

2024

# Report Catalog Data Dictionary

Enterprise Data Governance  
Institutional Research and Enterprise Data Management  
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## Introduction

The presented elements represent a combination of Dublin Core fields, data catalog fields, and local fields for the item-level catalog records created and maintained in the metadata management system [Collibra](#). These guidelines are based on the [Dublin Core Metadata Initiative \(DCMI\)](#), [OCLC's Best Practices for Creating Shareable Metadata](#), and Collibra requirements.

This document also contains a listing of controlled vocabularies. Vocabularies are divided into Standardized Vocabularies and Local Vocabularies. Standardized vocabularies are created and maintained by international institutions, organizations, or governing bodies. Local vocabularies are guided by departmental vocabularies or system needs and maintained locally.

This document defines the scope and characteristics of the elements, as well the rules for their usage and application. In the interest of interoperability, it is important that the elements, attributes, and vocabularies are used consistently.

## Report Catalog Schema

Elements are the individual pieces of metadata derived from the reporting object and are entered into the data catalog.

Element	Access URL
Status	Required when available
Repeatable	Yes
Definition	A uniform resource locator to access an asset/resource. Used in addition to the attribute URL as another point of access.
DC Mapping	dc:identifier
Collibra Mapping	Access URL
Applies To	Report
Example(s)	<a href="https://ire.uncg.edu/facts/campus_profile/">https://ire.uncg.edu/facts/campus_profile/</a>
Note	Used in Power BI records to supplement the URL field.  This term will be available at the top of the record as the intended link for users to access dashboards. Collibra uses the URL field for the harvested link that cannot be changed or hidden.

Element	Access Rights
Status	Recommended as appropriate
Repeatable	No
Definition	Information about who has permission to view the asset/resource.
DC Mapping	dcterms:accessRights
Collibra Mapping	Access Rights
Applies To	Document; Folder; Report; Webform
Example(s)	Internal access via Insight. Public access via website.
Note	

Element	Alternative Title
Status	Recommended as appropriate
Repeatable	Yes
Definition	An alternative name for the asset/resource.
DC Mapping	dcterms:alternative
Collibra Mapping	Alternative Title
Applies To	Document; Folder; Report; Webform

Example(s)	Faculty EDI Dashboard Military Dashboard
Note	

Element	<b>Certified</b>
Status	Required when available
Repeatable	No
Definition	Indicates whether a report asset meets the set standards.
DC Mapping	Does not map
Collibra Mapping	Certified
Applies To	Report
Example(s)	
Note	Definition of this field is sourced from Collibra.

Element	<b>Code Snippet</b>
Status	Recommended as appropriate
Repeatable	Yes
Definition	A small block of re-usable source code, machine code, or text.
DC Mapping	Does not map
Collibra Mapping	Code Snippet
Applies To	Measure; Report Attribute
Example(s)	<pre> "found_dbname=databasename1;found_hostname=*": {   "dbname": "critical_reports",   "schema": "dbo",   "collibraSystemName": "critical_reports" }, "filters":[   {     "domainId": "5b2a7fda-5ddb-4fae-8f5f-782d511c3179",     "description": "FirstFilter",     "workspaceIds": ["d5e1d958-b6a1-469b-84f1-346a421e51b5"]   } ] </pre>
Note	

Element	<b>Contributor</b>
Status	Recommended as appropriate
Repeatable	Yes

Definition	An entity responsible for making contributions to the asset/resource. May include preparer.
DC Mapping	dc:contributor
Collibra Mapping	Contributor
Applies To	Report
Example(s)	Alice Fleck Institutional Research and Enterprise Data Management
Note	Use UNCG Name Authority when applicable.  Otherwise, formatting to follow: <i>personal name</i> : First Name Last Name <i>corporate name</i> : Corporate name in full direct form  No title or prefix included.

