

Biennial Review Report of Ottawa University's Drug and Alcohol Abuse Prevention Program

Biennial Review Committee Membership

Lisa Johnson, Vice President for Administration
Brian Patterson – Campus Manager WI
Chad Taldo – Campus Manager OP
Clark Ribordy – VP of Administration and CFO
Brian Messer – Vice President for APOS
Janet Peters – Director of Planned Giving
Karen Adams – University Registrar
Freda Strack – Assistant Dean of Student Affairs
Joanna Walters – Director of Career Services
Donna Washington – Counselor
Herb Orr – Facilities Director
Martha Dodds – Campus RN
Teresa Kelley – Associate Dean
Tom Taldo- Dean of Student Affairs
Arabie Conner – Athletic Director
Fred Romero – Campus Dean AZ

I. Introduction

A. In compliance with the Drug Free Schools and Campuses Regulations, the Biennial Review Committee was organized by Lisa J. Johnson, Vice-President for Administration in December 2014. Chaired by Dr. Johnson, the committee utilized the U.S. Department of Education's *Complying with the Drug-Free Schools and Campuses Regulations* as a guide for the review process. The primary tasks of the review committee were to accomplish the following:

1. Determine the effectiveness of the University's drug and alcohol abuse prevention program;
2. Ensure that the University had consistently enforced disciplinary sanctions related to drug and alcohol conduct violations;
3. Evaluate strengths and weaknesses of the University's drug and alcohol abuse prevention program and outline strategies for program improvement.

B. The Biennial Review Committee met on the following dates to achieve these objectives: 12/15/2014, 1/19/2015, and 3/2/2015.

1. The following subcommittees were created to achieve these objectives:
 - a. Survey Committee (Joanna Walters, Janet Peters, Lisa Johnson, Terry Haines)
 - b. Sanctions Review Committee (Brian Patterson, Patrice Fess, Kristen Moore)
 - c. Policy/Compliance Committee (Karen Adams, Lisa Johnson, Freda Strack, Teresa Kelley)
 - d. Report Committee (Terry Haines, Freda Strack, Lisa Johnson)

C. The following departments and personnel provided information for this report:

- Student Affairs
- Assistant Dean of Students
- Dean of Students
- College Health Services
- College Counseling Services
- Campus Manager for Wisconsin
- Campus Dean for Indiana
- Campus Executive for Arizona
- Human Resources Department
- Residential Life

- Financial Aid
- Campus Security
- College Facilities Department
- University Athletics Department
- Sodexo Food Services
- Student Activities Department
- Office of the Registrar

II. Description of Alcohol and Drug Abuse Prevention Elements

A. Alcohol Free Options

1. Multiple alcohol free activities are offered annually for students by Residential Life, Student Activities, Health Services, Counseling Services, the music department, the performing arts department, the School of Business, Career Services, the Adawe Center, Campus Ministries, and the athletics department.
2. The College has a Student Center and the Hull Center that are utilized by hundreds of students daily throughout the year.
3. The Athletic Department offers intramural sports competitions for students throughout the year.
4. Non-alcoholic beverages are promoted at student events and OU is a dry campus.
5. The campus has an outdoor track and has access to tennis courts and other recreational facilities within the City of Ottawa that are used by students.
6. Adult sites promote family events throughout the year, alumni events, and professional development opportunities.

B. Normative Environment

1. The College requires all students under the age of 21 to live on campus as part of their acclimation to College and the overall College experience.
2. Class attendance is encouraged and there is an academic penalty for students who have unexcused absences.
3. All residence halls and campuses are substance free by policy.
4. The College provides training for Resident Directors and Resident Assistants and Student Affairs staff on mental health and substance abuse issues.
6. Pro-health messages are publicized by various departments and units including Student Health Center, Student Counseling Center, Student Affairs, Student Residential Life, and by Sodexo Dining Services.
7. Student Affairs staff members provide substance abuse presentations each year as part of new student orientation.



8. All student athletes are subject to mandatory drug and alcohol testing as a condition of their participation in College athletic programs.
9. Student Affairs collaborates with other departments and organizations in connection with National Collegiate Alcohol Awareness Week (observed by the College in November) with a special emphasis on creating attractive alcohol free activities. (See **Appendix 1.**)
10. Representatives from Student Affairs and administration collaborate in conducting sexual assault prevention programs during the fall semesters of both years. While the main focus was on sexual assault prevention, these programs featured the sharing of information about the link between alcohol and drug use on sexual assault and instruction on bystander intervention.
11. Students found responsible for alcohol and/or other drug code of conduct violations were required to complete educational modules on Haven as part of their sanctions.
12. Student Affairs staff that featured events prior to spring break in March promoting alcohol awareness and alternatives to alcohol.
13. College Health Services and College Counseling Services provide printed information about substance abuse to students at special on-campus events and in their suites.
14. University Title IX Coordinator has information available for students and online for students regarding substance abuse prevention and resources for assistance.
15. Resident Assistants hold floor meetings at the beginning of each academic year to talk with residents in their respective areas about various policies, including those related to alcohol and drug prohibitions.

