Data Governance Council

May 8th, 2025

2:00 – 3:00PM

Agenda

1. Sub-council progress shared definitions for cross-domain data points

    1. Military Status

    2. FTE

2. Introduce how data architecture work will reduce effort and risk

3. Discuss how the DGC should be involved with Workday happenings

4. **Standing agenda item-** Open the floor for cross domain issues- proposed resolution and next steps

Sub-council on shared data assets

The deep dive on Military Status will set the tone for future work

What we did
- Started trying to define "veteran" and realized
  - Veteran is a type of Military Status
  - We needed to define Military Status first
- Identified the statuses used in each application
  - Banner, Map, Learner Org, Workday
- Reconciled the statuses across applications

What we found
- 48 different statuses across four applications
- Statuses are commingled with other attributes
  - Residency
  - Disability
  - Dependent eligibility
  - Tuition discounts
- Subtle differences between term names in each application
  - Ex. Active vs Active Duty

Next steps
- Investigate options to reconcile differences in names
- Investigate options to position data differently
  - Reduce the commingling
- Partner with Workday team on naming in Workday

Action items and decisions needed
- Determine other terms to investigate
- Determine appetite for establishing common ground across applications

We are now focusing on understanding how "Full Time Equivalent" is used at WVU

The opportunity
- FTE is used ambiguously to describe students, faculty, and employees
- Current state use cases and definitions are undefined and undocumented
- Data is commingled within FTE
  - It is used to determine benefits eligibility, connections to grants, and other related tasks.

What we are doing
- Defining FTE usage
- Understand current calculation methods
- Identifying related terminology
- Providing recommendations for standardizing terminology and naming conventions

What we will produce
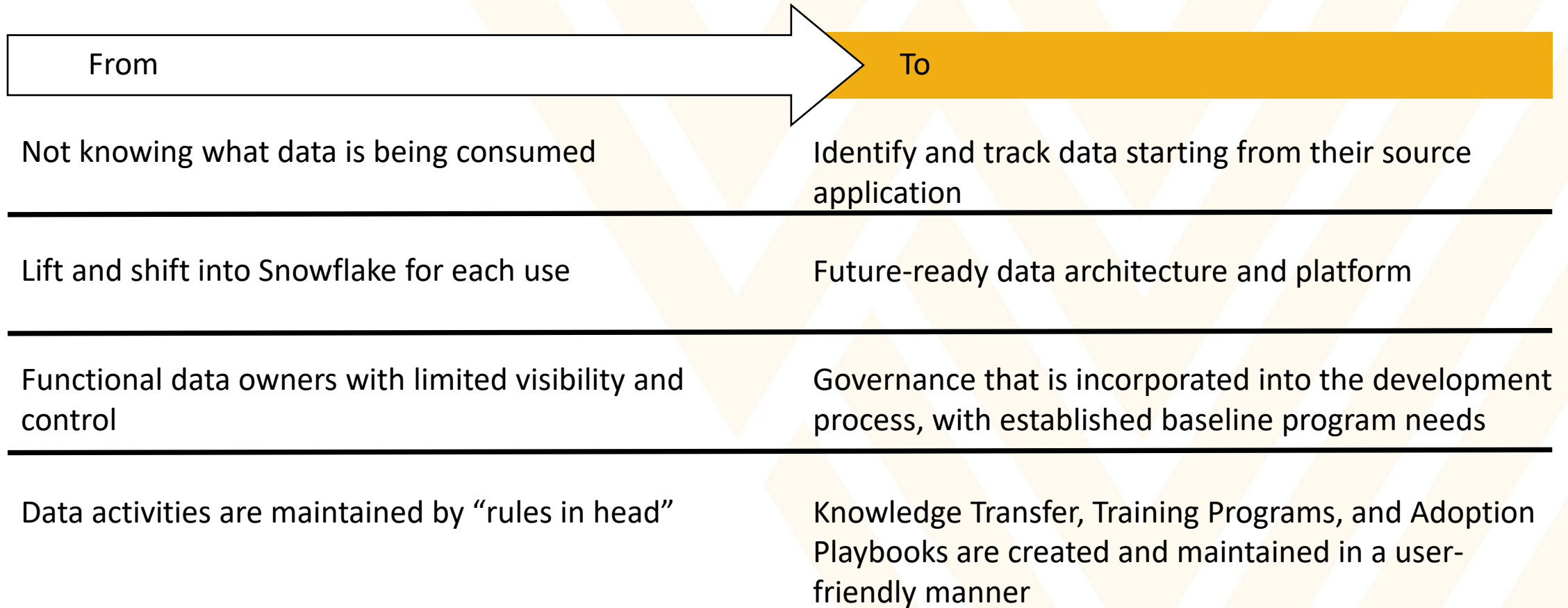- A comprehensive document depicting the definitions of FTE
- An analysis report on how FTE data is utilized within the university
- A report indicating terminology and processes associated with FTE
- A set of recommendations for standardizing FTE usage and calculation methods

