

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.

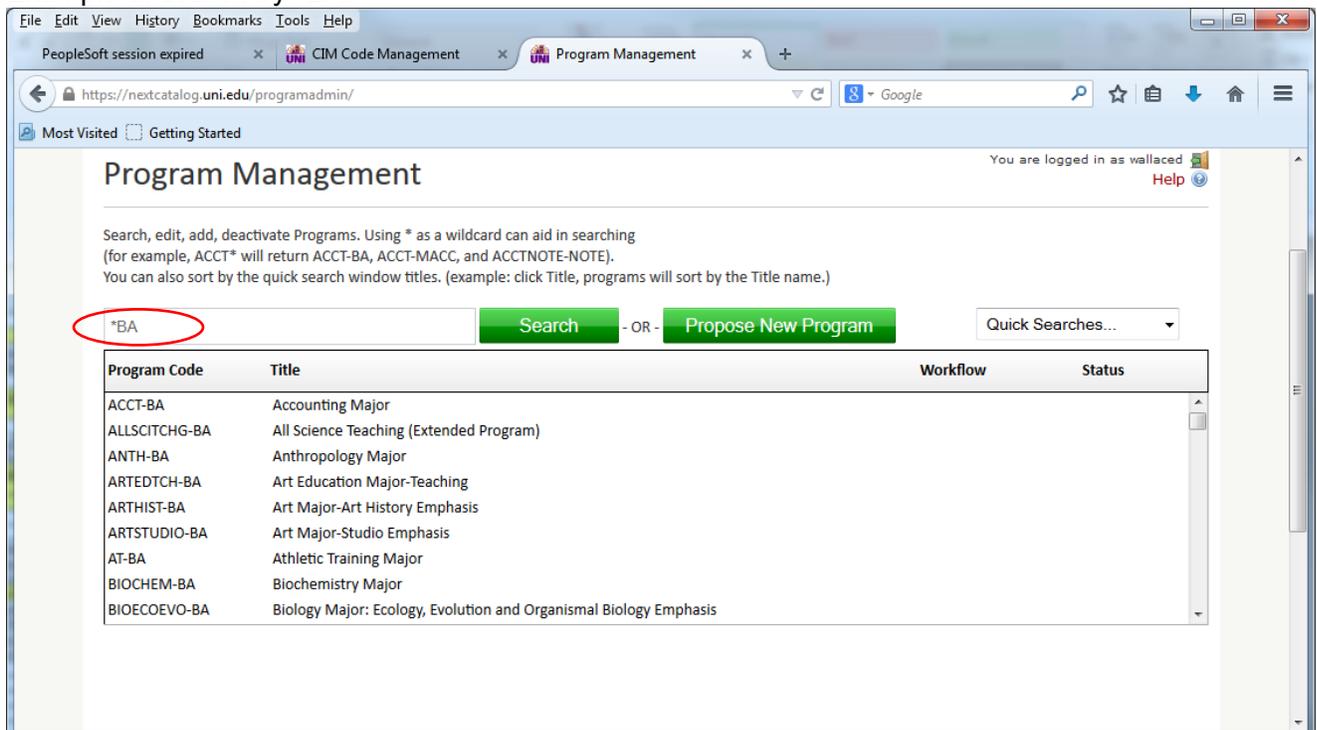
You can view the workflow status of any course proposal or program proposal as follows:

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:



The screenshot shows a web browser window with the URL <https://nextcatalog.uni.edu/programadmin/>. The page title is "Program Management" and it indicates the user is logged in as "wallaced". 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.)". A search input field contains the text "*BA" and is circled in red. To the right of the input field are two green buttons: "Search" and "Propose New Program". Below the search area is a table with the following columns: "Program Code", "Title", "Workflow", and "Status".

| 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 | | |
| BIOECOEDO-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

