



# ALCOHOL AND OTHER DRUG BIENNIAL PROGRAM REVIEW 2017-2018

DRUG-FREE SCHOOLS AND COMMUNITIES ACT (34 C.F.R. PART 86)



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# Introduction

The Drug-Free Schools and Campuses Regulations (34 C.F.R. Part 86) of the Drug-Free Schools and Communities Act (DFSCA) requires institutions of higher education to certify that they have adopted and implemented programs to prevent the abuse/misuse of alcohol and the unlawful possession, use or distribution of illicit drugs both by students and employees on campus property or as a part of any campus activity. Institutions are required to have an alcohol and other drug (AOD) policy and distribute this policy annually to all students, faculty, and staff. This policy must outline the university's prevention, education, and intervention efforts, as well as consequences for policy and/or law violations. In addition, students and employees must be made aware of possible health risks associated with the use and abuse of alcohol and other drugs, and resources available for assistance due to problem use and abuse.

The law further requires institutions of higher education to review their AOD programs to determine their effectiveness and implement any needed changes, as well as ensure that sanctions for violating the institution's AOD policies are consistently enforced.

This Biennial Program Review report highlights the ongoing efforts of California Polytechnic University, Pomona (Cal Poly Pomona) related to compliance with the Drug-Free Schools and Campuses Regulations of the Drug-Free Schools and Communities Act.

## **The Biennial Review Process**

At Cal Poly Pomona, the Alcohol Tobacco and Other Drugs Advisory Council (ATODAC) coordinates the Biennial Program Review process on behalf of the University. The ATODAC Biennial Program Review 2018 subcommittee consisted of the following university employees:

- Carla Jackson, Health Educator, Student Health and Wellness Services
- Andrea Lueskow, Health Educator, Student Health and Wellness Services
- Kenya Q. Rampersant, Senior Coordinator for Health Promotion & Wellness Services, Student Health and Wellness Services
- Kristin Surber, Clery Compliance Analyst, University Police Department

The subcommittee conducted a thorough review of the university's Alcohol and Other Drug Program.

Through the Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention, the U.S. Department of Education funded *Complying with the Drug-Free Schools and Campuses Regulations [EDGAR Part 86]: A Guide for University and College Administrators*, Washington D.C., 2006, revised by Beth DeRicco, Ph.D., CPP-R ("Guide"). According to the Guide, "this publication is in the public domain. Authorization to reproduce it in whole or in part is granted." Cal Poly Pomona acknowledges that intellectual information and direction from the Guide have been utilized in the creation of this biennial review.

In addition, the team utilized a survey instrument and Formstack on-line data collection to solicit, collect and review AOD policy, education and programs, enforcement and assessment activities from campus stakeholders across all divisions of the University.

At a time of change and transition of leadership overseeing the campus AOD program, the review process garnered valuable information and recommendations that will inform an action plan to support AOD program improvement.

### **Summary Findings**

Cal Poly Pomona is in compliance with the Drug-Free Schools and Communities Act (DFSCA) and continues to conduct a biennial review on the effectiveness of its alcohol and other drug programs and services.

Cal Poly Pomona provides comprehensive alcohol and other drug prevention initiatives, programs and services that focus on policy, enforcement and environmental management, education, intervention, prevention, research and assessment.

In addition:

1. In accordance with federal law, Cal Poly Pomona annually, and regularly, provides every employee and student with the drug and alcohol abuse program and the implementing guidelines. The notification includes the following (refer to Appendix A):
  - Standards of conduct that prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on university property or as part of university activities.
  - A description of the applicable legal sanctions under federal, state or local 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 abuse of alcohol.
  - A description of counseling and treatment programs available to students, staff, and faculty.
  - A clear statement and description of the disciplinary sanctions Cal Poly Pomona will impose on students and employees.
  
2. On a biennial basis, Cal Poly Pomona conducts an internal review of its alcohol and other drug program with the following objectives:
  - Determine the program's effectiveness and implement changes to the program if needed.
  - Determine the consistency of sanction enforcement.
  - Identify program strengths and areas for improvement.
  - Make recommendations for future program efforts.

Cal Poly Pomona certifies that the federally mandated review has been completed. This Biennial Program Review 2017-2018 covers the two-year period beginning January 1, 2017 and ending December 31, 2018.