What we need
- Provide use cases
- Time to complete our investigation

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Update on Data Architecture modernization

It's important to reflect on our objectives and modernize our existing architecture

From	To
Not knowing what data is being consumed	Identify and track data starting from their source application
Lift and shift into Snowflake for each use	Future-ready data architecture and platform
Functional data owners with limited visibility and control	Governance that is incorporated into the development process, with established baseline program needs
Data activities are maintained by "rules in head"	Knowledge Transfer, Training Programs, and Adoption Playbooks are created and maintained in a user-friendly manner

Sequencing is important to meet requirements in a short timeline

Tasks	May				June					July			
	5	12	19	26	2	9	16	23	30	7	14	21	28
Build architecture for data use and oversight													
Define, classify, and source data													
Identify use cases outside of T&C													
Oversee data requirement build for Workday HCM													
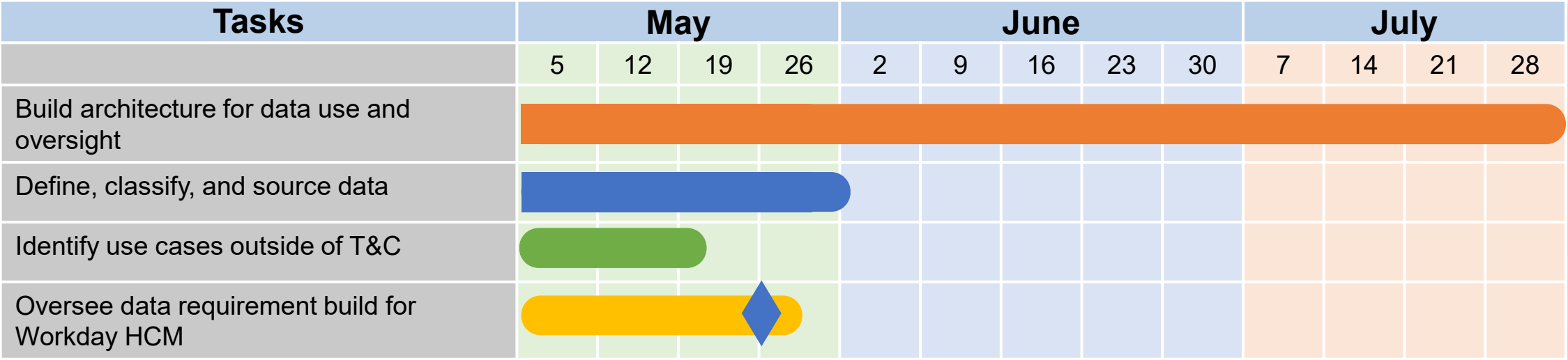
● = DnA, CTI Consultants, ITS, T&C DSs, T&C leadership team

