



MEMORANDUM OF AGREEMENT BETWEEN

HIGHLINE COLLEGE ADMINISTRATION (HC)

AND

HIGHLINE COLLEGE EDUCATION ASSOCIATION (HCEA)

Dated: 3 April 2023

Whereas:

- English Language, Career, and Academic Preparation (ELCAP) students have some different advising needs than credit-class students;
- The college has a commitment to ease the transition from upper-level ESOL and ABE courses into credit courses through the implementation of multiple strategies, including—to the extent resources allow-- faculty advising and faculty-led workshops;
- Full-time ELCAP faculty have student advising responsibilities under section 303.3 #3 of the 2022-25 HCEA-HC Negotiated Agreement;
- Part-time faculty are eligible for training and advising compensation under Appendix F of the 2022-25 HCEA-HC Negotiated Agreement; and
- Appendix F of the 2022-25 HCEA-HC Negotiated Agreement recognized that it could be beneficial for ELCAP faculty to organize their student advising work in a variety of ways;

HCEA and HC agree to the following **ELCAP Student Advising Model** as an amendment to Appendix F:

Section 4: English Language, Career, and Academic Preparation (ELCAP) Student Advising

ELCAP students have some different advising needs than credit-class students. In order to serve student needs, especially with respect to transition into credit courses, the ELCAP department will develop and conduct an ELCAP student advising program.

4.1 Administration of ELCAP Student Advising Program

1) At the beginning of the academic year, the CAO or their designee will determine the general scope and extent of ELCAP student advising activity. This determination will be communicated in writing to ELCAP faculty by the first week of instruction.

2) The CAO or their designee will establish a departmental tracking system for ELCAP faculty student advising activity and quarterly stipend record date for activity tracking in order to qualify for advising stipends. Information on the tracking system and the relevant dates will be communicated to ELCAP faculty in a timely manner.

3) Should the ELCAP Advising Team find that changes are needed to the scope and/or extent of ELCAP student advising activity, or to other aspects of the ELCAP Student Advising Program, the Team can submit a written proposal to the CAO or their designee. The CAO or their designee will consider the proposal and provide a written response to the Team in a timely manner.

4.2 ELCAP Student Advising Stipends

1) Full-time ELCAP faculty will be eligible for a student advising stipend in Fall, Winter, and Spring quarters equal to that of other full-time faculty if they document at least 10 units of formal advising-related work in that quarter.

2) With prior written approval of the Dean for College and Career Readiness, full-time ELCAP faculty who complete more than 10 units of formal advising-related work in Fall, Winter, or Spring quarters will be paid a stipend of \$40 per documented unit above the 10 units. Partial units will be paid proportionally.

3) With prior written approval of the Dean for College and Career Readiness, full-time ELCAP faculty who complete formal advising-related work in Summer quarter or during breaks between quarters will be paid a stipend of \$40 per documented unit.

4) With prior written approval of the Dean for College and Career Readiness, a part-time ELCAP faculty member will be eligible for stipends as outlined in section *4.5 Part-time ELCAP Faculty Student Advising Activities* below.

5) With prior written approval of the Dean for College and Career Readiness, ELCAP faculty developing workshop or training materials related to ELCAP student advising will earn 1 Advising unit per hour of such work, up to a maximum of 10 units.

6) To be eligible for a student advising stipend in a particular quarter, formal advising-related work must be documented in the established tracking tool and by the established stipend record date. Stipend payments are subject to the approval of the CAO or their designee.

7) For Spring quarter 2023 only, full-time ELCAP faculty will be paid \$40 per documented unit of formal advising-related work even if the total number of documented units is less than 10. Approval as in 4.2 #2 is still required for work above 10 units.

8) For Winter 2023 only, the full-time ELCAP faculty member with primary responsibility for developing the ELCAP advising model will be eligible for the regular full-time faculty advising stipend.