This review is available on-line at <https://www.cpp.edu/~alcohol-drugs/resources/aod-biennial-review.shtml>. It is electronically filed with the following offices: Office of the President, Office of the Provost, the Office of the Vice President for Student Affairs, and the Office of Student Health and Wellness Services. A printed copy of this report is available upon request. For a printed copy, contact Kenya Rampersant, Senior Coordinator of Health Promotion and Wellness Services by phone at 909-869-2017, or email [kqrampersant@cpp.edu](mailto:kqrampersant@cpp.edu)

The review found that the University maintained consistent alcohol and other drug annual and ongoing policy notification, prevention and educational programming, and sanctioning and enforcement. The University prevention program materials prepared and distributed by the Division of Student Affairs, Human Resource Service, Cal Poly Pomona Foundation, Inc. (Foundation), Associated Students Inc. and the Division of Administrative Affairs are comprehensive and meet Drug Free Schools and Communities Act (DFSCA) requirements. Cal Poly Pomona administrative policies and procedures meet the requirements of the Drug-Free Workplace and Drug-Free Schools legislation. Key stakeholders in the campus community continue to collaborate to ensure consistent application and enforcement of institutional AOD policies and sanctions, which has resulted in positive outcomes for the campus community.

During this review period, health and wellness continues to be elevated as a University priority as evidenced by the inclusion of health and wellness in the University's Strategic Plan, the creation of an Associate Vice President for Student Health & Wellbeing position, and the implementation of the Campus Care Network and Broncos Care Basic Needs. The addition of these resources can be leveraged by the AOD program and ATODAC to provide expanded programs, support and resources for students and employees.

## AOD Program Elements

### **Alcohol-Free Options**

#### *Alcohol Free Events*

Alcohol-free events and activities are actively created and promoted throughout the academic year. Some of these activities include RecFest, Midnight Madness, HealthFest, Associated Students, Inc. BEAT (Bronco Events and Activities Team) programs, Bronco Recreation and Intramurals programs and events (e.g. movie nights, pool parties), and outdoor adventure programs and trips.

#### *Bronco Volunteer, Service-Learning, Co-Op Education and Academic Internships*

Student service-learning is an important aspect of the academic curriculum with participation of professors/Colleges and students increasing annually. Community service is strongly promoted and monitored by the Center for Community Engagement (CCE), which is dedicated to ensuring adequate service opportunities exist for students both on campus and in the surrounding community. Below highlights service learning activities during the reporting period.

Academic Year 2016-2017			Academic Year 2017-2018		
Courses	Students	Est. Hours	Courses	Students	Est. Hours
75	1,594	32,132	97	2,006	34,483

*Note: Not all faculty responded to the requests for service-learning course data so the numbers used for estimated hours are unlikely to represent all service-learning activities. Course and student enrollment totals are calculated from BroncoSERV and PeopleSoft information.*

### **Alcohol-free Venues and Activities**

The campus offers numerous alcohol-free settings, including two campus food and beverage courts, numerous cafes, two stand-alone restaurants, and a residential dining commons. Non-alcoholic beverages are promoted at events and guidelines for such are set forth in the institution’s AOD policy. The following highlights campus alcohol and substance-free venues and activities.

#### *Bronco Student Center*

The Bronco Student Center (BSC) is the social hub on campus for all things student related. The BSC embraces its motto “eat, meet, study and play!” and strives to meet the diverse needs of our students. Whether students need to unwind in the Games Room, Etc., grab a bite at the food court with numerous restaurant options, a café and market, study in the newly renovated study lounges, or simply hang out with friends, the BSC is the perfect place for all student needs. The BSC hosts student events, and clubs and organizations may reserve meeting or event space at no charge.

#### *Bronco Recreation and Intramural Complex (BRIC)*

The BRIC provides students, staff and faculty with a state of the art recreation facility, including a gym, the largest indoor rock wall in North America, a full complement of group exercise classes, personal training, an indoor track, racquetball, and basketball facilities. The BRIC hosts alcohol-free events and programs, certification courses, and outdoor adventure trips ongoing throughout the year. BRIC membership is free for students, and available at a competitive fee to faculty and staff. The BRIC has expanded hours to accommodate members, including evening and weekend hours.

#### *University Athletics*

Cal Poly Pomona has a highly regarded Division 2 athletic program sponsoring 10 men’s and women’s sports. Athletic events are held regularly on campus throughout the academic year and attendance is free for students. University Athletics strives to be an integral part of promoting a healthy campus environment and student engagement. Athletics marketing and promotions aim to encourage student attendance and foster school spirit.