<b>Element</b>	<b>Creator</b>
Status	<b>Required when available</b>
Repeatable	Yes
Definition	An entity responsible for making and/or maintaining the asset/resource. May include author or developer.
DC Mapping	dc:creator
Collibra Mapping	Creator
Applies To	Document; Folder; Report; Webform
Example(s)	Madison Turner Serhiy Polyakov
Note	Use UNCG Name Authority when applicable.  Otherwise, formatting to follow: <i>personal name</i> : First Name Last Name <i>corporate name</i> : Corporate name in full direct form  No title or prefix included.  On most assets in Collibra this information is entered under Responsibilities.

<b>Element</b>	<b>Data Source</b>
Status	<b>Required when available</b>
Repeatable	Yes
Definition	The source from which the reporting object is derived.
DC Mapping	Does not map

Collibra Mapping	Data Source
Applies To	Report
Example(s)	SDM Banner
Note	Use the local vocabulary Data Source.

<b>Element</b>	<b>Data State</b>
Status	Required when available
Repeatable	Yes
Definition	The type of data used to create or inform the reporting object. May include frozen, live, or overnight.
DC Mapping	Does not map
Collibra Mapping	Data Type
Applies To	Report
Example(s)	Frozen Overnight
Note	Use the local vocabulary Data State.

<b>Element</b>	<b>Date Certified</b>
Status	Required when available
Repeatable	No
Definition	The date the asset/resource was certified.
DC Mapping	Does not map
Collibra Mapping	Date Modified
Applies To	Report
Example(s)	2021-09-22 2022-04-01
Note	Use W3CDTF in data collection.  Collibra does not display dates in the W3CDTF.

<b>Element</b>	<b>Date Modified</b>
Status	Required when available
Repeatable	No
Definition	The date the asset/resource was changed. May include a modification like an additional metric or data point.
DC Mapping	dcterms:modified

Collibra Mapping	Date Modified
Applies To	Report
Example(s)	2021-09-22 2022-04-01
Note	Use W3CDTF.  In PBI dashboards this date may appear/override in the same place as Date Published. Use the date the PBI dashboard was harvested into Collibra.  Collibra does not display dates in the W3CDTF.

Element	Date Published
Status	Required when available
Repeatable	No
Definition	The date the asset/resource was made available online or distributed.
DC Mapping	dcterms:issued
Collibra Mapping	Date Published
Applies To	Document; Folder; Report; Webform
Example(s)	2021-09-22 2022-04-01
Note	Use W3CDTF.  Collibra does not display dates in the W3CDTF.

Element	Definition
Status	Required
Repeatable	No
Definition	The definition of the business asset. This is the shortest possible description that clearly defines the asset.
DC Mapping	dc:description
Collibra Mapping	Definition
Applies To	Measure; Report Attribute
Example(s)	
Note	Definition of this field is sourced from Collibra.

Element	Description
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Status	Required
Repeatable	No
Definition	The description of the asset. This is typically a more verbose way to describe what the asset means.
DC Mapping	dc:description
Collibra Mapping	Description
Applies To	Document; Folder; Report; Webform
Example(s)	<p>This dashboard is intended to enable users to compare official census credit hour data by Course College/School, Course Department, and other course dimensions.</p> <p>This dashboard enables the user to view official, IPEDS reportable, census enrollment data by College/School, Department, and other dimensions.</p>
Note	Definition of this field is sourced from Collibra.

Element	Descriptive Example
Status	Recommended as appropriate
Repeatable	Yes
Definition	An example of the asset.
DC Mapping	Does not map
Collibra Mapping	Descriptive Example
Applies To	Measure; Report Attribute
Example(s)	
Note	Definition of this field is sourced from Collibra.

Element	Domain
Status	Required
Repeatable	No
Definition	A grouping of assets in Collibra.
DC Mapping	Does not map
Collibra Mapping	Domain
Applies To	Document; Folder; Measure; Report; Report Attribute; Webform
Example(s)	<p>University Global Report Catalog</p> <p>Student Report Catalog</p>
Note	Required in Collibra when creating a new asset.

