



MEMORANDUM OF AGREEMENT

BETWEEN

HIGHLINE COLLEGE ADMINISTRATION (HC)

AND

HIGHLINE COLLEGE EDUCATION ASSOCIATION (HCEA)

This Memorandum of Agreement (MOA) is made on this October 13, 2023.

Whereas

- The full implementation of Watermark Aviso for faculty student advising is ongoing; and
- Appendix F – Faculty Advising of the 2022-25 HCEA- HC Negotiated agreement refers to some expectations of Watermark Aviso use that need to be modified;

HC and HCEA agree to the following adjustment to Appendix F language related to the quarterly advising stipend for the 2023-24 and 2024-25 fiscal years. HC and HCEA further agree to jointly assess the Watermark Aviso implementation in October 2024 to determine any additional adjustments.

Current contract language from Appendix F – Faculty Advising:

Faculty will proactively reach out to all their assigned advisees through Watermark, no later than one week prior to the start of registration for the next quarter (Fall, Winter, Spring) to offer advising assistance tied to the student’s Academic Plan. The advising activity will be documented in Watermark. Documentation should include: confirmation that the student has an academic plan in Watermark; notification of the student if any of the courses they are currently registered for are not “on plan” as indicated by Watermark analytics and the degree requirements; and an offer of planning assistance to advise about next quarter classes prior to the start of registration for that quarter.

Revised language for Fall 22 and Winter 23:

Faculty will proactively reach out to all their currently enrolled assigned advisees through Watermark Aviso at least twice each quarter to offer their assistance helping students select courses that align with the student’s chosen program of study. The deadlines for the two messages are expected to be as follows:

	FALL 2023	WIN 2024	SPR 2024
1 st Message/Note	October 30 (reg. opens 11/2)	February 12 (reg. opens 2/15)	May 6 (reg. opens 5/9)
2 nd Message/Note	December 4	March 11	June 3

	FALL 2024	WIN 2025	SPR 2025
1 st Message/Note	October 28	February 10	May 5
2 nd Message/Note	December 2	March 10	June 2

Each quarter, at least two advising-related contacts with each assigned advisee should be documented using a separate Watermark Aviso Faculty Advising Note for that advisee. Only notes saved under this note type will be used to verify faculty advising engagement for the quarter.

Qualifying notes include

- A copy of a message inviting the student to scheduling an advising session with you.
- A description of the outcome of an advising session.
- A copy of a second message that serves as a follow up reminder of the invitation to meet or the planned classes for the coming quarter.

Note: ELCAP faculty advising is defined in a separate Memorandum of Agreement.

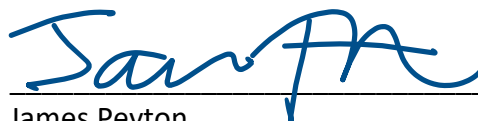
For the purposes of the full-time faculty quarterly advising stipend, the assigned advisees are considered to be those who are currently enrolled and appear on the Watermark Aviso caseload on the Friday before the first message is due for that quarter. While interactions with other students are helpful and welcomed, the advising stipend is based on faculty advising activity engaging assigned advisees listed in Watermark Aviso.

Part-time faculty advising stipends will be based on Watermark Aviso Faculty Advising Notes for assigned advisees as described above. However, part-time faculty may be assigned advisees in Watermark Aviso any time during the quarter as long as they are notified of the assignment.

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. Unless specifically noted, all other negotiated provisions shall remain in effect.

For Highline College Administration

For Highline College Education Association



Emily Lardner
Vice President for Academic Affairs

James Peyton
HCEA President

10/13/23
Date

10/13/23
Date