

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

1. To search for **existing** program – using * as a wildcard in the field next the green Search button can aid in searching.
For example:
ACCT* will return ACCT-BA, ACCT-MACC, and ACCTNOTE-NOTE.
*BA will return all majors which are existing B.A. degrees
*MA will return all majors which are existing M.A. degrees
*LAC will return Liberal Arts core categories
* will return all programs
2. When you have entered in blank field, choose “Search”.
3. By clicking on the headings “Program Code”, “Title”, “Workflow”, and “Status”, programs can also be sorted by those headings.

Example of search by *BA:

Program Management

you are logged in as wallaced [Help](#)


Search, edit, add, deactivate Programs. Using * as a wildcard can aid in searching
(for example, ACCT* will return ACCT-BA, ACCT-MACC, and ACCTNOTE-NOTE).
You can also sort by the quick search window titles. (example: click Title, programs will sort by the Title name.)

*BA Search -OR- Propose New Program Quick Searches...

Program Code	Title	Workflow	Status
ACCT-BA	Accounting Major		
ALLSCITCHG-BA	All Science Teaching (Extended Program)		
ANTH-BA	Anthropology Major		
ARTEDTCH-BA	Art Education Major-Teaching		
ARTHIST-BA	Art Major-Art History Emphasis		
ARTSTUDIO-BA	Art Major-Studio Emphasis		
AT-BA	Athletic Training Major		
BIOCHEM-BA	Biochemistry Major		
BIOECOEVO-BA	Biology Major: Ecology, Evolution and Organismal Biology Emphasis		

Choose/click on a program – as an example COMM-BA. When you click on COMM-BA 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).

Program Management

You are logged in as **maraco**  [Help](#)

Search, edit, add, deactivate Programs. Using * as a wildcard can aid in searching (for example, ACCT* will return ACCT-BA, ACCT-MACC, and ACCTNOTE-NOTE). You can also sort by the quick search window titles. (example: click Title, programs will sort by the Title name.)

*BA - OR - Quick Searches... ▾

Program Code	Title	Workflow	Status
CHEM-BA	Chemistry Major		
CHEMMKTG-BA	Chemistry-Marketing Major		Deleted
CHEMTCHG-BA	Chemistry Major-Teaching		
COMDIS-BA	Communication Disorders Major		
COMM-BA	Communication Major (Liberal Arts)		
COMMEM-BA	Communication/Electronic Media Major		
COMMPR-BA	Communication/Public Relations Major		
COMMTEATCHG-BA	Communication - Theatre Major - Teaching		
COMPSCI-BA	Computer Science Major		

Viewing: **COMM-BA : Communication Major (Liberal Arts)**

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
- **Communication Studies Dept Head**
Email: christopher.martin@uni.edu
Members:
 - martinc
- **CHAS Senate Chair**
Email: jeff.morgan@uni.edu
Members:
 - morgajab
- **CHAS Dean**
Email: john.fritch@uni.edu
Members:
 - fritch

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 a specific course being changed in the program by the originating department (FYI notification via email – does not stop workflow). Note screenshot below which indicates those departments which would receive an FYI notification.

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 program resides)
- College Dean (college in which course resides)

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 program resides)
- College Dean (college in which course resides)
- * Graduate College Curriculum Committee (GCCC) (if 5000-level course or 6000-level or higher course)
- * University Curriculum Committee (UCC) (if undergraduate course 0000-4000 level)

Approvals by department head 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 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 level, Graduate Council approves.)

You will be able to identify whether a program 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 program “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 program 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 program “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 program 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 program 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: Programs 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 programs as a matter of information. You will be able to distinguish previously deleted programs from those currently being proposed to be dropped – for those currently being proposed to be dropped, the program will also be in “workflow” as designated under the “workflow” column.

Example of programs with no status change:

The screenshot shows the 'Program Management' interface. At the top right, it says 'You are logged in as wallaced' with a 'Help' link. Below the title, there is a search instruction: 'Search, edit, add, deactivate Programs. Using * as a wildcard can aid in searching (for example, ACCT* will return ACCT-BA, ACCT-MACC, and ACCTNOTE-NOTE). You can also sort by the quick search window titles. (example: click Title, programs will sort by the Title name.)' There are two green buttons: 'Search' and 'Propose New Program', with '- OR -' between them. A 'Quick Searches...' dropdown is to the right. Below is a table with columns 'Program Code', 'Title', 'Workflow', and 'Status'. The 'Workflow' and 'Status' columns are circled in red. The table lists several programs, all with empty 'Workflow' and 'Status' cells.

Program Code	Title	Workflow	Status
ARTEDTCH-BA	Art Education Major-Teaching		
ARTFOUNDSEQ-NOTE	Art Foundations Sequence		
ARTHIST-MINOR	Art History Minor		
ARTHIST-BA	Art Major-Art History Emphasis		
ARTNOTE-NOTE	Art Note		
ARTSTUDIO-BFA	Art Major: Studio B.F.A.		
ARTSTUDIO-BA	Art Major-Studio Emphasis		
AT-MS	Major in Athletic Training		

Below is a screenshot of those programs 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.

The screenshot shows the 'Program Management' interface, similar to the one above. It lists several programs that have been deleted. The 'Workflow' and 'Status' columns are circled in red. The 'Status' column contains the word 'Deleted' for each of these programs, while the 'Workflow' column is empty.

Program Code	Title	Workflow	Status
LITERACYCOACH-CERT	Literacy Coach		Deleted
READINGRECTCHRLDR-C	Reading Recovery Teacher Leader		Deleted
CI-EDD	Doctor of Education - Curriculum and Instruction Intensive Study Area		Deleted
EDLEAD-EDD	Doctor of Education - Educational Leadership Intensive Study Area		Deleted
ALLIEDHLTH-EDD	Doctor of Education - Allied Health, Recreation and Community Services Intensive Study Area		Deleted
SPED-EDD	Doctor of Education - Special Education Intensive Study Area		Deleted
CHEMMKTG-BA	Chemistry-Marketing Major		Deleted
CHEMTCHG-MINOR	Chemistry Minor-Teaching		Deleted
SOFTWARETST-CERT	Certificate in Software Testing		Deleted
CONTQUALIMP-CERT	Certificate in Continuous Quality Improvement		Deleted