



# SANTA ANA COLLEGE

School of Continuing Education

Welcome to Fall  
2025 Semester!



# Fall 2025 Semester ESL Program Team

## **SAC Mission Statement**

*Santa Ana College inspires, transforms, and empowers a diverse community of learners.*

## **ESL Program Mission Statement**

*The Santa Ana College School of Continuing Education (SAC SCE) ESL Department serves the diverse adult immigrant community of students to help them enhance their English skills for family, community, career, and academic success.*

- Chris Kosko, Dean of Instruction & Student Services
- Erika Jaimes, Division Administrative Assistant
- Ivonne Pittman, Division Administrative Assistant
- Henry Kim, ESL Department Chair, Professor
- Dr. Jose Lopez-Mercedes, ESL Department Co-Chair, SCE DE Coordinator, Associate Professor
- Dr. Jarek Janio, WIOA Coordinator, Associate Professor
- Cheryl Bucholtz-Magallon, Assistant Professor
- Caroline Kim, Assistant Professor
- Joanna McNerney, Assistant Professor
- Gizelle Ponzillo, Assistant Professor
- Dr. Merari Weber, ELL Healthcare Pathways Coordinator and SCE PD Coordinator, Professor

# ESL Program Goals

**1**

Increase student transitions between levels. This includes transitions from ESL Literacy to Beginning Low, from Intermediate to Advanced, and from Intermediate High to Advanced into Continuing Education programs such as Adult Basic Education (ABE), Career Education (CE), Adult High School Subjects (HSS), and college credit courses.

**2**

Improve attainment of Student Learning Outcomes (SLOs) using multiple measures, data results, and other sources towards the end of the Spring 2025 semester to determine a baseline to track attainment rates.

**3**

Improve student persistence and completion rates by reviewing data and other sources at the end of the Spring 2025 semester to determine a baseline and identify a plan for the Fall 2025 semester to increase both rates between 2-5%.

**4**

Update ESL resources used by the ESL faculty in the CEC Resource Center that are current and meaningful for adult students.

# Important Fall 2025 Faculty Reminders and Resources

- In-person instructors: post attendance hours daily and drop **No Show** students 2 weeks after the start of the semester.
- In-person instructors: check your classroom, instructional supplies, and technology & equipment.
- Send students a welcome email with class information.
- Visit the CEC Resource Center at CEC to check out class sets of books or review other resource materials.
- Participate in flex meetings and workshops and remember that flex hour completion is every Dec 1 and May 1.
- Work with Admissions & Records on registering students.
- Submit your syllabus to Erica Jaimes by the third week of the Fall 2025 Semester.
- For hybrid and fully online classes, check your Census 1 and 2 dates and certify your submission in Gateway.
- At the end-of-the semester: Post all attendance, drop all non-attending students with zero hours, and grade all students that have attendance hours.
- For an incident report go to the [RSCCD.EDU/REPORT](https://RSCCD.EDU/REPORT) via [Intranet](#): The "RSCCD Incident Reporting portal (website) allows employees and students to share important information regarding incidents or concerning behavior within the Rancho Santiago Community College District, including Santa Ana College and Santiago Canyon College. Please select the report you would like to submit from the list."

# **Chris Kosko, Dean of Instruction & Student Services**

**Summer 2025 Grades Posting attendance hours for in-person ESL faculty Support for in-person ESL faculty:**

- **Faculty Mentor at REC:**
  - **Jaime Munoz**
- **Faculty Mentor at SAC AEC:**
  - **Eric Gasner**

## **Level Leads for in-person and hybrid ESL faculty**

- **Literacy and Beginning Low: Cheryl Bucholtz-Magallon**
- **Beginning High and Intermediate Low: Joanna McNerney**
- **Intermediate High and Advanced: Gizelle Ponzillo**
- **Community Sites: Caroline Kim**

# **Retired, Relocating, and Dual OEC & CEC ESL Faculty**

## **Retirees:**

Adell Bitterlich  
Janine Black  
Tim Chavez  
Harinder Kahlon

## **New Hires:**

Hanna Dudnik - 1/27/25  
AnnMaria Gomez - 4/28/25  
Rosanna Islas - 3/17/25  
Betsy Navarrete - 3/17/25  
Diana Rivers - 2/10/25  
Janeth Sales - 5/12/25

