

# Entity-Relationship Diagram (ERD) Manual and Definitions

This is a manual to help assist users with understanding the Entity Relationship Diagram for the University of Utah Policy and Regulations Database. There are 11 entity types (tables) in our ERD and 1 vocab table.

## Entity Types (Tables):

### **POLICY:**

- Definition: Represents a policy in the University of Utah Policy and Regulations Database.

### **REGULATION:**

- Definition: Represents a regulation associated with a policy.
- Relationship: Mandatory one to optional many relationship with POLICY.
  - Description: A single POLICY can have multiple REGULATIONS, while a REGULATION must be associated with one POLICY.

### **REVISION:**

- Definition: Represents a revision made to a regulation.
- Relationship: Mandatory one to optional many relationship with REGULATION.
  - Description: A single REGULATION can have multiple REVISIONS, while a REVISION must be associated with at least one REGULATION.

### **REVISION\_PROCESS:**

- Definition: Represents the process of revising a regulation.
- Relationship: Mandatory one to optional one relationship with REVISION.
  - Description: A REVISION can have one REVISION\_PROCESS, and a REVISION\_PROCESS must be tied to one REVISION.

### **REGULATION\_CLASSIFICATION:**

- Definition: Represents the classification of a regulation.
- Relationship: Mandatory one to optional many relationship with REGULATION.
  - Description: A REGULATION\_CLASSIFICATION can have multiple REGULATIONS, while a REGULATION must belong to one REGULATION\_CLASSIFICATION.

### **REGULATION\_CITATION:**

- Definition: Represents the relationship between REGULATION and CITATION.
- Relationship 1: Optional many to mandatory one relationship with REGULATION.
- Relationship 2: Mandatory one to optional many relationship with CITATION.
- Description: REGULATION\_CITATION is the junction table that connects REGULATION to CITATION.

### **CITATION:**

- Definition: Represents a citation related to a regulation.
- Relationship 1: Mandatory many to mandatory one relationship with CITATION\_CLASSIFICATION.
- Relationship 2: Optional one to optional many relationship with REGULATION.
- Description: A CITATION\_CLASSIFICATION can have multiple CITATIONS, and a CITATION must be tied to a CITATION\_CLASSIFICATION. A single CITATION can appear with multiple REGULATIONS, while a REGULATION can have one CITATION.

#### **OWNER\_OFFICER\_CLASSIFICATION:**

- Definition: Represents the classification of an owner officer.
- Relationship: Mandatory one to mandatory many relationship with OWNER\_OFFICER.
  - Description: OWNER\_OFFICER\_CLASSIFICATION must have at least one and can have multiple OWNER\_OFFICERS under it, while an OWNER\_OFFICER must be tied to a single OWNER\_OFFICER\_CLASSIFICATION.

#### **OWNER\_OFFICER:**

- Definition: Represents an owner officer associated with a regulation.
- Relationship: Mandatory single to optional many relationship with REGULATION.
  - Description: A REGULATION must have an OWNER\_OFFICER, while an OWNER\_OFFICER can be associated with multiple REGULATIONS.

#### Relationship Summary:

- POLICY has a mandatory one to optional many relationship with REGULATION.
- REGULATION has a mandatory one to optional many relationship with REVISION.
- REVISION has a mandatory one to optional one relationship with REVISION\_PROCESS.
- REGULATION\_CLASSIFICATION has a mandatory one to optional many relationship with REGULATION.
- REGULATION\_CITATION is the junction table connecting REGULATION and CITATION.
- CITATION has a mandatory many to mandatory one relationship with CITATION\_CLASSIFICATION.
- CITATION has an optional one to optional many relationship with REGULATION.
- REGULATION\_OWNER\_OFFICER is the junction table connecting REGULATION and OWNER\_OFFICER.
- OWNER\_OFFICER\_CLASSIFICATION has a mandatory one to mandatory many relationship with OWNER\_OFFICER.
- OWNER\_OFFICER has a mandatory one to optional many relationship with REGULATION.

