

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.

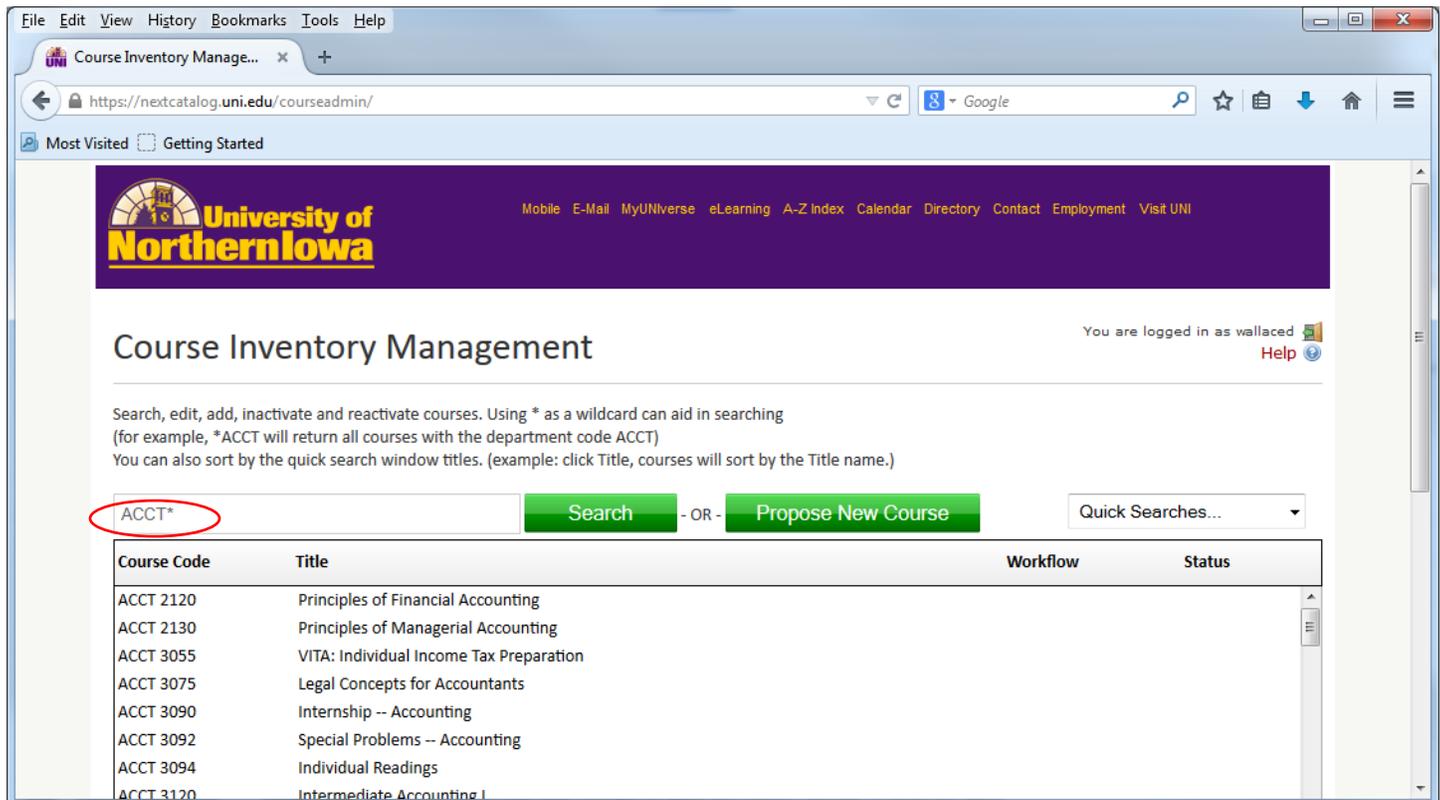
You can view the workflow status of any course proposal or program proposal as follows:

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:



The screenshot shows a web browser window displaying the Course Inventory Management interface. The browser address bar shows <https://nextcatalog.uni.edu/courseadmin/>. The page header includes the University of Northern Iowa logo and navigation links. The main content area is titled "Course Inventory Management" and includes a search bar with the text "ACCT*" entered. Below the search bar is a table with columns for Course Code, Title, Workflow, and Status. The table lists several accounting courses.