## **Relocating:**

Natalya Dollar

## **Dual SCE/OEC Faculty:**

Robert Gibson  
Claudia Gonzalez  
Luz Hernandez  
Nayersh Nouri  
Vy Pham

# **Guest School of Continuing Education Speakers**

## **Dean of Instruction & Student Services, Academic Administration**

- ❖ Chris Kosko
- ❖ CEC A-102
- ❖ 714-241-5715

## **Admissions and Records Technology Specialist, Admissions and Record**

- ❖ Pilar Traslavina
- ❖ CEC A-101
- ❖ 714-241-5747

## **Student Services Coordinator, Academic Administration**

- ❖ Claudia Gutierrez
- ❖ CEC F-116
- ❖ 714-241-5822

## **Director of Special Programs, Continuing Education**

- ❖ Maximiliano Rosas
- ❖ SAC VL 211-4
- ❖ 714-241-5751

## Pilar Traslavina, Admissions and Records Technology Specialist, A & R

### Process:

Students who are under 18 and at least 17.5 years old can enroll into classes with a release. The students must go to their home district to obtain the release form and complete the form with the necessary signatures prior to enrolling.

### Support:

For technical support with all applications, contact ITS HelpDesk

For general support, email SAC A & R Department via [sceadmissions@sac.edu](mailto:sceadmissions@sac.edu)

1.Rosters	Rosters can be viewed via Self Service or CE System. Please contact SCE Admissions if you have any issues with your rosters.
2.Attendance Web (PANC)	PANC stands for Positive Attendance Noncredit
3.Census Certification (NCDE)	NCDE stands for Noncredit Distance Education
4.Early Alert	Online faculty teaching NCDE sections can use this system to request support for contacting students who have not signed in or stopped engaging.
5.Dropping and Grading Students	In Self Service, use the Drop Roster and Grading (Final) tabs
6.Guides and Manuals	To review these resources, go the <a href="#">Continuing Education Admissions &amp; Records homepage</a> .
Others	Questions? Contact SCE Admissions

**Claudia Gutierrez**  
**Student Services Coordinator, Academic Administration**

**Fall 2025 Semester Basic Needs Services for School of Continuing Education Students**  
 More Info: Visit Welcome Center at CEC or call 714-241-5804 or go to [Basic Needs Home](#)

Free food distribution at the Centennial Education Center quad area	<ul style="list-style-type: none"> <li>• Aug 27; Sept 10, 17, 24; Oct 8, 15, 22; Nov 5, 12, 19; Dec 3 and 10</li> <li>• 10 AM to 12 noon (<b>While supplies last</b>)</li> </ul>
Grab-N-Go Snack Pantry	<ul style="list-style-type: none"> <li>• Welcome Center at CEC in room F-101</li> </ul>
Free haircuts	<ul style="list-style-type: none"> <li>• CEC quad area on Sept 3, Oct 1 and 29 from 9:30 AM to 12:30 PM</li> </ul>
Free bus pass	<ul style="list-style-type: none"> <li>• Welcome Center at CEC room F-101</li> <li>• Student must be enrolled in on-campus classes at CEC, SAC AEC, REM in these SCE programs: ABE, HS Diploma, HiSET, GED, ESL, CE, Adult with Disabilities</li> </ul>
Free flu shots	<ul style="list-style-type: none"> <li>• Welcome Center at CEC room F-102 on Sept 10 and Oct 8 from 8 AM to 7 PM</li> </ul>
Free hygiene & menstrual kits	<ul style="list-style-type: none"> <li>• For students in critical need or housing insecure</li> <li>• Welcome Center at CEC in room F-102</li> </ul>
CalFresh Application Assistance for basic needs assistance <b>form</b>	<ul style="list-style-type: none"> <li>• Thrive Center Food Pantry at SAC Village (VL) in room VL 110</li> </ul>
	<ul style="list-style-type: none"> <li>• Late Rent, late bills, diapers, clothing, shelter referrals</li> </ul>
Digital Dons	<ul style="list-style-type: none"> <li>• Loaner laptops for students taking online, hybrid, or remote classes</li> </ul>
Mobile Clinics & Behavioral Health	<ul style="list-style-type: none"> <li>• Vision clinic on Aug 26, 2025</li> <li>• Medical clinic on Aug 28, 2025</li> <li>• Behavioral health services (emotional wellness, art &amp; therapy, resiliency, healing your inner child) on Thursdays from 10:30 AM to 12 noon starting August 28, 2025 at CEC in room F-102</li> </ul>
Free Fall 2025 Semester parking permit for SAC	<ul style="list-style-type: none"> <li>• For students taking in-person classes at SAC</li> <li>• Application opens: 8/18/25 to 8/24/25</li> </ul>



