Approval Process in Leepfrog:

This document provides an overview regarding how the approval process works through the Leepfrog Curriculum system. This provides specific navigation to approving a proposal and instructions on how to approve a proposal, and also instructions on how to “Rollback” a proposal instead of approving.

Recap of Workflow in Leepfrog (as pertains to approvals):

Workflow is generated when a proposal is saved and submitted by the originator. Workflow has been set up in accordance with UNI’s curriculum approval process. The documents Workflow Process in Leepfrog for Courses and Workflow Process in Leepfrog for Programs outlines the workflow process in place. The Leepfrog system can be viewed by anyone at UNI and provides a transparent approach to any curricular items being proposed.

You can view the workflow status of any course proposal or program proposal as follows:

1. Navigate to https://nextcatalog.uni.edu/courseadmin (for courses) or https://nextcatalog.uni.edu/programadmin (for programs)
2. Enter your CATID and password
3. Choose OK

As outlined in the Workflow in Leepfrog for Courses and Workflow in Leepfrog for Programs documents the following designees will be responsible for approving or “rolling back” proposals as each proposal reaches the in workflow.

The following standard workflow steps require approval before moving to the next workflow step (unlike the FYI notifications). Note that LACC must approve any changes to existing LAC or proposed LAC courses and must approve before being reviewed/approved by UCC. The designee for each of these steps receives a separate email for each proposal when the proposal reaches that workflow step.

- Department Head (department in which course resides – i.e., Accounting Department Head for ACCT 2120 proposal)
- College Senate Chair (college in which course resides – i.e., COBA Senate Chair for ACCT 2120 proposal)
- College Dean (college in which course resides – i.e., COBA Dean for ACCT 2120 proposal)
- Liberal Arts Core Committee Chair (LACC) – for all existing LAC, proposed new LAC, proposed drop LAC courses, changes to LAC categories.
- * Graduate College Curriculum Committee (GCCC) (if 5000-level course or 6000-level or higher course)
- * Graduate Council (if 5000-level course or 6000-level or higher course)
- * University Curriculum Committee (UCC) (if undergraduate course 0000-4000 level)
  Note: Leepfrog system is not set up to recognize simultaneous workflow levels (i.e., a course which is both undergraduate/graduate 5000-level). When courses are at that point in workflow GCCC and UCC work together to coordinate approvals.
- * Faculty Senate
- * Board of Regents (for new and dropped courses and programs)

Approvals by department head, college senate chair, and college dean are done by those specific designees. The workflow items after college dean that are asterisked (*) are moved through the next workflow level by Diane Wallace or Rachelle Kidwell (Office of the Registrar) based on what is approved at those specific committee (GCCC, Graduate Council, UCC, Faculty Senate) meetings.
Navigation for Approving Courses and Programs:

1. Navigate to https://nextcatalog.uni.edu/courseleaf/approve (for all proposals)
2. Enter your CATID and password
3. Choose OK

A proposal must be listed at a specific workflow level (at least to department head approval level) before it will show up on the following screen to be approved. **You will receive an email notification for each proposal that reaches your approval level in workflow.**

When you enter https://nextcatalog.uni.edu/courseleaf/approve you will get the following screen.

Please note the following circled items in the following screenshot:

- **Loading** – this sometimes takes a while to load the information as more proposals reach the various approval stages. When proposals are all loaded, the “loading” message will disappear.

- **Your Role** – when proposals are done loading, use the drop down to find your designated role (i.e., as department head, COE Curriculum Chair, college senate chair, college dean, etc.) – since you are signing in under your CATID and password, you will only see your role when you scroll down.

- **Section to the left** (where “loading” previously was) – when you choose “your role” all proposals which are at your approval level will be listed. You will need to approve these one by one or “rollback” as deemed necessary. (Note: there are no proposals listed in screenshot below because no proposals have been entered and submitted yet.)
Please note the following circled items in the following screenshot (which is same screenshot of above but designating different circled items:

When you click on a proposal at “your role” level, the proposal information will show up in the Page Review area.

**Edit** – when you click on the blue Edit button you can edit the proposal, as appropriate. However, the decision has been that any edits to a proposal will be “rolled back” to the originator of the proposal to perform the edits so everyone in workflow approvals (including originator) are aware of any changes. (See Rollback below.)

**Rollback** – when you click on the red Rollback button you can rollback the proposal, as appropriate. This would be the case if any designee/committee in the workflow indicated the proposal needed to be edited or the proposal was denied – the decision has been that any edits to a proposal will be “rolled back” to the originator of the proposal to perform the edits so everyone in workflow approvals (including originator) are aware of any changes. When you click on the “rollback” button you can choose who you are rolling it back to and also enter a message regarding why the proposal is being rolled back.

**Approve** – when you click on the green Approve button and review the approval and enter OK, the proposal will be approved and move to the next approval level in workflow.

You need to do this for each proposal currently listed within “your role”.

![Screenshot of proposal page with edit, rollback, and approve buttons highlighted](image-url)
Navigation to “Rollback” a Course or Program Proposal in Workflow:

When a course proposal needs to be “rolled back” to a previous designee in workflow, it is done through the same navigation as approving the proposal, in which a “rollback” is an option rather than approving.

1. Navigate to https://nextcatalog.uni.edu/courseleaf/approve (for all proposals)
2. Enter your CATID and password
3. Choose OK

Rollback – click on the proposal under “Pages Pending Approval” and the proposal details will appear under “Page Review”. When you click on the red Rollback button you can rollback the proposal, as appropriate, (rather than approving the proposal). This would be the case if any designee/committee in the workflow indicated the proposal needed to be edited or the proposal was denied – the decision has been that any edits to a proposal will be “rolled back” to the originator of the proposal to perform the edits so everyone in workflow approvals (including originator) are aware of any changes. When you click on the “rollback” button you can choose who you are rolling it back to and also enter a message regarding why the proposal is being rolled back.

When a proposal is rolled back to the originator, it must go through all approval levels in the workflow again.

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