

**Drug-Free Schools and Colleges [EDGAR Part 86]  
IHEC Suggested Biennial Review Format & Contents**

**Cover Page**

- University/College Logo
- Name of Institution
- Title: Drug-Free Schools and Campuses Regulations [Edgar Part 86] Biennial Review: Academic Years 2010-2011 & 2011-2012
- Primary Author(s) and Author Credentials
- Primary Office overseeing Biennial Review (VPSA, Health Service)
- Final Date

**Alcohol and other Drug Prevention Certification Signed by Chief Executive Officer**

**Table of Contents**

**Introduction/Overview**

- Introduction
  - Background on Drug-Free Schools and Campuses Regulations [Edgar Part 86] Requirements
  - Why University is conducting a Biennial Review

**Biennial Review Process**

- Time frame that the Biennial Review is covering
- Biennial Review Process
  - Individuals (titles and credentials) and departments participating within the review process
  - When biennial review process began and ended
  - How data was collected and assessed
- Where Biennial Review Reports are kept on campus
- How one may request/receive current and past Biennial Report
- How long Biennial Review reports are kept

**Annual Policy Notification Process**

- Primary method utilized to distribute policy to all students
  - Description of which students get policy
    - Everyone enrolled, including continuing education students
    - Those students who are only enrolled in one class for academic credit
  - Dates/times in which policy is distributed
  - Method of distribution used
  - Content of policy/ Copy of policy (may be noted with a reference to see appendices)
    - Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities
    - A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol

- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
    - A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students
    - A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct; a disciplinary sanction may include the completion of an appropriate rehabilitation program.
  - Notation of how students who enter the institution after policy is distributed get policy before next distribution
  - Notation of how students who are taking classes off-campus, abroad, and on-line get policy
- Primary method utilized to distribute policy to all employees
  - Description of which employees get policy
  - Dates/times in which policy is distributed
  - Method of distribution used
  - Content of policy/ Copy of policy (may be noted with a reference to see appendices)
    - Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities
    - A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol
    - A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
    - A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students
    - A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct; a disciplinary sanction may include the completion of an appropriate rehabilitation program.
  - Notation of how employees who begin working at institution after policy is distributed get policy before next distribution
  - Notation of how employees who work off-campus (off-campus sites, teaching on-line classes)
- Additional methods used to distribute policy (on-line availability, inclusion in written materials, etc.)
- Information on how requests for policy are granted

**AOD Prevalence Rate, Incidence Rate, Needs Assessment and Trend Data**

- The number of drug and alcohol-related incidents and fatalities that occur on campus

- The number of drug and alcohol-related incidents and fatalities that are reported to campus officials
- CORE Alcohol and other Drug Survey Data, preferably over time to show increases/decreases in trend data. If used, IHEC suggests that a copy of CORE Executive Summary be included within appendices. Suggested CORE Items to consider include:
  - Consumed alcohol in past year
  - Consumed alcohol in past 30 days
  - Underage students (<21 years old) consumed alcohol in last 30 days
  - Binge Drank in last 2 weeks\*
  - Used Marijuana in past year
  - Current Marijuana users
  - Used illegal drugs (except marijuana) in past year
  - Current illegal drug users (excluding marijuana)
  - Marijuana use in past 30 days
  - Reported some sort of public misconduct due to alcohol or other drug use in past year
- Inclusion of National College Health Assessment (NCHA) Survey Data relating to Alcohol and Other Drug Data; if used, IHEC suggests that a copy of NCHA Executive Summary be included within appendices (consider using survey items similar to those suggested above with CORE Survey)
- Inclusion of other National Surveys that may be used on your campus that ask Alcohol and other Drug Related questions
- Inclusion of other surveys that have been used on your campus that ask Alcohol and Other Drug related questions
- Alcohol and other Drug Related Admissions to local ER
- Alcohol and other Drug Related Ambulance Transports/Calls for Service
- Other Assessment Data