# CASAS EL Civics

Jarek Janio  
Maximiliano Rosas

# CASAS Resources with Links

- [CASAS Assessment Info](#)
- [EL Civics Information for Fall 2025](#)

Regardless of the teaching modality (face-to-face, hybrid, etc.) here are the numbers of COAAPs that need to be administered in each ESL Class depending on the number of hours stated on your assignment letter:

- 151 to 200 hours or more: 3 COAAPs
- 101 hours to 150 hours: 2 COAAPs
- 51 hours to 100: 1 COAAP
- 50 hours or less: EL Civics assessment is optional

English as a Second Language (ESL) Noncredit Student – Guided Pathways

Communication/Academic Pathway (Option A)

ESL for Career Pathways (Option B)

GOAL

Learn English to enhance communication skills within American culture and prepare for career and/or higher education.

GOAL

Learn English to enter the workforce and explore career options.



Start Educational Plan with a Counselor and Develop Foundation Skills

- ESL 300 Literacy
- ESL 301 Beginning Low\*
- ESL 302 Beginning High\*

- ESL 510 ESL: English for Work 1  
(Recommended for \*Beginning Levels)



ESL Support Classes:

Conversation, ESL for Citizenship, ESL Lab, Pronunciation, Writing

Clarify the Path • Enter the Path • Stay on the Path • Ensure Learning\*



\*Students should meet with a counselor to transition from one pathway to another.

- ESL 303 Intermediate Low
- ESL 304 Intermediate High
- ESL 305 Advanced Low
- ESL 306 Advanced High

- ESL 520 ESL: English for Work 2



(Recommended for Intermediate to Advanced Levels)



ESL Support Classes:

Conversation, ESL for Citizenship, ESL Lab, Pronunciation, Writing

Next Steps and Concurrent Options

- Adult Basic Education
- Career Education
- Citizenship
- GED/HISET
- High School Subjects
- Introduction to College Writing (Composition 2)
- Leadership Training
- Transition to College



Integrated Education and Training Programs

- Career Education Certificate Programs leading to:
- Careers
  - Internships
  - On-the-Job Training
  - Specialized Schools and Training



ESL Pathways to Your Future Success!

We're here to help! Continue and review your Educational Plan with a counselor:



**SANTA ANA COLLEGE**  
School of Continuing Education

Santa Ana College inspires, transforms, and empowers a diverse community of learners.

Contact info: [sac.edu/sce-counseling](http://sac.edu/sce-counseling)  
ESL Department: [sac.edu/sce/programs/esl](http://sac.edu/sce/programs/esl)

REV: 05.17.2023

# Highlighted ESL Core and Support Courses

- ESL 510, English for Work 1 & ESL 520, English for Work 2
  - Healthcare & Retail
- ESL 302, Beginning High & ESL 303, Intermediate Low: Pilot at CEC
  - On campus & Canvas
- ESL 720, Transition to College Class: Pilot at SAC AEC
  - On campus & Canvas
- ESL 130, Multilevel English as a Second Language
  - At CEC
- ESL 398, ESL Lab: In the evening
  - At CEC

## HOW WE STARTED:



## Fall 2024 - ESL 520 - English for Work 2

Healthcare Pathways classes  
for mid-level English speakers!

- We started with one class on 8/26/24 via Hybrid Zoom sessions on Saturdays
- Because of demand, another class was started on 9/3/24 via Hybrid on Saturdays

## Spring 2025

- One in-person class was added @ AEC from 8 AM to 12 PM
- Kept 1 Hybrid on Saturday

## Summer 2025

- Two hybrid classes with Zoom sessions on Saturdays.