*All columns being referred to in this manual are in the pilot excel document provided to build this database by Allyson Hicks. The definitions/mappings of the attributes (columns) in each entity type (table) are as follows:*

#### Tables and Attributes:

##### **REGULATION:**

- REG\_ID (PK): Newly created primary identifier for the REGULATION table.
- REG\_NUMBER: Data from the "Regulation Number" column.
- REG\_TITLE: Data from the "Regulation Title" column.
- REG\_VERSION\_NUMBER: Numerical version of the regulation.
- POL\_ID (FK): Newly created primary identifier for the POLICY table.
- CITATION\_ID (FK): Newly created primary identifier for the CITATION table.
- REVISION\_ID (FK): Newly created primary identifier for the REVISION table.
- OWNER\_OFFICER\_ID (FK): Newly created primary identifier for the OWNER\_OFFICER table.
- REG\_STATUS: Data from the "Active, New Proposed, or Deleted" column.
- REG\_EFFECTIVE\_DATE: Data from the "Effective Date" column.
- REG\_METADATA: Newly created field that contains any other tags related to the regulation. Serves as filter through keywords.
- REG\_LAST\_REVIEW\_DATE: Date from the "Date last reviewed" column.
- REG\_NOTES: Data from the "General Notes Section" column.
- REG\_INTERIM\_OR\_FINAL: Data from the "Whether the regulation is interim" column.
- REG\_EDITORIAL\_REV\_Y/N: Y(es) or N(o) indicating if the regulation needs editorial review.
- REG\_REV\_FLAG\_Y/N: Data from the "Whether the regulation is flagged as needing revisions" column.
- REG\_REV\_FLAG\_NOTES: Notes related to REG\_REV\_FLAG\_Y/N.
- REG\_WEBSITE\_LINK: Live web page link to the regulation on the UofU website.
- IS\_REG\_BEING\_REVISED: Data from the "Whether the regulation is currently under revision" column.
- REG\_STORAGE\_LINK: Data from the "Box Link to Policy's Folder" column.
- REG\_CLASSIFICATION\_ID (FK): Newly created primary identifier for the REGULATION\_CLASSIFICATION table.
- DIRECT\_DOCUMENT\_LINK: Data from the "Box Link to Microsoft Word Version" column.

##### **REGULATION\_CITATION:**

- REG\_ID (PK, FK): Newly created primary identifier for the REGULATION table.
- CITATION\_ID (PK, FK): Newly created primary identifier for the CITATION table.
- REGULATION\_OWNER\_OFFICER:
- REG\_ID (PK, FK): Newly created primary identifier for the REGULATION table.

- OWNER\_OFFICER\_ID (PK, FK): Newly created primary identifier for the OWNER\_OFFICER table.

#### **POLICY:**

- POL\_ID (PK): Newly created primary identifier for the POLICY table.
- POL\_NUMBER: Data from the first "unnamed" column representing the policy number.
- POL\_TITLE: Data from the first "unnamed" column representing the policy name.
- POL\_VERSION\_NUMBER: Numerical version of the policy.
- POL\_STORAGE\_LINK: Box location of the overarching policy.
- NOTES: Notes for the overarching policy.

#### **REVISION:**

- REVISION\_ID (PK): Newly created primary identifier for the REVISION table.
- REVISION\_NUMBER: Data from the "Revision Number" column.
- REVISION\_DATE: General revision dates.
- REVISION\_EFFECTIVE\_DATE: Data from the "Effective Date" column.
- REVISION\_DESC: Notes about drafting/review progress for the revision.
- REG\_ID (FK): Newly created primary identifier for the REGULATION table.
- DOCUMENTATION\_OF\_OTHER\_APPR.: Other relevant records related to the revision.

