



MEMORANDUM OF AGREEMENT

BETWEEN

HIGHLINE COLLEGE ADMINISTRATION (HC)

AND

HIGHLINE COLLEGE EDUCATION ASSOCIATION (HCEA)

This Memorandum of Agreement (MOA) is made on this (date) _____ March 1, 2024 _____.

Whereas

1. There are unique visa status maintenance in-person class requirements for International Student Programs students;
2. A scheduled optional in-person class meeting has been determined to meet one of these requirements;
3. The International Student Programs (ISP) staff need to be able to recruit and advise students based on classes that meet visa status requirements; and
4. Faculty department coordinators serve as conduits of program and class information between faculty and administration;

HCEA and HC agree to the following provisions for optional in-person class meetings for classes taught in fully online modalities, applicable to asynchronous or synchronous instruction:

1. Faculty department coordinators will advise Academic Affairs on an annual basis of the department choice(s) of one of the following options with respect to scheduled optional in-person class meetings for credit-bearing classes offered in online modalities for each of the course prefixes in that department:
 - 1) A requirement that all online modality classes with that department prefix will have scheduled optional in-person meetings. Departments will arrange for the meetings as needed.
 - 2) A requirement that only online modality classes with that department prefix taught by full-time faculty will meet the requirement for scheduled optional in-person meetings. Full-time faculty will arrange for the meetings as needed and may coordinate the meetings.
 - 3) Provide class-by-class information for the quarterly schedule on which online modality classes with that department prefix will have scheduled optional in-person meetings. This information will be provided at the time that the class is entered into the class scheduling system. Any subsequent changes to the department's list of classes offering such meetings will be sent to both ISP and Academic Affairs.
2. Classes with scheduled optional in-person meetings will include language in the class syllabus that details the date, time, and location of the meeting. The syllabus language will match the following template:

To comply with the Student and Exchange Visitor Program (SEVP) requirements for F-1 international students, this class is not fully remote. Rather, there will be an in-person component, as follows: one in-person meeting with the instructor or a designated faculty member, which will be from [start time] to [end time] on [day, date] in [location]. Attendance is optional. All students in the class are invited to attend.

Any changes to this template language must be approved by HCEA and HC and then distributed to all faculty by Academic Affairs, typically at least two weeks before instruction begins for the quarter in which the change applies.

3. If a department/discipline needs to change which of the three options they are using for the year, the department coordinator will inform Academic Affairs of the change and Academic Affairs will notify ISP and other College areas as needed.

4. Typically, the scheduled optional in-person class meetings will be staffed by full-time faculty from the department. With prior written approval from the appropriate curriculum dean, a part-time faculty member may run the meeting(s). In that case, the part-time faculty will be paid the professional services rate.

This Agreement shall not affect the bargaining rights of either HC or HCEA as provided by the current HCEA-HC (Collective Bargaining) Agreement 2022-25, 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
3.1.24

Date

For Highline College Education Association



James Peyton
HCEA President

3/5/24

Date