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		

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).

File Edit View History Bookmarks Tools Help

Course Inventory Manage... x +

https://nextcatalog.uni.edu/courseadmin/

Most Visited Getting Started

University of Northern Iowa

Mobile E-Mail MyUNiverse eLearning A-Z Index Calendar Directory Contact Employment Visit UNI

You are logged in as wallaced Help

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...

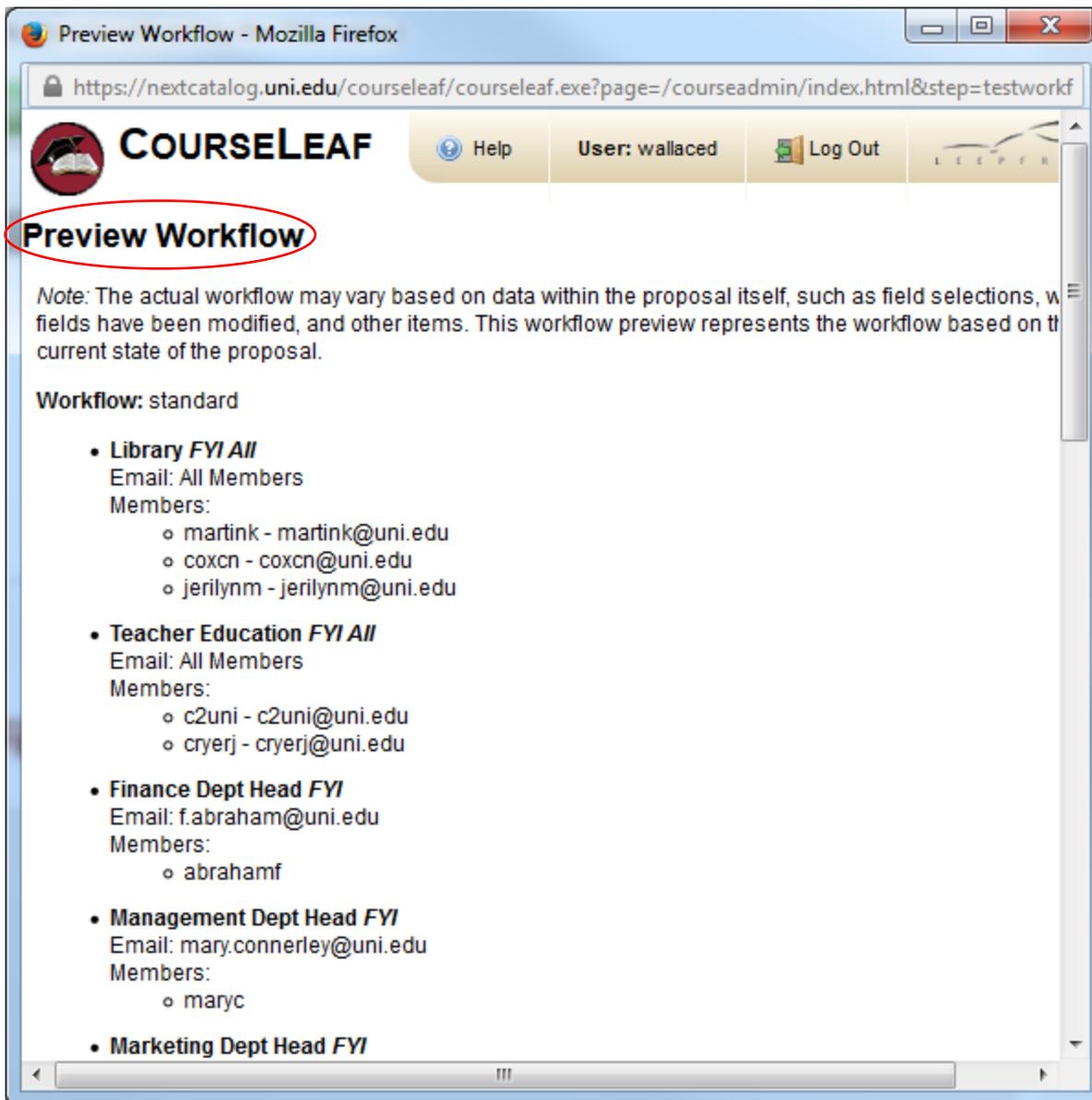
Course Code	Title	Workflow	Status
ACCT 2120	Principles of Financial Accounting		
ACCT 2490	Principles of Managerial Accounting		
ACCT 3055	VITA: Individual Income Tax Preparation		
ACCT 3075	Legal Concepts for Accountants		
ACCT 3090	Internship -- Accounting		
ACCT 3092	Special Problems -- Accounting		
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**