#### **AOD Policy, Enforcement & Compliance Inventory & Related Outcomes/Data**

- Include the entire text of all and any policy related to alcohol and other drug use for your students, staff and faculty. Examples of policies may include:
  - Federal Drug Free Campus Policy
  - Drug and Alcohol Abuse
  - Dry Campus Policy
  - Student Code of Conduct – particularly relating to Alcohol and Other Drugs
  - Alcoholic Beverages - Payment from University Accounts
  - Alcoholic Beverages - Sale, Serving and Consumption
  - Tailgating
  - Alcoholic Beverages-University Housing
  - Substance Abuse Policy – University Housing
  - Guidelines for Fraternity and Sorority Use of Alcohol
  - Smoke Free/Tobacco Free Campus
  - Amnesty/Responsible Action Protocol Policies
  - Athletic Department Alcohol and Other Drug Use Policy – If not universal and left to each team/coach, then copies of each team’s alcohol and other drug policy
  - Athletic Department Alcohol and Other Drug Testing Policy

- Employee Assistance Program Referral Policy
- Financial Aid Drug Convictions Policy
- Sexual Assault and other Violence related policies that relate to alcohol/other drug use
- Alcohol/Drug Use in the Classroom Policies
- Alcohol Poisoning/Drunk Students in the Buses Protocols
- General oversight of each policy, particularly if not noted within the text of the policy
  - Description of who oversees administration of policy
  - Description of who oversees monitoring of policy
  - Description of who oversees discipline/sanctioning/adjudication of policy
- Methods used for general enforcement
  - Description of law enforcement/security forces and authority/jurisdiction
  - Description of relationships with off-campus law enforcement/security forces and jurisdiction
  - Description of others who may provide monitoring of alcohol and other drug policies
    - Resident Assistants
    - Night Assistants
- Number of violations observed/reported for each judicial/discipline related policy
- Type and number of sanctions administered for violations of each policy
- Number of requests for permission/authorization (request for alcohol sales/serving – faculty wine tasting parties, number of requests for fraternity/sorority alcohol functions)
- If no violations are indicated - is data not collected or made available

#### **AOD Comprehensive Program /Intervention Inventory & Related Process and Outcomes/Data**

- Various ways of listing out programs and interventions
  - Alphabetically by Division, Department/Offices overseeing/administering programs/interventions
  - Alphabetically by Program or Intervention
  - By NIAAA Tiers of Evidence
  - Type of Program/Classification/Category
- Program/Intervention Description
  - Description/Explanation of what each alcohol and other drug program/intervention offered is (suggested content could include, what program/intervention is, who offers it, when it is offered, target audiences, whether it is a universal, selected or indicated level of prevention, NIAAA tier of evidence that it is believed to fall under)
  - If you have several years of data, providing more than the current biennial review data may be helpful to detect trends
  - Process Summary Metrics
    - Number of times offered
    - Number of students/staff/faculty served
    - Utilization numbers
    - Demographics of students/staff/faculty served
    - % of content delivered vs. % of content actually delivered
    - Satisfaction Survey results of participants
    - Satisfaction/reflections of staff/faculty administering
  - Outcomes measured at the Program Level
    - Learning outcomes assessed
    - Changes in knowledge gained from program/intervention