# Current ELL: Healthcare Pathways

## Fall 2025 Semester

### ESL 510 via Virtual Hybrid (Pilot)

- Sat: 9 to 11 AM (Merari Weber – late start 8/25)

### ESL 520 via Virtual Hybrid

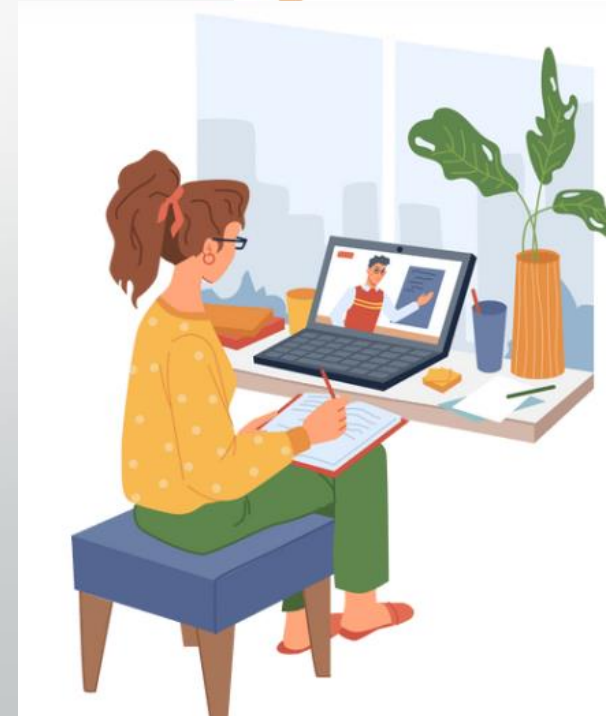
- Tue: 5 to 7 PM (Mara Tavantzis – late start 9/1)
- Sat: 11 AM to 1 PM (Shane Uesugi – 8/18)

### ESL 520 via In-Person

- Fri: 8 AM to 12 PM @ CEC (Joanna McNerney – 8/18)
- Sat: 8 AM to 12 PM @ SAC AEC (Shaheed Sabrin – 8/18)

# Hybrid Pilots at CEC and SAC AEC

- Modality: In-Person & Canvas
- Courses Offered:
  - ESL 302 & ESL 303 at Centennial Education Center
  - ESL 720 at Santa Ana College Adult Education Center
- Benefits
  - Expands class offerings within facility constraints
  - Offers flexible scheduling for busy students
  - Builds digital literacy for future online learning



# ESL 720, Transition to College Class

Section 72001 - 100% online

Section 70189 – Hybrid: Fridays 8:30am-11:30am SAC

ESL Program's Goal #1 (slide 7)

Increase student transitions between levels. This includes transitions from ESL Literacy to Beginning Low, from Intermediate to Advanced, and from Intermediate High to Advanced into Continuing Education programs such as Adult Basic Education

(ABE), Career Education (CE), Adult High School Subjects (HSS), and college credit courses.

In ESL 720, students will build their English language and academic skills to confidently transition into college courses at Santa Ana College or into High School.

Through engaging activities, they will improve their reading, writing, listening, and speaking abilities, while exploring valuable student success strategies and campus resources.

In this class, students can improve their English and take the next step toward their academic and career goals!

# ESL 130, Multilevel English as a Second Language

“When students teach each other, they learn twice.” — Joseph Joubert

SANTA ANA COLLEGE CONTINUING EDUCATION



Practice English with students from different ESL levels!

- Learn from teacher and classmates in a welcoming classroom for all English levels. Practice real-world situations in English and be more confident in your English skills.
- Aprenda con su maestra y compañeros en un salón acogedor para todos los niveles de inglés. Practique situaciones reales en inglés y gane más confianza en sus habilidades lingüísticas.
- Học cùng giáo viên và các bạn trong một lớp học thân thiện dành cho mọi trình độ tiếng Anh. Luyện tập các tình huống thực tế bằng tiếng Anh và tự tin hơn vào khả năng ngôn ngữ của bạn.