#### *Student Involvement and Co-Curricular Activities*

The Office of Student Life and Cultural Centers (OSLCC) mission is to empower students toward success through engagement, leadership, development and diversity enrichment. Their vision is to create innovative learning-centered opportunities to develop students to become leaders in a global

society. OSLCC registers approximately 380 student clubs and organizations annually and provides training for their student leaders. Students have a range of co-curricular opportunities, whether it be pledging a Greek Organization, working on the Cal Poly Rose Float, engaging with the Cultural Centers, attending the Bronco LEAD leadership academy, Cross Cultural Retreat, or other opportunities. The university has vibrant theatre, dance and numerous music performance programs. Students may also participate in Student Government, on-campus employment and work study positions, attend education and awareness programs and lectures, and art exhibits.

### *Weekend Student Activities*

In the last biennial review reporting period, the university Associated Students, Inc. in collaboration with Student Affairs, hosted monthly First Friday events throughout the academic year. As the organizers found that the first Friday dates did not always align well with the academic calendar and other events, the decision was made to discontinue First Friday, but aim to expand alcohol-free, weekend activities. Currently, ASI sponsors intentional weekend events and activities to provide students with healthy alternatives that promote substance free recreation and build community and culture. These programs have been very effective and ASI and collaborators will continue to expand upon this model.

### *Associated Students, Inc. and BEAT*

The Bronco Events & Activities Team (BEAT) exists to enhance student life at Cal Poly Pomona. Guided by the ASI motto, “Students Serving Students,” BEAT evaluates student needs and creates programs that facilitate growth and learning for students while staying current with popular trends. BEAT creates traditional programming throughout the year. Their large-scale events typically involve multiple activities throughout the event and are effective in attracting and engaging students. BEAT programs include Midnight Madness, Campus MovieFest, Fall in the Farm, Stress Relief Week, and collaborative events with University Housing Services, the Village, campus clubs and organizations, and the Cultural Centers. BEAT also provides a unique volunteer opportunity for students. Volunteers are needed to assist every BEAT member in coordinating, facilitating and executing programs and services during the course of the year. BEAT Volunteers gain access to events and valuable programming experience.

## **Normative Environment**

The campus proactively creates a social, academic, and residential environment that supports health promoting norms.

The academic schedule offers core classes primarily Monday-Friday and graduate courses on Saturday. Academic standards continue to increase, from admissions standards to academic standards and expectations within the classroom. Faculty expect and require students to attend classes and to actively participate in classroom activities and incentivize high student engagement.

Faculty are encouraged and in some cases required to engage in a higher level of engagement with students as faculty have academic advising responsibilities and many serve as advisors to clubs and organizations. Students have a wide range of opportunities to serve as peer mentors and/or advisors.

All freshman residence halls are substance free and housing policies prohibit students of legal drinking age from consuming alcohol in the presence of minors.

The Bronco Wellness Center has a very active peer health educator program. Peer Health Educators assist in the development, implementation, and evaluation of health promotion programs in topics such as stress management, physical activity, nutrition, sexual health, and alcohol, tobacco and other drugs. Peer health educators also facilitate CHOICES, an alcohol risk reduction program that is offered as a sanction option for students who violate the alcohol policy. Numerous Colleges and departments in Academic and Student Affairs have programs that also utilize their own peer health educators, such as the Disability Resource Center, ARCHES, Student Support and Equity Services and University Housing. All of these programs include health and wellness topics in their training programs.

### **Alcohol Availability**

At Cal Poly Pomona, alcohol use is prohibited in public places. Use of kegs and other similar containers is also prohibited.

The university AOD policy clearly establishes policies and procedures regarding alcohol availability on campus and at university sponsored events. All student clubs and organizations receive guidelines for off-campus parties in the Student Organizations Handbook.

#### *Alcohol Service*

Alcohol service is limited to three venues on campus, two of which are associated with our hospitality management program. Alcohol may also be served as part of the hospitality management academic program.