	Collibra provides a drop down of options to select where the report will live.  Definition of this field is sourced from Collibra.
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Element	Format
Status	Required when available
Repeatable	Yes
Definition	The file format, physical medium, or dimensions of the asset/resource.
DC Mapping	dc:format
Collibra Mapping	Format
Applies To	Document; Report; Webform
Example(s)	application/pdf application/twbx
Note	Use Internet Assigned Number Authority Media Types (MIME).  Otherwise, follow MIME syntax.

Element	Frequency
Status	Required
Repeatable	No
Definition	The rate at which an asset/resource changes over an interval of time.
DC Mapping	dcterms:accrualPeriodicity
Collibra Mapping	Frequency
Applies To	Report
Example(s)	Annual Semesterly
Note	Use Dublin Core Collection Description Frequency Vocabulary.  Definition of this field is sourced from Collibra.

Element	Language
Status	Required
Repeatable	Yes
Definition	The language of the asset/resource.
DC Mapping	dc:language

Collibra Mapping	Language
Applies To	Document; Folder; Report; Webform
Example(s)	eng ita
Note	Use ISO 639.2 codes.

<b>Element</b>	<b>Location</b>
Status	<a href="#">Recommended as appropriate</a>
Repeatable	Yes
Definition	The location where the actual asset is stored or can be found.
DC Mapping	Does not map
Collibra Mapping	Location
Applies To	Document; Folder; Report
Example(s)	
Note	Definition of this field is sourced from Collibra.

<b>Element</b>	<b>Note</b>
Status	<a href="#">Recommended as appropriate</a>
Repeatable	Yes
Definition	A brief record to assist the memory or for future reference.
DC Mapping	Does not map
Collibra Mapping	Note
Applies To	Document; Folder; Measure; Report; Report Attribute; Webform
Example(s)	
Note	Definition of this field is sourced from Collibra.

<b>Element</b>	<b>Output Type</b>
Status	<a href="#">Recommended as appropriate</a>
Repeatable	No
Definition	The published format of the reporting object.
DC Mapping	Does not map
Collibra Mapping	Output Type
Applies To	Report; Webform

Example(s)	Report Dashboard
Note	Use the local vocabulary Output Type.

<b>Element</b>	<b>Owner</b>
Status	Required
Repeatable	Yes
Definition	An entity who is responsible for accuracy, integrity, and timeliness of an information asset and establishing the controls for its generation, collection, processing, access, dissemination, and disposal.
DC Mapping	Does not map
Collibra Mapping	Owner
Applies To	Document; Folder; Report; Webform
Example(s)	Madison Turner Alice Fleck
Note	Use UNCG Name Authority when applicable.  Otherwise, formatting to follow: <i>personal name</i> : First Name Last Name <i>corporate name</i> : Corporate name in full direct form  No title or prefix included.

<b>Element</b>	<b>Publisher</b>
Status	Required
Repeatable	Yes
Definition	An entity responsible for making the asset/resource available. May include online publication or print.
DC Mapping	dc:publisher
Collibra Mapping	Publisher
Applies To	Report
Example(s)	Institutional Research and Enterprise Data Management Human Resources

Note	<p>Use UNCG Name Authority when applicable.</p> <p>Otherwise, formatting to follow:  <i>personal name</i>: First Name Last Name  <i>corporate name</i>: Corporate name in full direct form</p> <p>No title or prefix included.</p> <p>On most reports this field is entered as a relationship.</p>
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Element	Relation
Status	Recommended as appropriate
Repeatable	Yes
Definition	The location of the asset/resource's supplemental materials. Recommended practice is to identify the related reporting object by means of a URI.
DC Mapping	dc:relation
Collibra Mapping	Relation
Applies To	Document; Folder; Report
Example(s)	
Note	

