

**SAC RESOURCE ALLOCATION REQUEST FORM FY 2025/26**

**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](#)  
[RSCCD Planning and Design Manual](#)  
[AR6601 Facility Modification Request](#)

- Directions & Timeline:**  
 1. Enter items that have been included in your 2025/26 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 requests](#), 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 30, 2024**

										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 expense?	FY 25/26 Estimated Cost (Do not leave this column blank)	ITEM FUNDED? YES/NO	GL Account will be added during the funding period	Funded Amount
SCE ESL	Professional development needs required such as for keynote/flex presenters, special accommodations, and supplies for flex presentations during the fiscal year. Ongoing training throughout the year.	Contracted Services (Non-Instructional)	Student Learning Outcomes are part of every course and faculty training. They allow for innovative instructional strategies and new resources for promoting practices to maximize student retention, persistence, transition, and course completion rates.	Plan Area 1 – Student Achievement: Excellence in Teaching & Learning (Vision Themes 1 & 3). Student Achievement and Innovation Professional Development is necessary to ensure that faculty and staff have access to student success-centered professional development which will lead to excellence in teaching and learning, and promote innovative promising practices.	Analysis of answers provided by attendees on evaluation forms after each PD activity throughout the year.	Campus wide: ESL faculty and courses will be affected at all sites and online.	No	1	Yes	\$20,000.00			
SCE ESL	Part-time ESL faculty can be involved as in the past in ESL Department committees and subcommittees to help meet program goals and outcomes. Compensation of hours are approved by the program dean and in consideration of the Affordable Care Act.	Personnel (Non-Instructional)	Support for various ESL Program initiatives and development to meet the needs of a diverse body of students.	Plan Area 1 – Student Achievement: Excellence in Teaching & Learning (Vision Themes 1 & 3). Student Achievement and Innovation ESL faculty are supported in various ways such as through level mentoring, resource support, and focused trainings. These faculty-centered outcomes will lead to excellence in teaching and learning, and promote innovative promising practices.	Part-time participation and project completions are reviewed for example via meetings, discussions, emails, orientations, and other task force/work group activities.	Campus wide: ESL faculty and courses will be affected at all sites and online.	No	1	Yes	\$14,000.00			
SCE ESL	CATESOL and TESOL membership and conferences	Conferences	Student Learning Outcomes are part of every course and faculty training. They allow for innovative instructional strategies and new resources for promoting practices to maximize student learning and help students reach their goals.	Plan Area 1 – Student Achievement: Excellence in Teaching & Learning (Vision Themes 1 & 3). Student Achievement and Innovation Professional Development is necessary to ensure that faculty and staff at SAC have access to student success-centered professional development which will lead to excellence in teaching and learning, and promote innovative promising practices.	Analysis of answers provided by attendees on evaluation forms after conferences. Debriefs will also be provided as well as professional development presentations based on the new information attained.	Campus wide: ESL faculty will be affected.	No	1	Yes	\$10,000.00			
SCE ESL	ESL Lab language learning program software licenses, renewals, fees, or purchases	Software/License s/fees (Instructional)	Student Learning Outcomes are achieved when students complete course learning objectives in the ESL Lab by using language learning software programs and other web-based sites. These outcomes help students complete their educational pathways, 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/progress sheets, student folders, and other assessments will be used to track SLOs and course completion.	The ESL Lab is located at Centennial Education Center and it serves all students. CEC is open to all ESL students Monday to Saturday.	No	1	Yes	\$30,000.00			
SCE ESL	Pace IA (used to be Linguistic) language learning program software licenses, renewals, fees, or purchases	Software/License s/fees (Instructional)	Student Learning Outcomes are achieved when students complete learning objectives by using language learning software programs. These outcomes help students complete their educational pathways, courses, and goals.	After students pass their courses, they will be better prepared to enroll and be successful in other courses and programs.	A number of Pace IA seats is to be used as a pilot by students in the ESL Lab. Student surveys and other multiple measures will be utilized.	The ESL Lab is located at Centennial Education Center and it serves all students. CEC is open to all ESL students Monday to Saturday.		1	Yes	\$15,000.00			
SCE ESL	Textbooks, instructional resources, materials, and other items that are needed for classroom instruction including OER resources and creation of them.	Supplies (Instructional)	Student Learning Outcomes are achieved when students complete learning objectives in their ESL courses that are supported by class sets of textbooks, instructional materials, and resources. These outcomes help students complete their educational pathways, courses, and goals.	Plan Area 1, 11 – Student Achievement: Excellence in Teaching & Learning (Vision Themes 1 & 3). Student Achievement and Innovation The ESL Program offers a variety of courses to facilitate language learning and having current textbooks, instructional materials, and resources will enhance ESL students' in-class learning to help promote student retention, persistence, transition, and completion rates.	Faculty discussions, surveys, and other assessments to review student retention, persistence, transition, and completion rates.	Campus wide: ESL faculty and courses will affect ESL sections offered at all sites and online.	No	1	Yes	\$50,000.00			
SCE ESL	Instructional Assistants per CEC reorganization chart for the ESL Lab and classrooms to support the ESL Program, instructors, and instruction.	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 Themes 1 & 3). Student Achievement and Innovation Instructional Assistants will support ESL faculty and the ESL Program in various ways which in turn 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.	Campus wide: ESL faculty and courses will affect ESL sections offered at all sites and online.	No	1	No	\$10,000.00			