SAC RESOURCE ALLOCATION REQUEST FORM FY 2026/27

SAC MISSION STATEMENT

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

ment:	SAC SCE/ESL Program
Submitted By:	Henry Kim

RAR's are used to meet accreditation standards, tying outcomes to planning & budget

References:

- Resource Allocation Request Procedures
- SAC Planning and Budget Priorities 2023-2024
- PASCCD Planning and Design Manual
- AR6601 Facility Modification Request

Directions & Timeline:

1. Enter items that have been included in your 25/26 approved or revised program review that require new or additional funding.
2. Sort request by category (i.e. Instructional Supplies, Facilities, etc.) and prioritize by numerical value, # 1 being highest priority of need.
3. For facilities related request, please 1st reach out to our Director, Physical Plant/Facilities to review if request will need to go through the Facilities Modification Request (FMR) process. Please provide the results of this review under column "B" (Item Description).
3. Please submit Prioritized Resources Allocation Requests to Director, Campus Budget & Accounting by November 28, 2025

Budget Office use only

Department/ Program	Item Description	Select request type using the drop down menu.	How does your request relate to course/program Student Learning Outcomes (SLOs) (Academic Depts.) and Service Unit Outcomes (SUOs) (Administrative/ Support Depts.). What are you planning to achieve?	How does your request relate to SAC's Strategic Plan?	How will you measure the success of your project?	Is this a multi-disciplinary or campus wide request? Yes/No If Yes, please explain	Has this request been submitted to other funding sources? Yes/No If Yes, what funding source (GP, Equity, SWP, Perkins)	Priority 1= Highest	Is this an annual on-going expenses	FY 25/26 Estimated Cost (Do not leave this column blank)	Provide a detailed explanation for ranking this as critical	ITEM FUNDED? YES/NO	GL Account will be added during the funding period	Funded Amount
SCE ESL	CATESOL and TESOL Membership and Conferences	Conferences	Staff will keep current on faculty training. They active for innovation, new teaching strategies and new resources for promoting practices to maximize student learning and help students reach their goals.	Vision Achievement: Excellence in Teaching & Learning Vision Theme 2 & 5: Student Achievement and Innovation Professional Development 1: Innovation Professional development is necessary to ensure that faculty and staff at SAC have access to innovation-centered professional development which in will lead to excellence in teaching and learning, and promote innovative promising practices.	Analysis of answers provided by attendees on evaluation forms after each conferences throughout the year.	No	N/A	1	Yes	$10,000.00	TESOL and CATESOL are the professional organizations for ESL practitioners. The ESL program requires current field promising practices to maintain the quality and meet the accreditation needs of SAC.			
SCE ESL	Keynote Presenters: Professional development needs required such as keynote/flex presenters, special accommodations, and supplies for flex presentations during the fiscal year. Ongoing training throughout the year.	Contracted Services (Non-Instructional)			Analysis of answers provided by attendees on evaluation forms after each PD activity throughout the year.	No	N/A	1	Yes	$20,000.00	Part-time ESL faculty would learn from "Keynote Speakers" as there are not sufficient funding for all of them to attend other profesional conferences that provide ESL innovations, new instructional tools, and latest teaching methodologies.			
SCE ESL	Core ESL Distance Education Course Templates (7 Courses). The current ESL Canvas templates have not been updated since 2020. The content needs to be updated to provide quality instruction and for our department to meet accreditation standards.	Personnel (Non-Instructional)			This would be measured via student success data (retention and completion rates).	No	N/A	1	Yes	$65,000.00	Having content that is current and relevant to students will ensure that we are aligned to Vision 2030, Distance Education initiatives (e.g. AI and Equity), and SAC's goals.			
SCE ESL	ESL Support Course Templates (10 course templates). Due to budget constrains, our ESL Support Courses lack the most updated accessible lessons for quality instruction in online environment.	Personnel (Non-Instructional)			This would be measured via student success data (retention and completion rates).		N/A	1	Yes	$75,000.00	Having content that is current and relevant to students will ensure that we are aligned to Vision 2030, Distance Education initiatives (e.g. AI and Equity), and SAC's goals.			
SCE ESL	English for Work 1 and 2 Course Templates (2 course templates). Due to budget constrains, our English for Work Courses lack the most updated accessible lessons for quality instruction in online environment.	Personnel (Non-Instructional)			This would be measured via student success data (retention and completion rates).	No	N/A	1	Yes	$20,000.00	Having content that is current and relevant to students will ensure that we are aligned to Vision 2030, Distance Education initiatives (e.g. AI and Equity), and SAC's goals.			
SCE ESL	ESL Lab language learning program software licenses, fees, purchases, or renewals	Software/Licenses/ fees (Instructional)	Student Learning Outcomes are achieved when students complete course learning objectives in their ESL courses that are supported by class sets of software, textbooks, materials, and resources. These outcomes help students complete their educational software, courses, and goals.	After students pass their courses, they will be better prepared to enroll and be successful in other courses and programs.	Weekly and monthly goal sheets and folders to monitor and record student progress and course learning objectives for goal completion and used in multiple measures for course completion.	No	N/A	1	Yes	$30,000.00	The language learning programs which is connected to the course lab curriculum is offered to lab students as the primary resources for language instruction and learning for course completion.			