#### **REVISION\_PROCESS:**

- REVISION\_PROCESS\_ID (PK): Newly created primary identifier for the REVISION\_PROCESS table.
- REVISION\_ID (FK): Newly created primary identifier for the REVISION table.
- REV\_EDITORIAL\_DATE: Data from the "Date of Editorial Revision" column.
- REV\_EDITORIAL\_DESC: Data from the "Description of Editorial Revision" column.
- BOT\_APPROVAL\_DATE: Data from the "Date of Board of Trustees Approval" column.
- BOT\_PREVIOUS\_APPROVAL\_DATE: Data from the "Board of Trustees Approval Date of Previous Revision" column.
- BOT\_APPROVAL\_STATUS: Current approval status.
- ASEC\_PRESENTATION\_DATE: Data from the "Date of presentation to academic senate and whether for information or approved" column.
- ASEC\_PREVIOUS\_REVISION\_DATE: Data from the "Academic Senate Date of Previous Revision, and whether information or approval" column.
- ASEC\_PREVIOUS\_REVISION\_REVIEW\_DATE: Data from the "Academic Senate Executive Committee Review date of previous revision" column.
- ASEC\_APPROVAL\_STATUS: Current approval status.
- ASEC\_APPROVAL\_DATE: Newly created field that holds the approval date for the current ASEC approval date.
- IPC\_PRESENTATION\_DATE: Data from the "Date(s) presented to IPC" column.
- IPC\_PREVIOUS\_REVISION\_REVIEW\_DATE: Data from the "IPC Review Dates of Previous Revision" column.
- IPC\_APPROVAL\_STATUS: Current approval status.

- REVISION\_PROCESS\_NOTES: Data from the "If under revision, notes about drafting/review progress" column.
- REGULATION\_CLASSIFICATION:
- REG\_CLASSIFICATION\_ID (PK): Can be 0, 1, 2, or 3, representing the primary identifier key for the REGULATION\_CLASSIFICATION table.
- REG\_CLASSIFICATION\_NAME: Type of classification based on ID (0 - Policy, 1 - Rule, 2 - Procedure, 3 - Guideline).

#### **CITATION:**

- CITATION\_ID (PK): Newly created primary identifier for the CITATION table.
- CITATION\_NAME: Data from various columns: "Citations to USHE Policy," "Citation to Utah law or Administrative Rules," and "Citation to federal law or regulations."
- CITATION\_STORAGE\_LINK: Location of the citation.
- CITATION\_CLASSIFICATION\_ID (FK): Can be 0, 1, 2, or 3, representing the primary identifier key for the CITATION\_CLASSIFICATION table.
- REG\_ID (FK): Newly created primary identifier for the REGULATION table.
- CITATION\_NOTES: Notes related to the citation.
- CITATION\_CLASSIFICATION:
- CITATION\_CLASSIFICATION\_ID (PK): Can be 0, 1, 2, or 3, representing the primary identifier key for the CITATION\_CLASSIFICATION table.
- CITATION\_CLASSIFICATION\_NAME: Type of classification based on ID (0 - References, 1 - USHE, 2 - Utah Law, 3 - Federal).

#### **OWNER\_OFFICER:**

- OWNER\_OFFICER\_ID (PK): Newly created primary identifier for the OWNER\_OFFICER table.
- OWNER\_OFFICER\_CLASSIFICATION\_ID (FK): Newly created field to record the type of classification based on ID (0 - Owner, 1 - Officer, 2 - Contact Person).
- OWNER\_OFFICER\_NAME: Records the contact person where applicable.
- OWNER\_OFFICER\_POSITION: Records the policy officer where applicable.
- OWNER\_OFFICER\_NOTES: Records any notes affiliated with this table.
- OWNER\_OFFICER\_CLASSIFICATION:
- OWNER\_OFFICER\_CLASSIFICATION\_ID (PK): Can be 0, 1, or 2, representing the primary identifier key for the OWNER\_OFFICER\_CLASSIFICATION table.
- OWNER\_OFFICER\_CLASSIFICATION\_NAME: Type of classification based on ID (0 - Owner, 1 - Officer, 2 - Contact Person).

#### **REG\_POL\_VOCAB:**

- ID (PK): All distinct IDs in the database.
- ID\_NAME: Description data matching the IDs in the ID column.
- ID\_SOURCE\_TABLE: Table where the ID is located.

*Please note that the manual uses the terminology and attributes specified in the provided pilot Excel document.*