4.3 ELCAP Advising Team

1) At the beginning of each academic year, full-time ELCAP faculty will select three full-time ELCAP faculty to serve on the ELCAP Advising Team. No full-time faculty can serve for longer than two consecutive years on the ELCAP Advising Team. For 2022-23, the Team will be formed in Spring 2023 to serve until the beginning of Fall 2023. This first appointment will not count toward the two-consecutive-year limit.

2) In accordance with the scope and extent of the ELCAP Student Advising Program determined in 4.1 #1, the Team will schedule, organize, and promote quarterly workshops for ELCAP students on topics

related to advising and funding their higher education. The Team will confirm which faculty will serve at which session and track both faculty and student attendance. The Team will update and make changes to the advising guide and student checklist and any supporting materials as needed. If the materials update and development work is greater than the Team members have available, the Team can delegate the work, with the prior written approval of the CAO or their designee, to any ELCAP faculty who has been trained to complete it. This work can count as advising-related work.

3) In accordance with the scope and extent of the ELCAP Student Advising Program determined in 4.1 #1, the Team will send names of students who need or request an assigned ELCAP adviser to the Faculty Advising Program Manager.

4) Should a member of the ELCAP Advising Team be unable or unwilling to fulfill their term, a replacement will be elected from among the full-time ELCAP faculty. A member of the ELCAP Advising Team can be removed from the position if a majority of the full-time ELCAP faculty vote for the removal.

4.4 Full-time ELCAP Faculty Advising Units

1) ELCAP Advising Team members will earn 5 units per quarter for those quarters, including summer, when they fulfill the responsibilities of a Team member.

2) Full-time ELCAP faculty who facilitate or co-facilitate advising or financial aid workshops for students organized by the ELCAP Advising Team will earn 1 unit per hour of workshop. Individual student advising conducted at workshops will be documented in the college approved online system as Group Advising.

3) Full-time ELCAP faculty working directly with a currently enrolled assigned advisee outside of a workshop and documenting at least two communications with that student in the approved College online advising tracking tool will earn 0.5 units per assigned advisee per quarter.

4) Training and shadowing activities established by the ELCAP Advising Team and documented in the departmental tracking system earn Advising units at the same rates as described in 4.4 #1-3 above.

4.5 Part-time ELCAP Faculty Student Advising Activities

1) With prior approval from the Dean of College and Career Readiness or their designee, part-time ELCAP faculty will be paid to attend advising training at Highline at the \$35 per hour departmental training/meeting rate (see section 207.5). This training is required to be eligible for part-time faculty advisor compensation. To continue to be eligible for part-time advising stipends, returning part-time faculty advisors will be required to attend a shorter annual adviser training session to be apprised of updates.

2) With prior approval from the Dean of College and Career Readiness or their designee, part-time ELCAP faculty who facilitate or co-facilitate advising or financial aid workshops for students organized by the ELCAP Advising Team, or who develop materials for these workshops will be paid at the \$45 per hour project rate (see section 207.6) for documented work. Individual student advising conducted at workshops will be recorded as Group Advising in the approved online system for the college. Other approved formal advising-related work will be paid at this rate, as well.

3) Part-time ELCAP faculty will track their time spent on formal advising-related activity, as described in 4.4 #1-2, on the established tracking tool. This does not include individual advising of assigned advisees. Activity submitted for payment by the established stipend record date will be paid for that quarter.

4) With prior written approval from the Dean of College and Career Readiness or their designee, part-time ELCAP faculty who record two communications with assigned student advisees, as documented in the approved College online system by the college-wide stipend record date, will be compensated at the rate of \$20 per advisee per quarter as are other part-time faculty.

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This Agreement shall not affect the bargaining rights of either HC or HCEA as provided by the current HCEA-HC (Collective Bargaining) Agreement 2022-2025 or any extension of that agreement. Unless specifically noted, all other negotiated provisions shall remain in effect.

For Highline College Administration



Emily Lardner
Vice President for Academic Affairs

4-6-23

Date

For Highline College Education Association



James Peyton
HCEA President

4/6/23

Date