● = T&C DSs, Data Governance, Modernization team

● = T&C DSs, Data Governance, Data Governance Council

● = T&C DSs, Data Governance, Modernization team

◆ = Dates from Workday implementation plan

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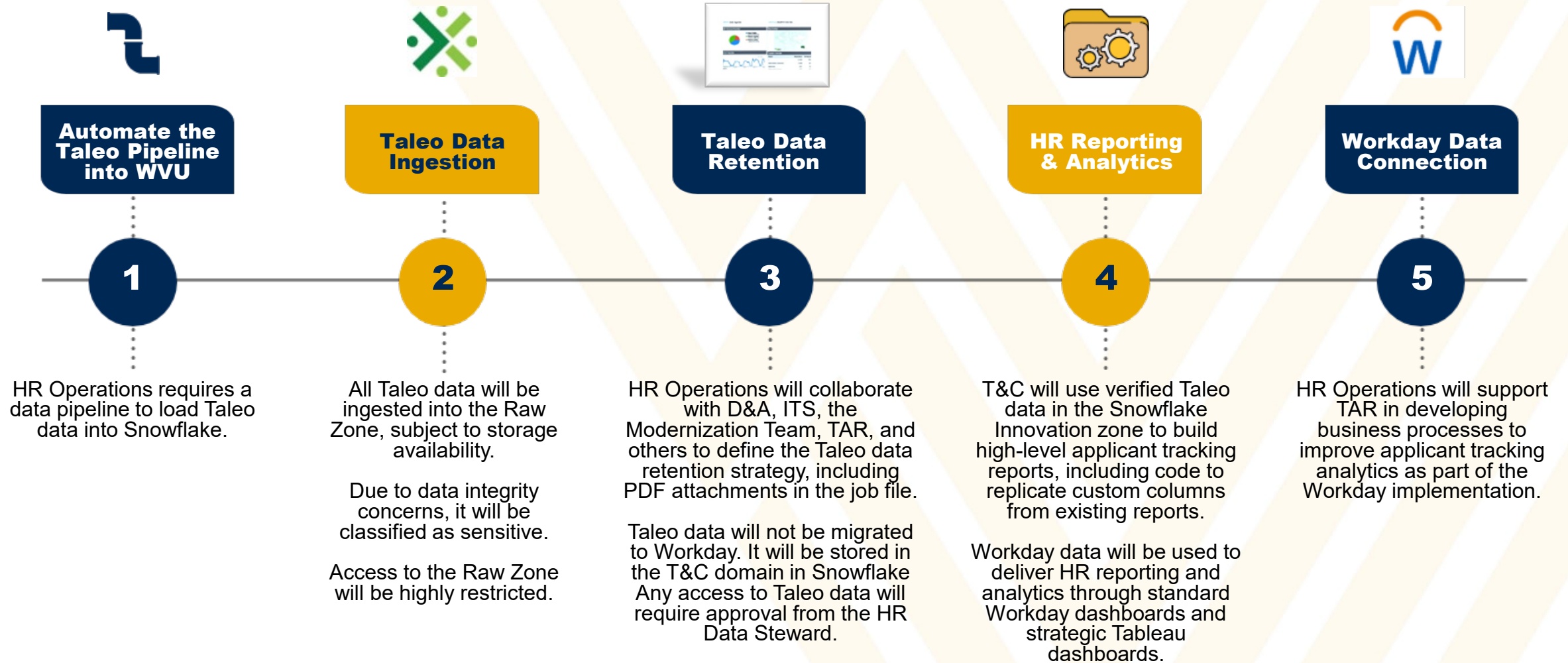# Discuss DGC involvement with Workday

The Workday implementation is creating opportunities to modernize our data

- Huron is leading sessions to build Talent and Culture processes in Workday with WVU SMEs

- Some of these processes *may* require data that is needed from sources outside of Talent and Culture