ESL-130 Multilevel English			
Section	Day	Time	Room
70601	Monday, Tuesday	11am - 1pm	D-107 (CEC)
70602	Wednesday, Thursday	11am - 1pm	D-107 (CEC)

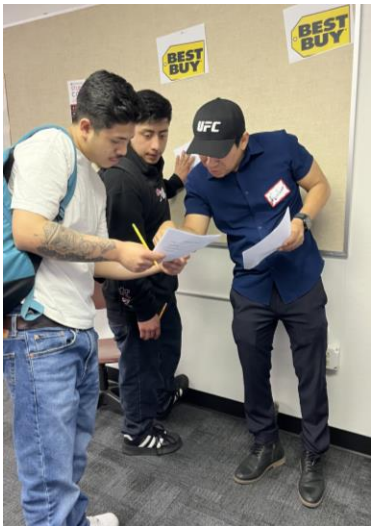
Classes are in-person at Centennial Education Center. Dates: August 18 - December 12, 2025. For more information, please email teacher Joanna Kibler-McNerney at mcnerney\_joanna@sac.edu.

Register now: [tinyurl.com/esl130class](https://tinyurl.com/esl130class)



[sac.edu/ESL](https://sac.edu/ESL)

714-241-5700



## Benefits of a Multilevel Class:

- Students learn from each other
- Replicates real-world situations
- Gives students more confidence in their language abilities

Example Week

Week 6: Health and Medical Appointments

- Monday Vocabulary: Feeling sick
- Tuesday Scenario: Going to the doctor
- Wednesday Vocabulary: Cures and Medication
- Thursday Scenario: Getting medicine from the pharmacy

# ESL 398, ESL Lab



## ***In-person ESL Lab sections @ CEC in D-109***

- ✓ 11 AM to 5 PM, Monday to Thursday AND **6 to 9 PM, Monday to Thursday**
- ✓ 8 AM to 12 noon on Friday

## ***Two online ESL Lab sections: 1) Beginning and 2) Intermediate & Higher***

### ***Example resources provided to students:***

- ✓ Burlington English
- ✓ Rosetta Stone
- ✓ Oxford Picture Dictionary (for in-person instruction only)
- ✓ Monthly Guest Speakers
- ✓ Optional assignments for practice with music, reading, vocabulary, grammar, and more!
- ✓ Digital skills practice
- ✓ Comfortable room to complete classwork, homework, group work, EL Civics, etc.
- ✓ Instructor-guided ongoing student progress forms