All alcohol servers receive mandatory training and consistently follow established guidelines and policy. At campus venues (non-academic setting), drinks are only served to individuals one drink at a time. Each individual needs to be present at the service counter with their identification to be served. All guests must present a valid identification to be served, regardless of appearance or assumption of age. In compliance with California state law, if a guest shows any signs of intoxication or impairment, whether it be from alcohol or another substance, they are not served. Service employees attend a mandatory orientation training, which includes identification requirements, how to verify authentic identification and common signs of altered identification, what identification types are acceptable by law, common signs of intoxication, and how to properly discontinue service when warranted. The training also covers laws surrounding servers' responsibility in ensuring an intoxicated person does not drive a motor vehicle, and the factors affecting an individual's blood alcohol content (BAC). All employees are required to acquire alcohol ServSafe certification within 30 days of hire and to maintain certification throughout the

time of their employment. Staff meetings are held biannually and ServSafe practices are always emphasized. Educational print materials regarding BAC are posted prominently in the workspaces to reinforce employee training.

Alcohol availability at off campus venues is not a primary issue, as there is not a highly concentrated number of alcohol outlets and/or outlets offering promotions or specials that promote excessive alcohol consumption adjacent to the university. In the previous biennial review period, the ATODAC collected data on Place of Last Drink from students who were referred for disciplinary sanctions related to alcohol intoxication or illegal use. The ATODAC will consider conducting similar data collection in the future to assess the current impact of alcohol availability and monitoring legal and appropriate use and service standards at off campus restaurants, bars, clubs or liquor outlets.

### **Marketing and Promotion of Alcohol**

Guidelines for the marketing and promotion of alcohol are clearly stated in the University AOD policy. In 2005, The Board of Trustees of the California State University limited alcohol advertising to beer and wine on CSU campuses. Cal Poly Pomona prohibits sponsorship of any University activity or event by alcohol beverage manufacturers and/or the marketing or advertising of alcoholic beverages on the campus except: 1) In authorized food service facilities, in accord with all local and state laws, under regulation of the California Department of Alcoholic Beverage Control, and in compliance with CSU specified guidelines (Executive Order 966), or 2) In the Collins College, when associated with the wine, beer and spirits program or official College-sponsored events, and in compliance with CSU specified guidelines (EO 966), or 3) In very limited circumstances, approved by the President or designee, where the University realizes some other substantial benefit, and in compliance with CSU specified guidelines (EO 966).

Further, the AOD policy states that “advertisements shall not solely feature alcohol as an inducement to participate in any event. No reference shall be made to the amount of alcoholic beverages that will be available. The availability of nonalcoholic beverages must also be advertised.”

### **Research and Assessment**

#### *Employees*

There is currently no research or assessment data available for employees regarding alcohol and drug use/abuse.

#### *Students*

In order to better understand student behavior, Cal Poly Pomona regularly surveys students regarding alcohol and other drug use. Based on the information obtained, the campus is better able to design and implement effective prevention strategies.

*Spring 2018 American College Health Association - National College Health Assessment II*

Biennially, Cal Poly Pomona conducts the American College Health Association's *National College Health Assessment II* to gather needs assessment data regarding a number of health related topics, including alcohol and other drugs. This assessment was conducted in February of 2018. Seven thousand students were randomly selected to complete this survey and the response rate was 7.8%. Consistent with prior surveys, students perceive much more use of alcohol and drugs than what is actually reported. The rates of reported use during this surveying period were very similar to other years that the survey has been conducted. These findings support continued use of a social norms component in prevention and education programs to highlight the discrepancy between perceived and actual alcohol and drug use. Key alcohol and other drug findings are outlined below.

*Findings continued*

**Alcohol**

	Percent (%)	Actual Use			Perceived Use		
		Male	Female	Total	Male	Female	Total
Never used		32.5	24.2	27.6	5.6	4.9	5.1
Used, but not in the last 30 days		21.3	21.1	20.8	3.6	1.2	2.2
Used 1-9 days		37.1	43.5	41.4	46.7	39.1	42.5
Used 10-29 days		8.6	10.9	9.9	35.0	42.2	39.2
Used all 30 days		0.5	0.3	0.4	9.1	12.5	11.0
<b>Any use within the last 30 days</b>		<b>46.2</b>	<b>54.7</b>	<b>51.6</b>	<b>90.9</b>	<b>93.9</b>	<b>92.6</b>

