and existing standards will change over time. *CHES Data Definitions* has the flexibility to help administrators keep the information architecture up to date.

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Charles R. Thomas,
NCHEMS Senior Consultant and
CHES President, is the author
of the *CHES Data Definitions*.



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