Service	Responsible entity
Outreach, Recruitment, Admission & Enrollment	
Marketing/publicizing the program	Ember Education
Recruiting students	SJVC
Registering students for classes	SJVC
Evaluating prior learning	SJVC
Establishing admissions requirements	SJVC
Admitting students	SJVC
Making exceptions to admissions requirements	SJVC
Deciding to retain or dismiss students	SJVC
Handing appeals and exceptions to academic policies and requirements	SJVC
Course Development, Pedagogy, & Instruction	
Designing of course content/curriculum	SJVC
Developing course syllabi	SJVC
Delivering instruction	SJVC
Adapting curriculum for online delivery	SJVC
Providing and managing course management software	Ember Education
Developing assignments and tests	SJVC
Grading student assignments	SJVC
Providing faculty development opportunities	SJVC
Establishing degree programs, degree level, student learning outcomes, course objectives, or number of credits	SJVC
Assigning grades	SJVC
Assessing student learning	SJVC
Awarding and recording credit	SJVC
Maintaining records of student performance	SJVC
Conducting institution-mandated program review	SJVC
Academic Support & Student Services	
Providing tutoring services	SJVC
Providing retention services	SJVC
Guiding students on selecting courses and majors	SJVC
Helping students clarify educational and professional goals	SJVC

Service	Responsible entity
Academic Support & Student Services con't.	
Providing referrals to support service	SJVC
Providing support services	SJVC
Providing career exploration and placement services	SJVC
Conducting degree audit	SJVC
Faculty Recruitment & Appointment	
Administration of the payroll function for course instructors and assistants	Ember Education
Selecting course instructors and assistants	SJVC
Hiring course instructors and assistants	SJVC
Evaluating course instructors and assistants	SJVC
Instructional Resources & Facilities	
Providing classrooms and educational facilities	Ember Education
Providing internship placement sites	SJVC
Monitoring internships	SJVC
Providing library or information resources	SJVC
Auxiliary Services	**SJVC**
Financial Considerations	
Collecting tuition and fees	SJVC (tuition and fees) and Ember Education (past due student institutional loan accounts)
Purchasing equipment or supplies	Ember Education
Students paying tuition or other fees directly to outside vendor for outside vendor services	N/A