



**UNIVERSITY OF NORTH FLORIDA**

**Faculty Association**

May 23, 2006

**MEMORANDUM**

**TO:** Mark Workman, Provost  
and Vice President of Academic Affairs

**FROM:** Judith L. Solano, President  
Faculty Association

**SUBJECT:** Automated APC Workflow System

Attached are the two documents required by the University's policy on the development and support of decentralized business computer systems.

The proposed system is a customizable web-based document workflow management system, designed to manage the lifecycle of APC documents. Web forms provide the means for collecting data from the participant. The workflow enactment service is responsible for displaying all or part of a form as well as routing the form among participants.

The system fully implements three of the prescribed Workflow Management Coalition's (WfMC) Workflow Reference Model interfaces through a centralized, web-based application interface. It presents the end user with different functionality depending on one of three user types: administrator, workflow engineer, and standard workflow participant. The standard workflow participant interface provides the ability to manage workflow tasks. The workflow engineer interface provides the ability to define a form, a workflow, and a process definition. The administrator interface provides the ability to monitor workflow progress and to perform such tasks as user and system management.

The APC process is fundamental to the University meeting its SACS's responsibility for maintaining a process for developing and approving educational programs. It is, therefore, in the best interest of the University for this system to be an integral part of our business systems. To this end, it is anticipated that this system will be developed in partnership with Information Technology Services. However, a faculty member and a recent graduate of the Department of Computer and Information Sciences have already developed a functioning prototype of the system and stand ready to begin its conversion to a production ready version.

2/8/2007

Our faculty member and graduate have the time to devote to this project during the summer months and the Faculty Association has some funding to provide them with compensation for their efforts. I urge you, therefore, to expedite the processing of this paperwork, so we can take advantage of this unique opportunity.

## **DECENTRALIZED BUSINESS SYSTEM PROPOSAL**

**DIVISION:** Academic Affairs

**DEPARTMENT:** Faculty Association

**SUBJECT:** Automated APC Workflow System

### **Purpose and Scope of the Proposed System**

The proposed system is a customizable web-based document workflow management system, designed to manage the lifecycle of APC documents. Web forms provide the means for collecting data from the participant. The workflow enactment service is responsible for displaying all or part of a form as well as routing the form among participants.

The system fully implements three of the prescribed Workflow Management Coalition's (WfMC) Workflow Reference Model interfaces through a centralized, web-based application interface. It presents the end user with different functionality depending on one of three user types: administrator, workflow engineer, and standard workflow participant. The standard workflow participant interface provides the ability to manage workflow tasks. The workflow engineer interface provides the ability to define a form, a workflow, and a process definition. The administrator interface provides the ability to monitor workflow progress and to perform such tasks as user and system management.

**Proposed Acquisition Method** (e.g. Purchase, Gift, Contract, In-House Development, Other)

It is proposed that the system will be developed in-house, by a team comprised of Information Technology Services staff, a faculty member and a recent graduate of the Department of Computer and Information Sciences, members of the Faculty Association APC Committee, and other appropriate staff from Academic Affairs.

### **Required Interfaces to Other University Business Systems**

The system will be required to interface with the Banner course catalog module.

**Expected Hardware and Network Capacity Required to Support Proposed System** (Information Technology Services staff will provide assistance in addressing this item.)

The assistance of Information Technology Services is required to address this item.

**Names of Primary and Secondary Personnel Responsible for Maintaining the System and Related Interfaces**

The APC process is fundamental to the University meeting its SACS's responsibility for maintaining a process for developing and approving educational programs. It is, therefore, in the best interest of the University for this system to be an integral part of our business systems. To this end, it is anticipated that this system will be maintained by Information Technology Services.

**Statement of How System Hardware and/or Software Not Housed In Information Technology Services Will Be Protected From Fire, Temperature Extremes, Water Intrusion, and Malicious Attack (Including Viruses)**

It is anticipated that this system be housed in Information Technology Services.

**Statement of Plans and Expected Funding Sources to Keep System Hardware and Software at Current Levels**

Academic Affairs proposes to use currency funding to maintain hardware and software at required levels.

**Schedule of System Data Backup and Rotation Off-Site Storage Facility**

It is anticipated that the system will be backed up and rotated to an off-site storage facility in accordance with Information Technology Services routine schedule.

## **DECENTRALIZED NETWORKING SYSTEM PROPOSAL**

**DIVISION:** Academic Affairs

**DEPARTMENT:** Faculty Association

**SUBJECT:** Automated APC Workflow System

### **Purpose and Use of Proposed Network Server(s) or Device(s)**

Network server(s) will be required to support a customizable web-based document workflow management system, designed to manage the lifecycle of APC documents. Web forms provide the means for collecting data from the participant. The workflow enactment service is responsible for displaying all or part of a form as well as routing the form among participants.

The system fully implements three of the prescribed Workflow Management Coalition's (WfMC) Workflow Reference Model interfaces through a centralized, web-based application interface. It presents the end user with different functionality depending on one of three user types: administrator, workflow engineer, and standard workflow participant. The standard workflow participant interface provides the ability to manage workflow tasks. The workflow engineer interface provides the ability to define a form, a workflow, and a process definition. The administrator interface provides the ability to monitor workflow progress and to perform such tasks as user and system management.

### **Expected Network Utilization of Proposed Server(s) or Device(s)**

(Information Technology Services staff will provide assistance in addressing this item.)

The assistance of Information Technology Services is required to address this item.

### **Statement of How Proposed Server(s) or Network Device(s) Not Housed Centrally In Information Technology Services Will Be Protected From Fire, Temperature Extremes, Water Intrusion, and Malicious Attack (Including Viruses)**

It is anticipated that this system be housed in Information Technology Services.

### **Names of Primary and Secondary Personnel Responsible for Maintaining the Proposed Network Server(s) or Device(s)**

The APC process is fundamental to the University meeting its SACS's responsibility for maintaining a process for developing and approving educational programs. It is, therefore, in the best interest of the University for this system to be an integral part of our business systems. To this end, it is anticipated that this system will be maintained by Information Technology Services.

**Statement of Plans and Expected Funding Sources to Keep Proposed Server(s) or Device(s) at Current Levels**

Academic Affairs proposes to use currency funding to maintain hardware at required levels.