

SSDP Requirement and Responsibility Matrix

		Required for all SSDPs?		Primary Entity Responsible		
Activity	Definitions and Explanation (References applicable Task Force Recommendations)	Required	Optional	Academic Responsibility	Administrative Responsibility	Either
		Financial Management				
Program Accounting	Provide financial services in accordance with all applicable policies (campus, GAAP, etc.)	X			X	
Annual Program Budget Development	Develop an annual program budget that, identifies all costs associated with the program and allocates them to the required expenditure categories. See TF Recommendation 2.2.	X		X	X	
Program Budget Monitoring	Regularly monitor the status of the budget throughout the year.	X			X	
Annual Fee Development/Approval	Provide required information to support fee review and approval processes. Determination of fee levels should include factors indicated in TF Recommendations 7.1, 7.2, and 7.3.	X		X	X	
Fee Collection	Establishing process for collecting fees. This may include agreement with other campus entities that perform this service (i.e. Cashier).	X			X	
Coordinate payment of all program costs	Manage invoicing as well as payment for internal agreements, faculty and staff payroll in coordination with the home unit, and appropriate allocation of any overhead charges.	X			X	
Purchasing of all program supplies and equipment.	Manage procurement for needed program supplies and equipment per campus policies.	X			X	

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		Establish all necessary financial agreements for program operations.	Negotiate and fully document, per campus policy, any financial agreements with internal and external partners. This may include MOUs, DCAs, contracts, grants and similar arrangements.	X		
Establish Financial Aid Policy that will apply to Students in the Program.	See TF Recommendation 5.1.	X		X		
Providing Financial Aid to Students	Ensure that procedures are in place to provide financial aid to the students consistent with the program's financial aid policy and relevant campus policies.	X			X	
Establish an MOU between the Lead Dean and any participating department(s), graduate group(s), and/or other deans regarding the distribution of surplus revenue generated by the program and responsibility for risk should the program not be self-sustaining.	See TF Recommendations 1.12 and 2.3.	X		X		
Disburse any surplus revenue per MOU.		X			X	
Ensure that an appropriate reserve is established and maintained to address the potential financial risk for an SSDP should it not be able to maintain a self-supporting model.	See TF Recommendation 2.5.	X		X		
Program Management						
Establish degree curriculum	Curriculum must be reviewed and approved per all relevant UC policies.	X		X		

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		Establish course content	Courses must be reviewed and approved per all relevant UC policies.	X		X
Maintain degree quality	Ensure that the same quality standards for the program are met and maintained as for state-supported programs.	X		X		
Responsible for program review process.	per UC and campus policies.	X		X		
Responsible for any program accreditation processes, including assurance of learning or adhering to learning objectives.	If there is an accrediting entity for the program, per the accrediting entity's policies. May also require coordination with Administrative Unit depending upon the accreditation requirements.		X	X		
Ensure that MOU is in place and current between the Academic Unit and an Administrative Unit that provides support to the program.	Per TF recommendations 1.12 and 3.5.	X		X	X	
Establish a policy regarding the use of the "Filing Fee" status by students in the program.	Per TF Recommendation 7.5.	X		X		
Establish annual enrollment goals.	These goals may include both the total number of students as well as address any diversity goals for the program.	X		X		
Establish a teaching policy for faculty participation in the SSDP.	Per TF Recommendations 6.1 and 2.7.	X		X		

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Establish an MOU between the Lead Dean and any participating department(s), graduate group(s), and/or other deans regarding the teaching commitment of faculty and method of compensation.	See TF Recommendations 1.12, 2.7, and 6.1.	X		X		
If necessary, establish an MOU between the Lead Dean and another academic unit who may provide SSDP students with access to state-supported courses.	See TF Recommendations 1.12 and 7.4.	X		X		
Establish dedicated Program Coordinator position.	This position may be responsible for many of the tasks outlined in this matrix. Goal is to ensure dedicated staff support, primarily for administrative support functions. Could be a percentage of time, but needs to be reasonable to support the size of program. Would likely sit in Administrative Unit, but would need to coordinate closely with Academic Unit. Terms related to the responsibilities of this position may need to be included in the model MOU so that Academic Unit is aware of level of service to be expected from this position.	X			X	
Ensure that faculty are assigned to program courses each year.		X		X		