Element	Requester
Status	Recommended as appropriate
Repeatable	Yes
Definition	An entity requesting the creation of the asset/resource.
DC Mapping	Does not map
Collibra Mapping	Requester
Applies To	Report
Example(s)	Madison Turner Institutional Research and Enterprise Data Management
Note	<p>Use UNCG Name Authority when applicable.</p> <p>Otherwise, formatting to follow:  <i>personal name</i>: First Name Last Name  <i>corporate name</i>: Corporate name in full direct form</p> <p>No title or prefix included.</p>

Element	Requesting Unit
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Status	Recommended as appropriate
Repeatable	Yes
Definition	The requestor's division, college, unit, department, or team.
DC Mapping	Does not map
Collibra Mapping	Requesting Unit
Applies To	Report
Example(s)	Institutional Research and Enterprise Data Management Equity, Diversity, and Inclusiveness
Note	Use UNCG Name Authority when applicable.  Otherwise, formatting to follow: <i>personal name</i> : First Name Last Name <i>corporate name</i> : Corporate name in full direct form  No title or prefix included.

<b>Element</b>	<b>Rights</b>
Status	Required
Repeatable	No
Definition	Information about rights held in and over the reporting object. This includes a statement about property rights associated with the asset/resource, including intellectual property rights.
DC Mapping	dc:rights
Collibra Mapping	Rights
Applies To	Document; Folder; Report
Example(s)	Copyright © UNC Greensboro. All rights reserved. All Content © The University of North Carolina System
Note	Following North Carolina General Statutes with guidance from the UNCG Office of Institutional Integrity and General Counsel's recommendations.

<b>Element</b>	<b>Security Classification</b>
Status	Required
Repeatable	No
Definition	Classification of the asset based on sensitivity.
DC Mapping	Does not map
Collibra Mapping	Security Classification
Applies To	Document; Folder; Measure; Report; Report Attribute; Webform

Example(s)	L1 Public L2 Internal
Note	Use UNCG Security Classification.  Definition of this field is sourced from Collibra.

<b>Element</b>	<b>Snapshot Type</b>
Status	Required when available
Repeatable	Yes
Definition	The period for which the reporting object is published. Corresponds to the Snapshot ID derived from UNC Data Marts.
DC Mapping	Does not map
Collibra Mapping	Snapshot Type
Applies To	Report
Example(s)	Census Post Grades
Note	Use the local vocabulary Snapshot Type.

<b>Element</b>	<b>Subject</b>
Status	Recommended as appropriate
Repeatable	Yes
Definition	The topic of the asset/resource.
DC Mapping	dc:subject
Collibra Mapping	Subject
Applies To	Report
Example(s)	Student Enrollment
Note	Use the Higher Education Data Reference Model.

<b>Element</b>	<b>Table of Contents</b>
Status	Recommended as appropriate
Repeatable	No
Definition	A list of sub-units of the reporting object.
DC Mapping	dcterms:tableOfContents
Collibra Mapping	Table of Contents
Applies To	Report

Example(s)	Enrolled by Level, Enrollment by Institution, Demographics, Where Students Come From, Enrolled by Major, Build Your Own Report, About the Dashboard, Additional Notes  Sankey, Detail, About this Dashboard
Note	

<b>Element</b>	<b>Third Party Data</b>
Status	Recommended as appropriate
Repeatable	No
Definition	The data source from which the reporting object's data is derived when external to UNCG or the UNC System Office.
DC Mapping	Does not map
Collibra Mapping	Third Party Data
Applies To	Report
Example(s)	National Student Clearinghouse U.S. Department of Education, National Center for Education Statistics
Note	

<b>Element</b>	<b>Title</b>
Status	Required
Repeatable	No
Definition	The name given to the asset/resource.
DC Mapping	dc:title
Collibra Mapping	Name
Applies To	Document; Folder; Measure; Report; Report Attribute; Webform
Example(s)	Diversity Dashboard Faculty Enrollment Dashboard
Note	Required in Collibra when creating a new asset.