C. Alcohol Availability

1. The use of alcohol is prohibited on all University campuses.

D. Marketing and Promotion of Alcohol

1. The on-campus promotion of activities or events cannot include alcohol advertising or sponsorship by alcohol marketers.
2. Alcohol cannot be used as an inducement to participate in an event.
3. Alcohol cannot be portrayed as a solution to personal problems or as an enhancement to social, sexual or academic status.

E. Policy Enforcement

- 1 Resident Assistants complete health and safety room inspections at least twice each semester and report discovery of alcohol and/or drugs or drug paraphernalia to Student Affairs.



2. College security enforces alcohol and drug policies on campus
3. Human resources provides education and training to staff on how to address any suspected alcohol or drug use/abuse by employees.
4. Student Affairs investigates and enforces sanctions for violations of the Student Handbook and Code of Conduct and provides appropriate resolution and sanctions.
5. All students receive notice of the University Alcohol and Drug Abuse Prevention Policy on an annual basis.
6. All staff/faculty receive annual notification of the University policy as it relates to alcohol and drug abuse prevention for employees.

F. Screening, Treatment, and Referral Services

1. Student Health Services provides counseling and referral services for students. The counselor with primary responsibility for substance abuse counseling utilizes motivational interviewing and cognitive behavioral therapy in working with students, both of which are evidenced supported interventions.
2. The Employee Assistance Program provides similar services for employees.
3. Students who need treatment beyond what can be provided on campus are referred to the appropriate community provider based on a consideration of the type of treatment needed (e.g., outpatient vs. inpatient), health insurance coverage, accessibility of treatment, and openness of the involved individual to the options presented.
4. Student athletes are subject to random alcohol/drug testing as a way of screening for drug involvement. Student athletes with positive test results are required to undergo a substance abuse assessment and counseling and to undergo follow-up drug testing. (See Appendix 2.)

III. Evaluation of Drug and Alcohol Abuse Prevention Program

- A. In the process of evaluating program effectiveness the Biennial Review Committee reviewed the following: Results of Student Alcohol and Drug Abuse Survey (See **Appendix 3 and Appendix 4**); Faculty and Employee Survey; (See **Appendix 5 and Appendix 6**); ; information about student utilization of Haven (on-line alcohol prevention program) and composite alcohol use data drawn from this same program; substance abuse prevention presentation posttest scores and evaluations by students (See **Appendix 7**); records of on-campus drug and alcohol legal offenses and records of student disciplinary cases involving drug and/or alcohol code of conduct violations (See **Appendix 8**), Clery reports for each site (See **Appendix 9**); information regarding student athlete random drug testing results and policy; and information about employee utilization of Employee Assistance Program.
- B. Evaluation of the effectiveness of the University's drug and alcohol abuse



prevention program is a complex task. However, based on a review of the available data, the committee concluded that there was sufficient evidence to suggest that the overall program had been effective in reducing drug and alcohol misuse by students. There was no data to indicate that there is a prevalent or existing problem with the abuse of drug and alcohol by employees. The survey of alcohol and other drug use by University students had revealed rates of alcohol misuse and marijuana use that were below national averages for college students, based on comparative data published by the CORE Institute at Southern Illinois University. Further, information drawn from the aforementioned online alcohol prevention program and alcohol screening events, although not conclusive, was at least suggestive of lower rates of alcohol misuse among students compared to national norms. However, the committee recognized that other factors beyond the University's prevention efforts could account for these favorable comparisons including the makeup of the student population (e.g., high percentage of adult students, relatively high percentage of students who work, etc.) as well as other unknown variables. The committee did conclude that disciplinary sanctions had been consistently imposed on student alcohol and drug code of conduct. The committee recommended that a tiered sanction policy be implemented for the adult campuses consistent with the policy in use at the College.

- C. Strengths of the program include its multifaceted approach as reflected in the description described above and the use of evidence based approaches such as restricting alcohol access and promotion; offering substance free housing; providing many alcohol free options for students; conducting social norms marketing campaigns; strictly enforcing alcohol and drug laws and policies; and providing counseling and support for substance abuse clients seen for counseling.