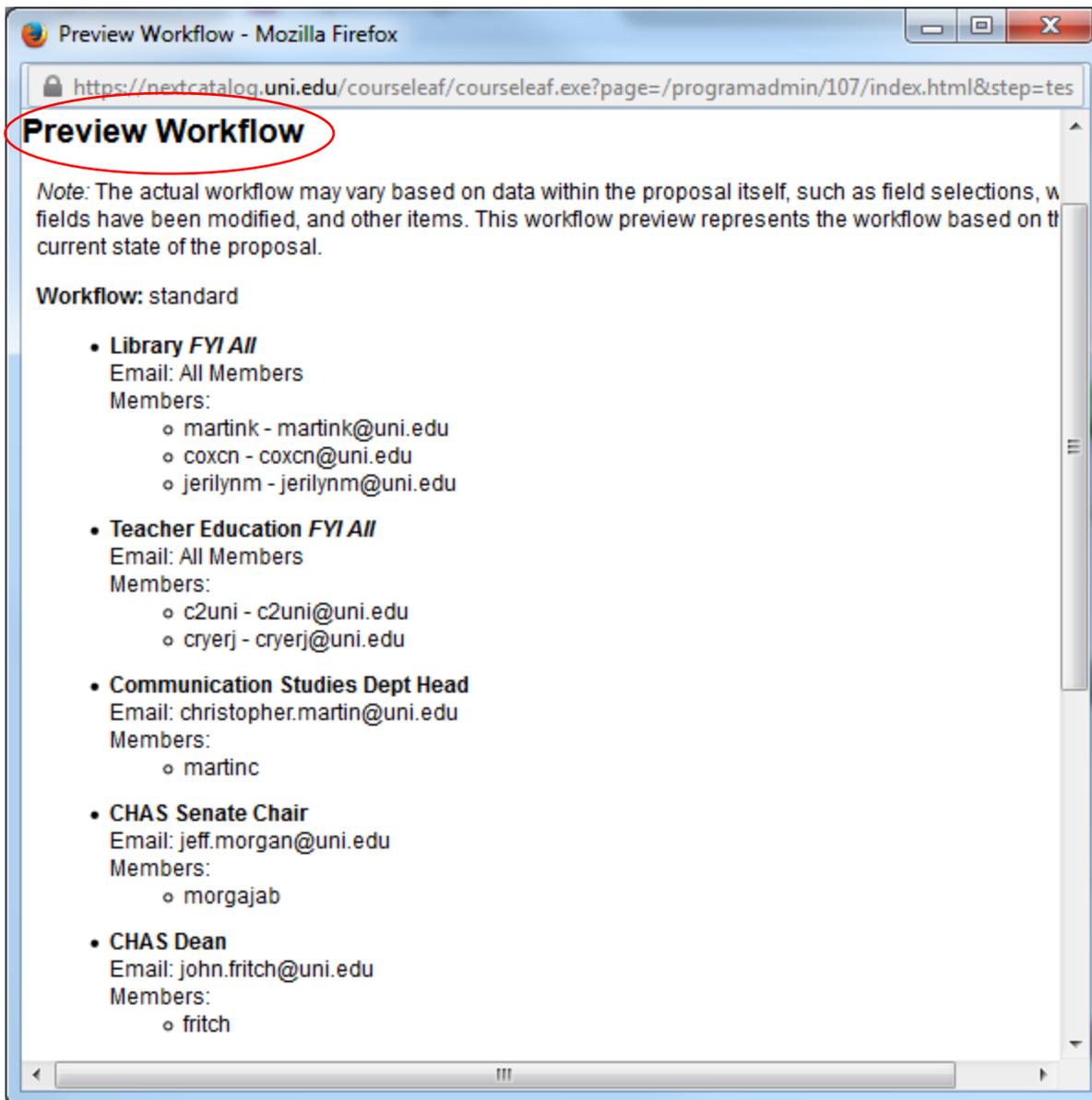
Search, edit, add, deactivate Programs. Using * as a wildcard can aid in searching (for example, ACCT* will return ACCT-BA, ACCT-MACC, and ACCTNOTE-NOTE). You can also sort by the quick search window titles. (example: click Title, programs will sort by the Title name.)

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

| Program Code | Title | Workflow | Status |
|-----------------|---|----------|---------|
| 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 | | |
| COMMTHEATCHG-BA | Communication - Theatre Major - Teaching | | |
| COMPSCI-BA | Computer Science Major | | |

Deactivate Program Edit Program Preview Workflow

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



As a general rule, when a proposal has been saved/submitted, the following **standard workflow** is followed. 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 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 require approval before moving to the next workflow step (unlike the FYI notifications indicated above).

- 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)
 - * 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 Rachele 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 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' page on the University of Northern Iowa's NextCatalog system. The page includes a search bar, a 'Propose New Program' button, and a table of active programs. The 'Workflow' and 'Status' columns are circled in red.

| Program Code | Title | Workflow | Status |
|-----------------|--------------------------------|----------|--------|
| ARTEDTCH-BA | Art Education Major-Teaching | | |
| ARTFOUNSEQ-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' page with a list of programs that have been deleted. The 'Workflow' and 'Status' columns are circled in red. The 'Status' column contains the word 'Deleted' for each program, while the 'Workflow' column is empty.

| Program Code | Title | Workflow | Status |
|----------------------|---|----------|---------|
| LITERACYCOACH-CERTSR | 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-CERTCP | Certificate in Continuous Quality Improvement | | Deleted |

Program “Rollbacks” in Workflow:

When a program 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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11/12/2020