Workflow in Leepfrog:

This document provides an overview regarding how workflow works through the Leepfrog Curriculum system. (See separate document regarding "Navigation, Approval, and Rollback Process" that is specific to 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.)

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 Leepfrog system can be viewed by anyone at UNI and provides a transparent approach to any curricular items being proposed.
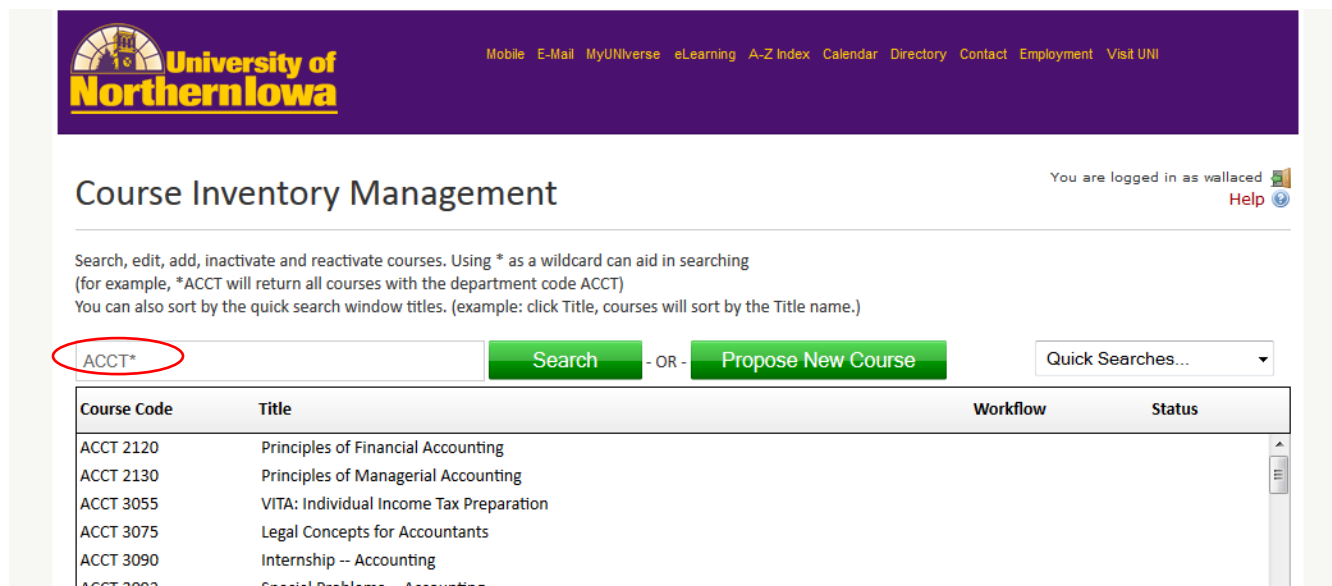
You can view the workflow status of any course proposal or program proposal as follows:

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

Workflow for Courses (see separate document for *Workflow for Programs*):
(https://nextcatalog.uni.edu/courseadmin)

1. To search for **existing** courses by department prefix, enter course prefix and * in "Search" field (for example: ACCT*). Choose "Search".
2. To search for all courses enter * and choose "Search".
3. You can also search through "Quick Searches" window and also sort by column headings (Course Code, Title, Workflow, Status).

Example:

Choose/click on a course – as an example ACCT 2120. When you click on ACCT 2120 the following information (in the first screenshot below) appears. Note the red Preview Workflow – when you click on the "Preview Workflow" workflow, workflow as pertains to that course appears (as shown in the second screenshot below).

Course Inventory Management

Search, edit, add, inactivate and reactivate courses. Using * as a wildcard can aid in searching
(for example, *ACCT will return all courses with the department code ACCT)
You can also sort by the quick search window titles. (example: click Title, courses will sort by the Title name.)

| ACCT* | | Search | - OR - | Propose New Course | | Quick Searches... ▾ |

Course Code	Title	Workflow	Status
ACCT 2120	Principles of Financial Accounting		
ACCT 2130	Principles of Managerial Accounting		
ACCT 3055	VITA: Individual Income Tax Preparation		
ACCT 3075	Legal Concepts for Accountants		
ACCT 3090	Internship -- Accounting		
ACCT 3092	Special Problems -- Accounting		
ACCT 3094	Individual Readings		
ACCT 3120	Intermediate Accounting I		
ACCT 3122	Intermediate Accounting II		

| Drop Course | | Edit Course |
| | | Preview Workflow |

Viewing: **ACCT 2120 : Principles of Financial Accounting**

Accounting Courses (ACCT)
Department of Accounting

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https://nextcatalog.uni.edu/courseleaf/courseleaf.exe?page=/courseadmin/index.html&step=testwo

COURSELEAF | ⓘ Help | User: wallaced | Log Out

Preview Workflow

Note: The actual workflow may vary based on data within the proposal itself, such as field selections, fields have been modified, and other items. This workflow preview represents the workflow based on current state of the proposal.