- How might we pull in additional expertise from your areas (when needed) while maintaining pace to meet deadlines?
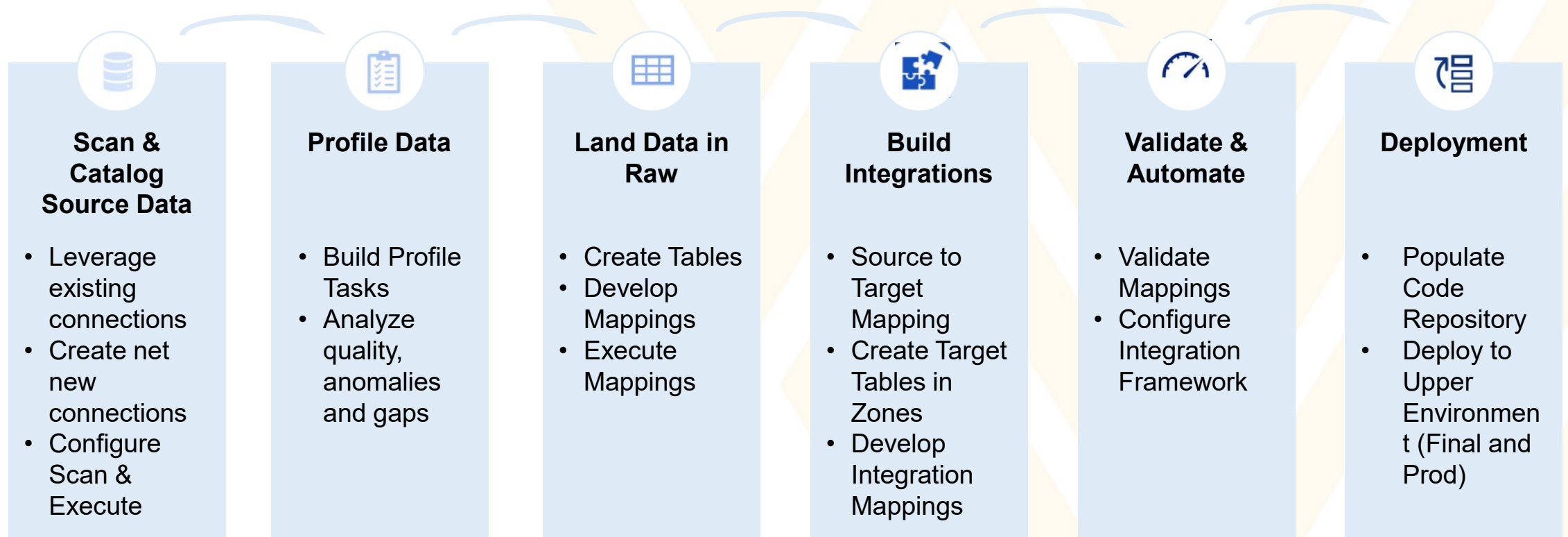
Discuss any other issues

Appendix

Appendix- The new architecture will improve the user experience

Automate the Taleo Pipeline into WVU	**Taleo Data Ingestion**	**Taleo Data Retention**	**HR Reporting & Analytics**	**Workday Data Connection**

1 — **2** — **3** — **4** — **5**

HR Operations requires a data pipeline to load Taleo data into Snowflake.

All Taleo data will be ingested into the Raw Zone, subject to storage availability.

Due to data integrity concerns, it will be classified as sensitive.

Access to the Raw Zone will be highly restricted.

HR Operations will collaborate with D&A, ITS, the Modernization Team, TAR, and others to define the Taleo data retention strategy, including PDF attachments in the job file.

Taleo data will not be migrated to Workday. It will be stored in the T&C domain in Snowflake Any access to Taleo data will require approval from the HR Data Steward.

T&C will use verified Taleo data in the Snowflake Innovation zone to build high-level applicant tracking reports, including code to replicate custom columns from existing reports.

Workday data will be used to deliver HR reporting and analytics through standard Workday dashboards and strategic Tableau dashboards.

HR Operations will support TAR in developing business processes to improve applicant tracking analytics as part of the Workday implementation.