<b>Element</b>	<b>Type</b>
Status	Required
Repeatable	No
Definition	Defines the semantics of an asset as a kind of template and which attribute types, relation types, and statuses the asset can have.
DC Mapping	Does not map
Collibra Mapping	Type



Applies To	Document; Folder; Measure; Report; Report Attribute; Webform
Example(s)	Report Report Attribute
Note	Required in Collibra when creating a new asset.  Definition of this field is sourced from Collibra.

<b>Element</b>	<b>URL</b>
Status	<b>Required</b>
Repeatable	Yes
Definition	Uniform Resource Locator, also known as a web address.
DC Mapping	dc:identifier
Collibra Mapping	URL
Applies To	Document; Folder; Report; Webform
Example(s)	<a href="https://ire.uncg.edu/facts/campus_profile/">https://ire.uncg.edu/facts/campus_profile/</a>
Note	Definition of this field is sourced from Collibra.  Power BI harvested links need to be updated with embedded links that point directly to the dashboard and added under Access URL.

## Standardized Vocabularies

### Dates

Recommended form for the collection of dates follows the [W3C Date and Time Formats](#).

### Format

Below is a list of recommended terms for use in the **Format** field. For more terms, please consult the [Internet Assigned Number Authority \(IANA\) Media Types](#). Also called Multipurpose Internet Mail Extensions (MIME) types.

Listed below is a small collection of commonly used types in the data catalog.

*Blue indicates a local term following the vocabulary's syntax.*

Term
<a href="#">application/fex</a>
application/vnd.ms-excel
application/pdf
<a href="#">application/pbix</a>
<a href="#">application/rdl</a>
<a href="#">application/twbx</a>
audio/mpeg
image/jpeg
text/csv
text/html
video/mpeg
video/mp4

### Frequency

Below is the list of terms for use in the **Frequency** field. For more information, please consult the [Dublin Core Collection Description Frequency Vocabulary](#).

*Blue indicates a local term following the vocabulary's syntax.*

Term
Annual
Biennial
Bimonthly
Biweekly
Continuous
Daily
Irregular
Monthly

On-Demand
One-time
Quarterly
Semesterly
Semiannual
Semimonthly
Semiweekly
Triennial
Weekly

## Language

Below is a list of recommended terms for use in the **Language** field. For more terms, please consult [ISO 639.2](#).

Listed below is a small collection of commonly used languages in the data catalog.

Code	Language
chi	Chinese
eng	English
fre	French
ger	German
ita	Italian
spa	Spanish

## Subject

Below is a list of selected terms for use in the **Subject** field. For more terms, please consult the Caudit [Higher Education Data Reference Model](#) (requires a login through Educause to access or must reach out to Caudit). [Model accessible in Box](#). [Catalog accessible in Box](#).

Listed below is a small collection of commonly used subjects in the data catalog.

*Blue indicates a local term.*

Term
Academic Organization
Academic Program
Administrative Organization
Admissions
Admissions Applications
Academic Standing
Alumni Association
Assessment
Board

Budget
Campus
Cohort
Collection
Communication
Community
Competency
Contract
Course
Credit
Credit Hour
Degree
Degree Program
Diversity
Employee
Enrollment
Entitlement
Expense
Facility
Faculty
Internship
Investigator
Learning Outcome
Learning Resource
Lecturer
Patron
Plan
Policy
Position
Practicum
Program
Project
Prospective Student
Record
Regulatory Body
Research Data
Research Grant
Research Impact
Research Opportunity
Research Output
Research Project
Researcher
Revenue
Scholarship
Service
Staff

Student
Student Organization
Student Progress
Study Application
Transfer Credit

## Local Vocabularies

### Access Rights

Not a vocabulary, but a list of example statements for use in the **Access Rights** field.

Term
Internal access via Power BI, as related to assigned roles, duties, and responsibilities. To request access to this asset, please select the button below to submit a request through the Service Catalog.
Public access via website.
Internal access via website, as related to assigned roles, duties, and responsibilities. To request access to this asset, please select the button below to submit a request through the Service Catalog.
Internal access via Slate, as related to assigned roles, duties, and responsibilities.
Internal access via WebFocus using Secure Desktop, as related to assigned roles, duties, and responsibilities.
Internal access directly via Slate or email distribution, as related to assigned roles, duties, and responsibilities. To request access to this asset, contact [X] at [X]@uncg.edu.