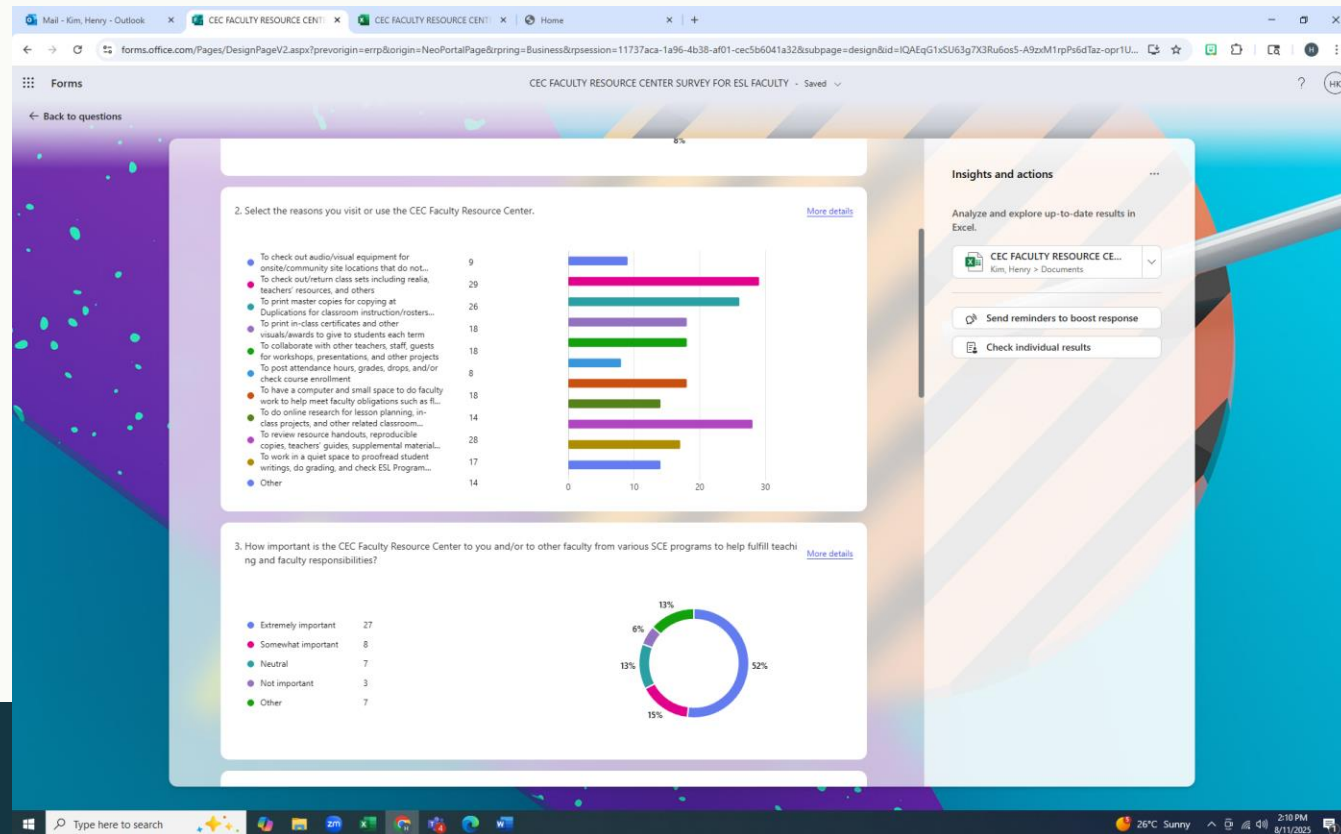


# ESL Book Committee Survey Results

## Purpose of survey:

The ESL Program is evaluating how the CEC Faculty Resource Center supports faculty work, teaching effectiveness, student learning outcomes (SLOs), student persistence, and course completion.

The 8-question survey was compiled after meetings with the ESL Book Committee members and ESL faculty completed it during Spring 2025 Semester and this [link provides the comments](#). There will be ongoing discussions with other committees to share the results to work on outcomes, suggestions, and concerns from the survey. A big thank you to the committee members and the faculty who completed the survey. The screenshot below captures question 2-3:



## Professional Development

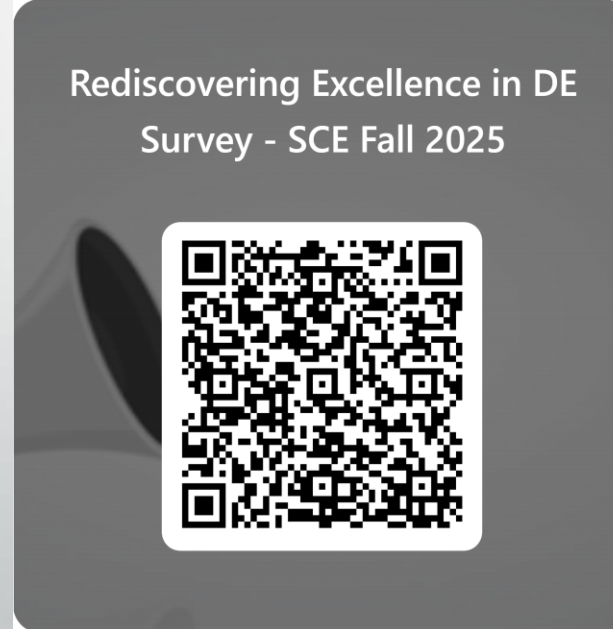


### Fall 2025 - Professional Learning Week

Congratulations on completing Fall Flex Day One yesterday! We have a full PD Flex Week. Remember to visit our SCE PD Intranet for full details about Fall Flex Week (August 11–15, 2025). Bel...