Workflow: standard

- **Library** *FYI All*
  Email: All Members
  Members:
    ○ martink - martink@uni.edu
    ○ coxcn - coxcn@uni.edu
    ○ jerilynm - jerilynm@uni.edu

- **Teacher Education** *FYI All*
  Email: All Members
  Members:
    ○ c2uni - c2uni@uni.edu
    ○ cryerj - cryerj@uni.edu

- **Finance Dept Head** *FYI*
  Email: f.abraham@uni.edu
  Members:
    ○ abrahamf

- **Management Dept Head** *FYI*
  Email: mary.connerley@uni.edu
  Members:
    ○ maryc

- **Marketing Dept Head** *FYI*

Depending on if the proposal is selected as an editorial or substantive type of edit, there are two separate workflows that will be followed.

The following receive FYI notifications for any proposals:

- Library (FYI notification via email – does not stop workflow)
- Teacher Education (FYI notification via email – does not stop workflow)
- Department Heads which have the specific course referenced in the current catalog (FYI notification via email – does not stop workflow). Note screenshot below which indicates those departments which would receive an FYI notification.
- UNIFI Committee (for all UNIFI courses) (FYI notification via email – does not stop workflow at this point but UNIFI will need to approve later in workflow).

The following standard workflow steps will be in place for **Editorial** proposals, and require approval before moving to the next workflow step (unlike the FYI notifications indicated above). 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)
- College Dean (college in which course resides)
- UNIFI Committee Chair – for all existing UNIFI, proposed new UNIFI, proposed drop UNIFI courses.

The following standard workflow steps will be in place for **Substantive** proposals, and require approval before moving to the next workflow step. 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 Dean (college in which course resides – i.e., COBA Dean for ACCT 2120 proposal)
- UNIFI Committee Chair – for all existing UNIFI, proposed new UNIFI, proposed drop UNIFI courses.
- *GCCC (if graduate course 5000-level course or higher)
- *UCC (if undergraduate course 4000-level or lower)

Approvals by department head, college dean, and UNIFI Committee Chair are done by those specific designees. The workflow items after college dean that are asterisked (*) are moved through the next workflow level by Rachelle Kidwell (Office of the Registrar) based on what is approved at those specific committee (GCCC, Graduate Council, UCC, Faculty Senate) meetings. (Note: as long as there are no issues at GCCC, Graduate Council approves.)

You will be able to identify whether a course proposal is in workflow by viewing the "Workflow" and "Status" columns.

Status and (Workflow) Columns:
-Edited (nothing listed next to proposal under workflow) – this depicts there is an edit to an existing course "in progress" and been saved by the originator, but has not been saved and submitted by the originator to go through workflow to begin approval process.
-Edited (there is a designation under workflow) – this depicts there is an edit to an existing course that has been saved/submitted by originator and is moving through workflow. The workflow column indicates the point the proposal is in the workflow approval process.

-Added (nothing listed next to proposal under workflow) - this depicts there is a proposal to add a new course "in progress" and been saved by the originator, but has not been saved and submitted by the originator to go through workflow to begin approval process.
-Added (there is a designation under workflow) – this depicts there is a proposal to add a new course that has been saved/submitted by originator and is moving through workflow. The workflow column indicates the point the proposal is in the workflow approval process.

-Deleted (there is a designation under workflow) - this depicts there is a proposal to delete an existing course and has been submitted by the originator and is moving through workflow. The workflow column indicates the point the proposal is in the workflow approval process.

NOTE: Courses that were dropped in the previous curriculum cycle will be listed as "Deleted" under the status column (see second screenshot below) – Leepfrog curriculum system is set up to retain the historical list of deleted courses as a matter of information. You will be able to distinguish previously deleted courses from those currently being proposed to be dropped – for those currently being proposed to be dropped, the course will also be in "workflow" as designated under the "workflow" column.

Below is a screenshot of those that were deleted previous curriculum cycle – note there is no designation under "workflow" column for these deleted courses. If they were proposals for the current curriculum cycle there would be a designation under "workflow" column.

Rachelle Kidwell
Assistant Registrar
2/3/2023