Identified weaknesses of the program include the fragmented and inconsistent nature of data gathering and analysis used to evaluate program effectiveness and make improvements, and the absence of written policies and procedures related to the distribution of the University's drug and alcohol prevention statement of policy to employees and students on an annual basis. Another weakness was related to the distribution of the required information to students. While there was a distribution of the required information made in the Fall semester, there was no official distribution of required material made to students enrolling after the Fall semester during the years of interest. However, clearly all students attending could participate in any or all of the program activities outlined in the report. All of these concerns are addressed below.



IV. Dissemination of Alcohol and Drug Prevention Policy

- A.** As noted, the Biennial Review Committee determined that the University did not have a written policy and procedure for the development and dissemination of its drug and alcohol abuse prevention statement of policy. This issue has now been addressed with the development of the Drug and Alcohol Abuse Prevention Policy (**See Appendix 10**). This assigns the joint responsibility for the development and dissemination of the required policy statement to the Vice President of Administration/ Human Resources, and the University Registrar. This new policy outlines the distribution procedure for the statement of policy which will ensure that each student and employee is provided with the required information annually. This new policy will be included in the Employment Policies Handbook published by Human Resources.

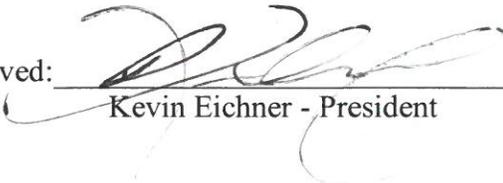
- B.** As a part of the biennial review process, the Drug and Alcohol Abuse Prevention Policy was reviewed and revised by the Survey Committee. It includes all of the Department of Education required information about standards of conduct; federal and state legal sanctions; drug and alcohol related health risks; drug and alcohol programs available to students and employees; and disciplinary sanctions. The revision included the updating of state legal references and the inclusion of additional information about counseling services and prevention programming.

V. Plans for Improvements in Alcohol and Other Drug Prevention Program

- A.** Beyond the improvements already in place, the committee recognized a need for a more comprehensive and better coordinated approach to the gathering, analysis, and use of relevant data. With the input of the Survey Committee, a plan for future data collection was developed which includes the following:
 - 1. Review of trend data related to student usage of alcohol and drug abuse assessment and counseling services (collection beginning January 2016);
 - 2. Survey to discern levels of student and faculty/staff awareness about abuse of alcohol and drugs and of University resources available to them (Climate Survey spring 2016);
 - 3. General survey to discern levels of student and faculty/staff awareness about the University's Alcohol and Drug Abuse Prevention Policy (items will be added to the climate survey for spring 2016);
 - 4. General survey to seek feedback from students and faculty/staff about ways the University might improve its alcohol and drug abuse prevention program (items will be added to the climate survey for spring 2016);

5. Review of trend data related to student participation in alcohol and drug educational programming (data collection to begin fall 2015);
 6. Review of trend data related to faculty/staff participation in alcohol and drug abuse prevention training and/or educational programming (data collection to begin fall 2015);
 7. Surveys of student participants in attendance at substance abuse presentations to discern satisfaction with the presentation and whether participants gained new knowledge or reinforced existing knowledge associated with preventing abuse of AOD (data collection to begin fall 2015);
 8. Surveys of faculty and staff participants in attendance at training designed to help them recognize and take action (as needed) related to student use and/or abuse of alcohol or drugs or other student mental health issues. Surveys used to discern increases in knowledge about how to recognize when students are experiencing problems with substance abuse or mental health issues (data collection to begin spring 2016).
- B.** Apart from enhanced data gathering and analysis, other planned program improvements include the following:
1. Electronic distribution of the Drug and Alcohol Abuse Prevention Program Statement of Policy to all employees (**See Appendix 11**) and students every semester (including summer);
 2. Continued efforts to substantially increase utilization of the Haven alcohol prevention program by employees and adult/professional/online students;
 3. Student Affairs and Residential Life will begin designating October of each year as an alcohol and drug awareness month and will provide information to students about substances of abuse as well as relevant resources via bulletin boards and other means;
 4. The Assistant Dean of Students and Student Conduct Administrator will provide to each student adjudicated for alcohol and/or other drug code of conduct violations information about on-campus and community alcohol and drug treatment resources as well as links to on-line resources (e.g., Alcoholics Anonymous, Narcotics Anonymous).
 5. The Human Resources Department will take steps to increase employee awareness and utilization of EAP services. These measures will include but not be limited to campus wide e-mails to employees each semester and presentations to employees at events such as annual staff retreats, wellness functions, and trainings.
- C.** The Biennial Review Committee is scheduled to reconvene in March 2016 to review the data gathered during the fall semester 2015 and use it as a basis for planning further program improvements.

Ottawa University Biennial Review Report Approval

Approved: 
Kevin Eichner - President

Date: 10/6/15