- Changes in attitudes gained from program/intervention
  - Changes in beliefs gained from program/intervention
  - Changes in behaviors gained from program/intervention
  - Changes in environment/trend data that can be directly attributed to program/intervention
- Individual Based Programs/Interventions that you may be offering on campus which may be considered:
  - Brief Assessment and Screening for College Students (BASICS)
  - Motivational Interviewing
  - Alcohol Screening Days
  - Electronic Check-Up to Go (E-CHUG)
  - Electronic THC Online Knowledge Experience (E-TOKE)
  - Individual Assessment programs through Health Services
  - Individual Assessment programs through counseling
  - Individual based counseling and intervention programs
  - Employee Assistance Program - referrals
  - Referral programs to off-campus treatment providers for students
  - Individual interventions for staff and faculty
  - Educational programs usually reserved for policy violators that individuals can voluntarily participate in
- Group Based Programs/Interventions that you may be offering on campus which may be considered:
  - CHOICES Program
  - Small Group Social Norms Interventions
  - E-Calc Alcohol Expectancies Program
  - Peer Education/Theater Programs
  - Alcohol and other Drug Programs delivered during Orientation programming
  - Social Marketing Campaigns
  - Social Norms Marketing Campaigns
  - Group based programs delivered through housing, Greek life, athletics
  - Workshops, seminars, etc. delivered
  - AA or Recovery based groups
  - Curriculum Infusion Programs
  - Life Skills Programs
  - Group based programs for staff and faculty
  - Educational programs usually reserved for policy violators that individuals can voluntarily participate in
- Universal or Entire Population Based Programs Programs/Interventions that you may be offering on campus which may be considered:
  - On-Line Alcohol Education Programs as AlcoholEdu, MyStudent Body
  - Social Marketing Campaigns
  - Social Norms Marketing Campaigns
  - Awareness campaigns
  - Social media campaigns
  - Designated Drive/Safe Ride Programs
  - Universal programs geared for all staff and faculty
- Environmental/Socio-Ecological Based Programs
  - Alcohol and other Drug Task Force, Campus Coalition or Campus/Community Coalition

- Alcohol-Free Social Options
- Social Norms Campaign
- Alcohol-free Residence Facilities/Wellness Programming Facilities
- Increased Service Learning/Volunteer Opportunities
- Alcohol Minimization at Tailgating and other Campus/Community Celebratory Events
- Social Host Ordinance Development/Creation
- Responsible Beverage Service/Server Education Programs
- Enforcing Underage Drinking Law Programs
  - Compliance Checks
  - Shoulder tap operations
  - Party patrols
  - Controlled party dispersal operations
  - DUI enforcement
  - ID Checks at on and off- campus bars and establishments

#### **AOD Comprehensive Program Goals and Objectives for Biennium Period Being Reviewed**

- In the prior Biennial Review report, those conducting the review should have offered some recommendations, goals and or objectives for the current period being reviewed. These should be listed within the report.
- These recommendations, goals and or objectives should be reviewed as part of the biennial review process.

#### **AOD Goal Achievement and Objective Achievement**

- Determinations as to whether these recommendations, goals and or objectives for the current biennium were met or not met should be noted.
- If the recommendations, goals and or objectives were not met, reasons and rationale as to why they were not met are suggested.

#### **AOD SWOT/C Analysis**

- Overall discussion of institutional, divisional, departmental/office and program level strengths related to policies
- Overall discussion of institutional, divisional, departmental/office and program level weaknesses related to policies
- Overall discussion of institutional, divisional, departmental/office and program level opportunities related to policies
- Overall discussion of institutional, divisional, departmental/office and program level threats/challenges related to policies
- Overall discussion of institutional, divisional, departmental/office and program level strengths related to programs/interventions
- Overall discussion of institutional, divisional, departmental/office and program level weaknesses related to programs/interventions
- Overall discussion of institutional, divisional, departmental/office and program level opportunities related to programs/interventions
- Overall discussion of institutional, divisional, departmental/office and program level threats/challenges related to programs/interventions

#### **Recommendations for next Biennium**

- Broad recommendations for the institution to consider to address during the next biennium

**Goals and objectives for next Biennium**

- Actual goals and objectives that will receive specific focus during the next biennium period
- If possible, action plan or steps to be taken to help meet goals and objectives, including time lines, individual/office being responsible, etc.

**Conclusion**

- General summary of findings of review (were previous goals met?)
- General strengths and weakness of institution
- Summary of recommendations, goals and objectives

**Appendices**

- Copies of actual policy distributed to all students, staff, and faculty
- Copies of survey results/executive summaries (CORE, NCHA, etc.)
- Copies of any policy related materials and supporting data/references
- Copies of any program/intervention related materials and supporting data/references