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):

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).
As a general rule, when a proposal has been saved/submitted, the following **standard workflow** is followed. If the course is checked as an LAC course, it also goes through LACC workflow. **Note:** The actual workflow may vary based on data within the proposal itself, such as field selections, which fields have been modified, and other items. This workflow preview represents the workflow based on the 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: fabraham@uni.edu
  - Members:
    - abrahamf

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

- **Marketing Dept Head FYI**

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- 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.
- **Liberal Arts Core Committee (LACC) (for all LAC courses)** (FYI notification via email – does not stop workflow at this point but LACC will need to approve later in workflow before reaching UCC workflow status).
The following standard workflow steps require approval before moving to the next workflow step (unlike the FYI notifications indicated above). Note that LACC must approve any changes to existing LAC or proposed LAC courses and must approve before being reviewed/approved by UCC. Please note for any College of Education proposals there is a COE workflow in which there is an additional workflow step – COE Curriculum Chair – as indicated in green below. 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)
- COE Curriculum Chair (for all College of Education proposals)
- 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.
- * 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 only)

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 Marissa Timmerman or Megan Wheeler (Registrar’s Office) based on what is approved at those specific committee (GCCC, Graduate Council, UCC, Faculty Senate) meetings.
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.

Course “Rollbacks” in Workflow:

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

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