MEMORANDUM OF AGREEMENT

BETWEEN

HIGHLINE COLLEGE ADMINISTRATION (HC)

AND

HIGHLINE COLLEGE EDUCATION ASSOCIATION (HCEA)

This Memorandum of Agreement (MOA) is made on this (date) ____September 13, 2024_____.

Whereas

I.   Instructor-initiated regular and substantive interaction (RSI) is a regulatory requirement for asynchronous online classes to be eligible for federal student financial aid; and

II. The 2022-25 HCEA-HC Negotiated Agreement and subsequent MoAs established guidelines for RSI; and

III. HCEA and HC mutually agree on the need for additional adjustments to the RSI process;

HC and HCEA agree to the following **revised RSI process effective Fall 2024:**

1. Summary

The Department of Education-mandated Instructor-Initiated Regular and Substantive Interaction (RSI) review process at Highline will consist of the following steps. Specific details about each step are defined below this summary.

   A. During the first quarter of teaching an asynchronous online class, instructors will complete a short course on RSI.
   B. During the second quarter of teaching an asynchronous online class, instructors will complete a review of RSI.
   C. Thereafter, part-time faculty and lecturers will complete an RSI Refresher Course two years after the initial or renewal review is completed, and a RSI review every three years after completing the refresher course. Tenured faculty will complete an RSI refresher course two years after the initial or renewal review is completed, and a review at the same time as each post-tenure review.

2. Initial RSI Training

During the first quarter of teaching an asynchronous online class at Highline, an instructor will complete a short course about RSI, and participate in one supportive consultation with a member of the EdTech department.

   2.1. At the end of week 7 and again during finals week, status reports about faculty scheduled to complete the initial training will be sent as follows:
      2.1.1. Division chairs will receive a report about tenured and tenure track faculty.
      2.1.2. Department coordinators will receive a report about lecturers and part-time faculty.

3. Initial review

During the second term that an instructor teaches an asynchronous online class at Highline, a review of RSI in one asynchronous online class is required. The review will address syllabus language about feedback, the substantive first week assignment, monitoring student progress, and examples of RSI.

3.1. Instructors can fill out a self-assessment and provide documentation that is evaluated by a member of the EdTech department, or request that the review be completed by a member of the EdTech department.

3.2. If the instructor self-assesses:
   3.2.1. By Friday of week 4, evidence of the syllabus language about feedback, first week assignment, monitoring student progress, and representative samples of RSI from either week 2 or week 3 are due.
   3.2.2. By Friday of week 8, representative samples of monitoring student progress and RSI from either week 6 or week 7 are due. In summer quarter, materials are due by Friday of week 7.

3.3. EdTech will provide feedback to the instructor by the end of weeks 5 and 9. In summer quarter, feedback will be provided by the end of weeks 5 and 8.

3.4. If the instructor doesn't respond by Friday of week 8, EdTech will conduct a review of a randomly selected asynchronous online class taught by that instructor from that quarter.

3.5. Reporting
   3.5.1. Feedback is provided to the instructor.
   3.5.2. Division chairs will receive a status report about tenured and tenure track faculty.
   3.5.3. Department coordinators will receive a status report about lecturers and part-time faculty.
   3.5.4. Reports will identify the quarter, instructor, class, who conducted the review, whether the instructor communicated by the end of Week 8, initial or renewing status, and whether the class interaction met RSI standards.

3.6. If the class did not meet standard, then the instructor is required to participate in coaching, and the initial review process is repeated until one of the instructor's classes meets RSI standards.

4. RSI Refresher Course

Two calendar years after the quarter in which a previous RSI review is completed, an instructor teaching an asynchronous online class will complete an RSI Refresher Course. The refresher course will cover changes and updates to RSI regulations and practices and new technology options for engaging in RSI in classes. For the course deliverable, the instructor will fill out a checklist of RSI practices, and reflect on practices and potential improvements.

4.1. If the instructor does not teach an asynchronous online class in the two years after completing an RSI review, they will take the RSI Refresher Course the next time they are scheduled to teach online.

4.2. If an instructor is not teaching an asynchronous online class during the quarter in which the refresher course is due, or the refresher course is not completed during the designated quarter, they will take the refresher course the next time they teach an asynchronous online class.

5. Renewal RSI Reviews

After the initial review process is complete, RSI in an instructor's asynchronous online classes will typically be reviewed every 5 years, 3 years after a refresher course is completed. Provisions for tenure-track/tenured faculty and for part-time/lecturer faculty are as follows.