### Data Source

Below is a list of recommended terms for use in the **Data Source** field.

Term	Detail
Ad Astra	Academic schedule and resource planning software.
Banner	Ellucian Banner, leading higher education enterprise resource planning system.
CIM	Manages curriculum information outside of Banner and may be the data source for reports in some cases.
Data Lake	Curated reporting data sourced from multiple systems.
Department Generated Data	Data sourced directly from a department and not a source system.
FDM	Finance Data Mart
HRDM	Human Resources Data Mart
ODS	Operational Data Store

SCF	Student Course File. Prior to Spring 2016.
SDFA	Student Data File (Applicant). Prior to Spring 2016.
SDFE	Student Data File (Enrollment). Prior to Spring 2016.
SDFG	Student Data File (Graduation). Prior to Spring 2016.
SDM	Student Data Mart
ServiceNow	
Slate - GR	
Slate - UG	
Third Party	

### Data State

Below is a list of recommended terms for use in the **Data State** field.

Term
Frozen
Live
Overnight

### Output Type

Below is a list of recommended terms for use in the **Output Type** field.

Term
Analysis
Dashboard
Dataset
Report
Survey
Webform

### Security Classification

Below is a list of recommended terms for use in the **Security Classification** field. For more information, consult the [UNCG Data Classification Reference Chart](#).

Term
L1 Public

L2 Internal
L3 Confidential
L4 Restricted

### Snapshot Type

Below is a list of recommended terms for use in the **Snapshot Type** field. For more information, see the relevant Resources site for the [UNC System Office Data Marts](#).

Term	Detail
Beginning of Term	Official SDM snapshot captured on the first day of term in Fall and Spring.
Census	Official SDM snapshot captured on the tenth day (or at 10%) of instruction in Fall, Spring, and Summer.
End of Term	Official SDM snapshot captured on the last day of exams in Fall and Spring.
PDF	Personnel Data File. Official HRDM annual October snapshot.
Post Grades	A SDM snapshot captured approximately six weeks after the end of term in Fall, Spring, and Summer.



## **Additional Resources**

### **UNCG Name Authority**

The [UNCG Name Authority](#) is a diagram of UNCG's organization structure and includes long names (used to identify publishers and owners in the data catalog) and Banner details including names and codes.

### **DCMI Metadata Terms**

The [DCMI Metadata Terms](#) is an up-to-date specification of all metadata terms maintained by the Dublin Core Metadata Initiative, including properties, vocabulary encoding schemes, syntax encoding schemes and classes.

### **Best Practices for Creating Sharable Metadata**

The [Best Practices for Creating Sharable Metadata](#) is an up-to-date guide of best practices for creating sharable metadata in a digital collection to address known metadata challenges including lack of consistency, too much information, lack of contextual information and lack of conforming to technical standards.

## Change Log

Change Made	Date
Added Code Snippet and Access URL to elements and added to the Media Types controlled vocabulary	2023-05-31
Updated Access Rights Note to include Request Access button information and added more information under the UNCG Name Authority.	2023-07-07
Added "Department Generated Data" to Data Source controlled vocabulary.	2023-08-03
Added Date Certified to schema, added local terms to Subject, added Slate to Data Source, and added local term On-Demand to Frequency.	2023-10-13
Split elements section into Report Catalog and Metrics schemas. Updated the year.	2024-01-16
Merged the Metrics Schema back into the Report Schema and added Applies To under each Element to indicate which Asset Type the Element is applied while expanding the Asset Type. Other minor edits.	2024-01-29
Format edits. Added to the Format field. Updated schema with the Asset Type Folder. Added more selections to Access Rights.	2024-02-14