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Appendix- Development Process in a Modern Data Platform

Our objective is to build the playbook, recipes and show WVU a standardized, governed, and scalable approach

Scan & Catalog Source Data

- Leverage existing connections
- Create net new connections
- Configure Scan & Execute

Profile Data

- Build Profile Tasks
- Analyze quality, anomalies and gaps

Land Data in Raw

- Create Tables
- Develop Mappings
- Execute Mappings

Build Integrations

- Source to Target Mapping
- Create Target Tables in Zones
- Develop Integration Mappings

Validate & Automate

- Validate Mappings
- Configure Integration Framework

Deployment

- Populate Code Repository
- Deploy to Upper Environment (Final and Prod)

Understanding current state of FTE at WVU

Sponsor	DGC
Project lead(s)	DGC Sub-council

Business problem/ opportunity

The purpose of this project is to analyze and understand the current state usage of Full-Time Equivalent (FTE) at West Virginia University (WVU). FTE is used ambiguously to describe students, faculty, and employees. It has varied usage to meet specific business, operating, and reporting needs. Current state use cases and definitions are undefined and undocumented. In addition, data is commingled within FTE. It is used to determine benefits eligibility, connections to grants, and other related tasks. This project will address documentation and create understanding of the current state needs of the university. This includes identifying how FTE is defined, calculated, and utilized across various departments and units within the university.

Objective

- Define FTE Usage: Establish clear definitions of FTE and the supporting terminology as used across WVU.
- Current Calculation Methods: Identify and document the methods used to calculate FTE for all needs.
- Utilization Analysis: Analyze how FTE data is utilized for budgeting, staffing, pay, benefits, taxing, student work hours, academic, and reporting purposes.
- Identify Variations: Determine any variations in FTE usage and calculation methods across departments.
- Identify related terminology: Determine associated terms with FTE and the processes leveraging FTE.
- Recommendations: Provide recommendations for standardizing terminology for the various FTE usage and calculation methods to ensure consistency and accuracy. Develop considerations for future usage and Workday mapping.

Deliverables

1. FTE Definitions Document: A comprehensive document depicting the definitions of FTE at WVU.
2. Calculation Methods Report: A detailed report on the current methods used to calculate FTE across departments.
3. Utilization Analysis Report: An analysis report on how FTE data is utilized within the university.
4. Variation Analysis Report: A report identifying variations in FTE usage and calculation methods.
5. Related Terminology and Processes Report: A report indicating terminology and processes associated with FTE.
6. Recommendations Report: A set of recommendations for standardizing FTE usage and calculation methods.

Timeline

- Project Initiation: April 15, 2025
- Data Collection: April 15, 2025 – May 14, 2025
- Analysis: May 7, 2025 – May 15, 2025
- Reporting: May 15, 2025 – June 6, 2025
- Final Presentation: June 9, 2025

Core team

- Josh Imes
- Lee Lawson
- Rebecca Tarabrella
- Sam Burwell
- Jeff Witt
- Joe Cook
- Amy Alton
- Kathy Day
- Jaime Bunner
- Rebecca Meyer

Key stakeholders

- ITS- Support system integration and maintenance.
- DGC- Approve project milestones and allocate resources.
- Data consumers (i.e. Colleges and units, administrative units, HR Department, Budget Office, Faculty Senate)
- Workday team
- Legal and regulatory
- DnA Leadership

Key assumptions

- Quality will not be compromised.
- Recommendations will be provided to Data Stewards from each domain for a final decision.
- Recommendations will be used to feed Workday build.

Key dependencies

Data availability will drive engagement. Resources will need to make time for a successful engagement

In scope

- Current processes and reporting leveraging FTE
- Existing data sources
- Modernized data architecture

Out of scope

- Additional requirements
- Full time enrollment (FTE) and various enrollment statuses
- Defining related terms and outcomes for FTE usage

Benefits

- Decrease effort for data entry and consumers
- Understand user preferences
- Decrease risk
- Improve quality

Risks

- Unavailable data
- Unavailable resources
- Scope creep

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