5.1. Tenured and tenure-track faculty

If a tenured or tenure-track faculty member is teaching or has taught an asynchronous online class since the last time they completed the RSI Refresher Course, an RSI review will be conducted at the same time as post-tenure review.

5.1.1. The RSI review will use the same criteria and evidence requirements as the initial review.

5.1.2. If the instructor is not teaching an asynchronous online class during the post-tenure quarter, then another online class taught since the last time the instructor completed the RSI Refresher course will be substituted. If the instructor has not taught an asynchronous online class since the last time they completed the RSI Refresher course, they will complete that course the next time that they teach an asynchronous online class.

5.1.3. The class to be reviewed can be chosen by the evaluee.

5.1.4. The review can be conducted by a member of the post-tenure review committee, or by EdTech at the request of the committee.

    A. The RSI review can be substituted for one of the required observations if conducted by a member of the post-tenure review committee.

    B. If the review is conducted by a member of the committee, the observer's review is sent to EdTech, with commentary on any RSI requirements not represented in the class. EdTech will follow up with the observer and evaluee for clarification if necessary.

    C. If the review is conducted by EdTech, the review will follow the same schedule as the initial review.

5.1.5. Reporting follows the Initial Review procedures, except where not applicable.

5.1.6. If an instructor converts from part-time or lecturer to tenure-track contract status, they will participate in an RSI review in the second year of their tenure process, as appropriate.

5.1.7. If the class did not meet standard, then the instructor is required to participate in coaching, and the initial review process is repeated until one of the instructor's classes meets RSI standards.

5.2. Part-time Faculty and Lecturers

In the quarter three calendar years after completing the RSI Refresher Course, a part-time faculty member or lecturer teaching an asynchronous online class(es) will complete an RSI review of one asynchronous online class taught in that quarter.

5.2.1. The RSI review will use the same criteria, evidence requirements, schedule, and procedures as the initial review.

5.2.2. The class to be reviewed can be chosen by the evaluee.

5.2.3. If the instructor does not teach an asynchronous online class in the designated quarter, they will complete an RSI review the next time they teach an asynchronous online class.

5.2.4. Instructors can fill out a self-assessment and provide documentation that is evaluated by a member of the EdTech department, or request that the review be completed by a member of the EdTech department.

5.2.5. Reporting follows the Initial Review procedures.

5.2.6. If the class did not meet standard, then the instructor is required to participate in coaching, and the initial review process is repeated until one of the instructor's classes meets RSI standards.

5.2.7. If an instructor changes faculty status to part-time or lecturer, that instructor's review schedule carries forward from their previous contract status.

6. Observer Training

If a post-tenure review committee member will be conducting the RSI review, that committee member must complete the RSI Refresher Course.

6.1. If, in the last two years, that committee member has completed an RSI review and passed, or completed the RSI Refresher Course, they are eligible to observe without re-taking the refresher course.

6.2. Faculty who take the refresher course as part of their observer duties will be deemed to have completed the refresher course for their own RSI review schedule.

7. Annual Reporting

A summary of RSI completion will be provided to HCEA leadership and the CAO annually. That summary will include:

7.1. Number of initial and renewal reviews conducted, and who conducted the review

7.2. Results of those reviews

7.3. Notable trends

7.4. Suggested follow-up

8. Additional Provisions

8.1. If the review and/or refresher schedule outlined above needs to be adjusted, HCEA and administration will jointly determine revisions.

8.2. Ed Tech will inform faculty of an upcoming review or refresher no later than the sixth week of the quarter before the quarter in which the review or refresher is to take place. (Fall quarter 2024 notifications will occur during Opening Week 2024.)

8.3. The Director of Educational Technology may delay an individual instructor's RSI review or refresher based on a request from the instructor or based on Ed Tech capacity. Instructors may also request to complete a refresher or review early.

8.4. Continuing faculty will be placed on the RSI review/refresher schedule based on a) faculty status, b) years teaching, c) teaching modality, and d) how long it has been since they completed an RSI review. For Fall quarter 2024 only, faculty may delay a RSI review or refresher one quarter by requesting the delay, in writing, from the Director of Educational Technology no later than the 3rd day of the quarter.

8.5. The Initial RSI Training will be designed to be completed in approximately three hours. The RSI Refresher Course will be designed to be completed in approximately two hours.

8.6. Part-time faculty will receive a stipend of $135 upon completion of the Initial RSI Training and a stipend of $90 upon completion of the RSI Refresher Course.

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

For Highline College Administration

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Emily Lardner
Vice President for Academic Affairs
Acting Co-President

_____9-16-24_____
Date

For Highline College Education Association

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James Peyton
HCEA President

___9/16/24_____
Date