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Establish/Request program BANNER code(s) and course prefix codes for BANNER/Registrar's Office (one time)	Banner code requests for all graduate programs originates from the Dean of Graduate Studies	X				
Maintain course schedules (annual)	All the work that has to be done to get course in the system, assign teaching, rooms, etc.	X		X	X	
Provide facilities for program instruction and activities		X				X
Provide facilities for program faculty (offices, etc.)		X		X		
Provide facilities for program staff		X				X
Coordinate any needed facility leases for the program.	This would most likely be for off-campus programs.	X			X	
Assist in management of any copyright, trademark issues related to the program or course materials.	Only as needed. Could be part of services provided by Administrative Unit or maintained by Academic Unit.		X			X
Coordinate availability of text books, text pacs, etc.	Work with bookstore or other vendors to make course materials available.	X			X	
Assist with developing program and course format innovations.	This could include things such as online course delivery, alternate schedules, alternate locations, etc. Does not refer to course content, only delivery.		X			X
Recruit, hire, appoint, provide support, supervise, and evaluate program faculty and teaching assistants per policies for all other similar employees.		X		X		
Ensure that program instructors have appropriate faculty appointments.		X		X		

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		Student Services				
Establish program application deadlines	Graduate Studies offers numerous deadlines to choose from; faculty in the program decide.	X		X		
Establish program application criteria and admission process	Must adhere to minimums required by UC, Graduate Council and the Office of Graduate Studies. Faculty in program have responsibility for further criteria. See TF Recommendation 4.1.	X		X		
Manage application review process.	Program staff and faculty have this responsibility.	X		X		
Coordinate course evaluation process	Additional administrative support for this process could be provided by Administrative Unit.	X		X		
Coordinate grading process	Additional administrative support for this process could be provided by Administrative Unit.	X		X		
Coordinate course enrollment management		X			X	
Determine what campus student services the SSDP students should have access to and will pay associated fees for.	See TF Recommendation 5.3.	X		X		
Interface with other campus units to ensure student access to campus services as determined by the program.	This may include services such as: library, recreation, student health, etc. See TF Recommendation 5.3.	X			X	
Assist students in accessing the Planned Educational Leave Program as necessary.	See TF Recommendation 7.6.	X		X		

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Assist international students with visa issues		X			X	
Track and inform faculty of student progress.		X				X
Coordinate registration of non-program students in program courses and program students in other courses.	See TF Recommendations 4.7 and 7.4.	X			X	
Provide students with program orientation.			X			X
Provide students with career services support.			X			X
Provide academic advising to students.		X		X		
Provide alumni services.			X			X
Marketing and Outreach						
Ensure that an initial market research study is conducted to determine program viability and market.	The academic unit is expected to ensure that this activity occurs, however it may be appropriate for an administrative unit to do the actual task. See TF Recommendation 1.5.	X		X	X	

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Develop marketing strategies to meet enrollment goals.	Under UC policy, "Dean of the school or college offering the self-supporting program is responsible for assuring that program publicity and marketing meet the highest standards of quality and accuracy, and the Dean is accountable to the Academic Vice Chancellor for such representations." However, it may be appropriate and/or desirable to collaborate closely with the Administrative Unit in developing these strategies.	X		X	X	
Lead recruitment and marketing efforts.		X			X	
Implement and manage promotional materials and advertising.		X			X	
Provide inquiry and response call center services for prospective students.		X				X
Manage and host program website.		X				X
Conduct and/or organize program information meetings.			X			X
Develop content for program website and other promotional and outreach materials.		X		X	X	