Catalog Pages referencing this course

- [Accounting Courses \(ACCT\)](#)
- [Department of Accounting](#)
- [Department of Finance](#)
- [Department of Management](#)
- [Department of Marketing](#)
- [Department of Technology](#)
- [Finance Courses \(FIN\)](#)
- [Management Courses \(MGMT\)](#)
- [Marketing Courses \(MKTG\)](#)
- [Technology Courses \(TECH\)](#)



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.

- 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).

File Edit View History Bookmarks Tools Help

Course Inventory Manage... x +

https://nextcatalog.uni.edu/courseadmin/

Most Visited Getting Started

Drop Course

Edit Course

Preview Workflow

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

Catalog Pages referencing this course

- [Accounting Courses \(ACCT\)](#)
- [Department of Accounting](#)
- [Department of Finance](#)
- [Department of Management](#)
- [Department of Marketing](#)
- [Department of Technology](#)
- [Finance Courses \(FIN\)](#)
- [Management Courses \(MGMT\)](#)
- [Marketing Courses \(MKTG\)](#)
- [Technology Courses \(TECH\)](#)

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.** 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.**
 - * 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: Leapfrog 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 Rachelle Kidwell or April Schmiesing (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) – Leapfrog 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.**

The screenshot displays the Course Inventory Management interface. At the top, the University of Northern Iowa logo and navigation links are visible. The main heading is "Course Inventory Management". Below this, there is a search bar with the text "ACCT*" and a "Search" button. To the right of the search bar are buttons for "Propose New Course" and a "Quick Searches..." dropdown menu. The user is logged in as "wallaced".

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		

Below the table, there are buttons for "Drop Course" and "Edit Course", along with a link for "Preview Workflow". The current view is for "ACCT 2120 : Principles of Financial Accounting".

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

Catalog Pages referencing this course:

- [Accounting Courses \(ACCT\)](#)
- [Department of Accounting](#)
- [Department of Finance](#)
- [Department of Management](#)
- [Department of Marketing](#)
- [Department of Technology](#)
- [Finance Courses \(FIN\)](#)
- [Management Courses \(MGMT\)](#)
- [Marketing Courses \(MKTG\)](#)
- [Technology Courses \(TECH\)](#)

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.

The screenshot shows the Course Inventory Management interface. At the top, it says "You are logged in as wallaced" with a "Help" link. Below the title "Course Inventory Management", there is a search bar with a search button and a "Propose New Course" button. A table lists courses with columns for Course Code, Title, Workflow, and Status. The Status column for several courses is marked as "Deleted". Red circles highlight the "Workflow" and "Status" headers and the "Deleted" status values.

Course Code	Title	Workflow	Status
MGMT 3916	Human Resource Development		Deleted
MGMT 5916	Human Resource Development		Deleted
MGMT 6297	Practicum		Deleted
MGMT 3930	Training: Design and Delivery		Deleted
MGMT 5930	Training: Design and Delivery		Deleted
POSTSEC 6222	Communication and Leadership in Postsecondary Education		Deleted
EDPSYCH 2017	Field Experience: Exploring Teaching		Deleted
EDPSYCH 3128	Field Experience: Teacher as Change Agent		Deleted
EDPSYCH 4139	Psychology of Personality, Education		Deleted

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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