# Distance Education

- Equity and Innovation
- SAC SCE Distance Ed is ranked as **number one** in the State
- 238 OTD/OTC Trained Faculty
- 225 Courses with DE Addenda
- Professional Development Opportunities



# Faculty Resources

- **ESL Department**

- [ESL Department Homepage](#)
- [Teacher Resources](#)
- [Instructional Support Forms](#)

- **Distance Education**

- [SAC Distance Ed Handbook & Faculty Resources](#)
- [SAC SCE Page](#)

- **Continuing Education**

- [2025-2026 Academic Calendar](#)
- [SCE Calendar](#)

- **Health and Wellness**

- [Health and Wellness Series](#)

- **Risk Management**

- [Employee Safety](#)
- [Emergency Preparedness](#)



# Outlook Video Tutorials

- [Flagging Emails in Outlook](#)

In this 3-minute tutorial, you'll learn how to set up your email so that messages from the department automatically appear in a distinct color, making them easier to spot in your inbox.

- [Scheduling Emails in Outlook](#)

This 2-minute, 30-second video tutorial shows you how to schedule emails to be sent during regular working hours—a topic we discussed in last week's meeting.

# Gen. AI Demos

Playlab AI (Free)

Dynamic Teaching

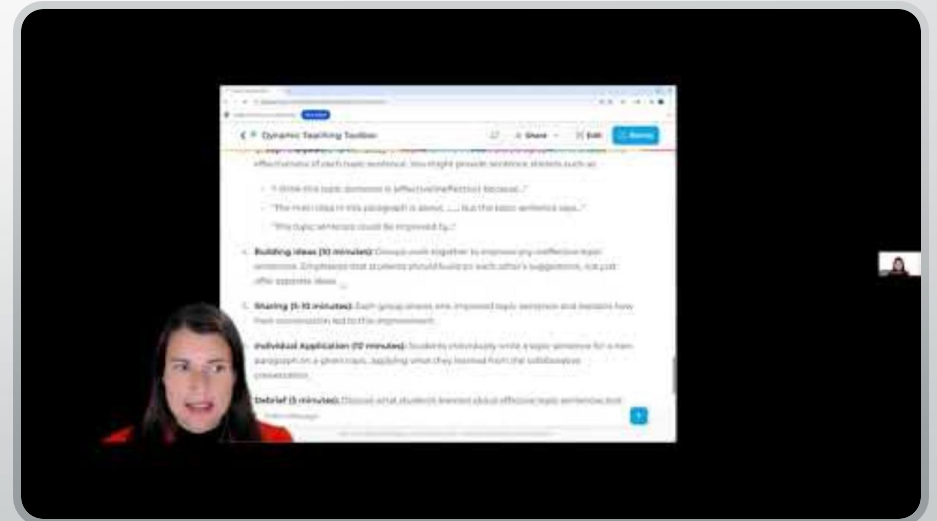
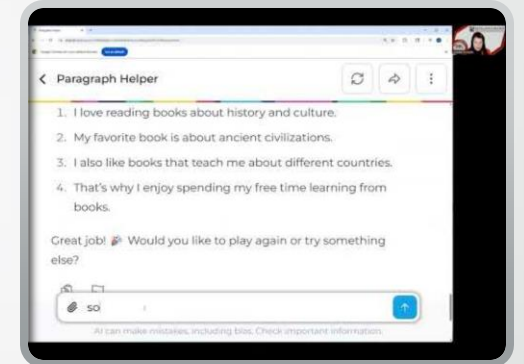
Toolbox Paragraph Helper

Scan the QR code to create

your account

Flex Week [presentation](#)

on Playlab AI



# Breakout Session – ~10 Minutes

- What is an online tool that you have found to be very helpful for your in-person and/or distance education classes?
- What is an AI tool that you have found to be very helpful for your in-person and/or distance education classes?
- What is a physical item or tool that you have found to be very helpful for your in-person and/or distance education classes?

***Please Note:** Attendees collaborated in the [GoogleDoc](#) and shared resources. This is a live document where you can share resources and try out something new in your class(es).*

# Thank You!

We appreciate your attendance!

Be on the lookout for other PD opportunities and future ESL Program Meetings updates and highlights.