SCE ESL	Professional Learning Communities	Personnel (Non-Instructional)	Support for various ESL Program initiatives and ongoing curriculum development to meet the needs of a diverse body of students.	Plan Area 1 – Student Achievement: Excellence in Teaching & Learning Vision Theme 1 & 5: Student Achievement and Innovation ESL faculty are supposed to "Keep up with the times" through level mentoring, resource support, and focused trainings. These activities will lead to excellence in teaching and learning, and promote innovative promising practices.	ESL part-time faculty participation and project completions are reviewed via meetings, discussions, emails, orientations, as well as other assigned task force/work group activities.	No	N/A	1	Yes	$20,000.00	To assist in completing ESL Program projects and participating in task force/work groups and committees requiring part-time ESL faculty.			
SCE ESL	Three Instructional Assistants	Personnel (Instructional)	Instructional Assistants will support instructors and their students by improving student comprehension during instructional activities, providing additional support to students, and by helping to increase SLO attainments by faculty.	Plan Area 1 – Student Achievement: Excellence in Teaching & Learning Vision Theme 1 & 5: Student Achievement and Innovation Instructional Assistants will support ESL faculty and the ESL Program in achieving excellence in T&L will enable faculty and the program to meet their course and program goals.	Discussions with faculty, satisfaction surveys, student questionnaires, and other multiple measures will be included.	No	N/A	1	Yes	$60,000.00	Instructional Assistants will support instructors and their students by improving student comprehension during instructional activities, providing additional support to students, and by helping to increase SLO attainments by faculty.			
SCE ESL	Classroom technology/equipment/interactive board/in-class and portable technology, equipment, and hot spots are needed to increase access to instructional technology throughout the ESL Program.	Equipment (Instructional) >$1,000 per item	Student Learning Outcomes are accessible when instruction is delivered in an environment that includes technology at all scale, and technology can be accessed by faculty and students.	Use of Technology is identified in the SAC Vision Theme 4.	Course/certificate completions and SLO survey responses will track the use of for example, Squiver technology as needed, and how they enhance the successes of students.	No	N/A	1	Yes	$20,000	Student Learning Outcomes are attainable when instruction is delivered in an environment with current equipment and available technology that can be accessed by faculty and students.			
SCE ESL	Three new tenure-track teaching faculty are needed to increase the part-time teaching faculty ratio of 94.1% versus full-time teaching faculty ratio of 5.9% for 2024-2025 so the ESL Program must have more full-time ESL faculty.	Personnel (Instructional)	The ESL Department cannot accomplish its department mission without additional full-time tenure track teaching faculty. Faculty is the classroom implement, assess, and revise curriculum, student learning for the courses they teach or coordinate. This connection is the ESL Program's primary driver that has to meet the needs of a diverse group of students. The ESL Program needs full-time faculty and date to implement new goals and objectives which their full-time faculty are leading. Full-time faculty in conjunction with part-time faculty to lead the efforts on completing the new/revised goals and objectives.	Additional faculty is identified in the SAC Vision Theme: (Student Achievement)	Additional lead faculty are needed to help work on completing ESL Program objetives and goals, support part-time faculty, and focus on student retention, persistence, transition, and completion rates.	No	N/A	1	Yes	$400,000	Three new tenure-track teaching faculty are needed to increase the part-time to full-time faculty teaching ratio which as of 2024/2025 was 94.1% so over 94% of all ESL sections are being taught by part-time ESL faculty. The ESL Department cannot accomplish its department mission without additional full-time tenure track teaching faculty.			
SCE ESL	Textbooks, instructional resources, materials, and other items that are needed for course instruction.	Supplies (Instructional)	Student Learning Outcomes are achieved when students complete learning objectives in their ESL courses that are supported by class sets of software, textbooks, materials, and resources. These outcomes help students complete their educational software, courses, and goals.	Plan Areas 1 + – Student Achievement: Excellence in Teaching & Learning Vision Theme 1 & 5: Student Achievement and Innovation Budget & Infrastructure: The ESL Program is in the process of updating its SuccessLanguage learning and having current textbooks, materials, and other learning resources will enhance ESL students' in-class learning to ensure their course completion, persistence, activities, and completion rates.	Faculty discussions, surveys, and other assessments to review student retention, persistence, transition, and completion rates.	No	N/A	1	Yes	$50,000.00				
SCE ESL	Pace AI (used to be Linguistic)language learning program software licenses, renewals, fees, or purchases	Software/Licenses/ fees (Instructional)	Student Learning Outcomes are achieved when students complete learning objectives by class sets of software, or software programs. These outcomes help students complete their educational software, courses, and goals.	After students pass their courses, they will be better prepared to enroll and be successful in other courses and programs.	Student surveys and other multiple measures will be utilized.	No	N/A	1	Yes	$15,000.00	After students pass their courses, they will be better prepared to enroll and be successful in other courses and programs.			