**Marijuana**

	Percent (%)	Actual Use			Perceived Use		
		Male	Female	Total	Male	Female	Total
Never used		61.9	63.4	63.3	9.7	7.3	8.7
Used, but not in the last 30 days		14.7	21.8	19.0	5.6	1.5	2.9
Used 1-9 days		13.7	10.9	11.9	43.9	41.5	42.9
Used 10-29 days		7.6	2.1	4.0	30.1	32.6	31.1
Used all 30 days		2.0	1.8	1.8	10.7	17.1	14.4
<b>Any use within the last 30 days</b>		<b>23.4</b>	<b>14.8</b>	<b>17.7</b>	<b>84.7</b>	<b>91.2</b>	<b>88.4</b>

**Drinking and Driving**

- 2.3 % of college students reported driving after having **5 or more drinks** in the last 30 days.\*
- 25.9 % of college students reported driving after having **any alcohol** in the last 30 days.\*

\*Students responding "N/A, don't drive" and "N/A don't drink" were excluded from this analysis.

Estimated Blood Alcohol Concentration (or eBAC) of college students reporting 1 or more drinks the last time they "partied" or socialized. **Students reporting 0 drinks were excluded from the analysis.** Due to the improbability of a student surviving a drinking episode resulting in an extremely high eBAC, all students with an eBAC of 0.50 or higher are also omitted from these eBAC figures. eBAC is an estimated figure based on the reported number of drinks consumed during the last time they "partied" or socialized, their approximate time of consumption, sex, weight, and the average rate of ethanol metabolism.

Estimated BAC	Percent (%)	Male	Female	Total
< .08		75.9	81.5	79.6
< .10		81.5	86.3	84.7

Mean	0.05	0.05	0.05
Median	0.02	0.03	0.03
Std Dev	0.07	0.06	0.06

*Findings continued*

Reported number of drinks consumed the last time students "partied" or socialized. Only students reporting one or more drinks were included.

<b>Number of drinks*</b>	<b>Percent (%)</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
4 or fewer		65.1	80.3	74.9
5		7.3	7.2	7.3
6		4.6	4.8	4.6
7 or more		22.9	7.7	13.1
Mean		4.62	3.08	3.61
Median		4.00	2.00	3.00
Std Dev		3.48	2.06	2.71

\* Students reporting 0 drinks were excluded.

Reported number of times college students consumed five or more drinks in a sitting within the last two weeks:

	<b>Percent (%)</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
N/A don't drink		39.6	30.6	34.2
None		43.7	55.2	50.8
1-2 times		13.2	12.4	12.6
3-5 times		3.6	1.5	2.2
6 or more times		0.0	0.3	0.2

Percent of college students who reported using prescription drugs that were not prescribed to them within the last 12 months:

	<b>Percent (%)</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
Antidepressants		2.6	3.3	3.1
Erectile dysfunction drugs		1.5	1.2	1.3
Pain killers		4.6	6.1	5.7
Sedatives		2.0	2.1	2.2
Stimulants		4.1	3.6	4.0
<i>Used 1 or more of the above</i>		9.2	11.5	10.8

*Findings continued*

College students reported doing the following *most of the time* or *always* when they "partied" or socialized during the last 12 months:\*

	<b>Percent (%)</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
Alternate non-alcoholic with alcoholic beverages		36.8	47.8	44.0
Avoid drinking games		34.8	47.2	43.6
Choose not to drink alcohol		24.0	31.4	28.6
Determine in advance not to exceed a set number of drinks		43.5	54.9	51.9
Eat before and/or during drinking		87.2	84.2	84.5
Have a friend let you know when you have had enough		42.6	53.8	50.0
Keep track of how many drinks being consumed		78.6	78.3	78.5
Pace drinks to one or fewer an hour		30.4	47.8	42.2
Stay with the same group of friends the entire time drinking		82.2	92.1	88.5
Stick with only one kind of alcohol when drinking		41.0	59.9	54.2
Use a designated driver		86.3	89.5	88.5
<b>Reported one or more of the above</b>		98.4	98.3	98.4

\*Students responding "N/A, don't drink" were excluded from this analysis.

College students who drank alcohol reported experiencing the following in the last 12 months when drinking alcohol:\*

	<b>Percent (%)</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
Did something you later regretted		25.0	26.1	25.8
Forgot where you were or what you did		23.3	21.7	22.4
Got in trouble with the police		2.5	1.3	1.9
Someone had sex with me without my consent		0.8	0.9	1.1
Had sex with someone without their consent		0.0	0.0	0.0
Had unprotected sex		15.8	18.3	17.5
Physically injured yourself		13.3	10.1	11.1
Physically injured another person		0.0	1.3	0.8
Seriously considered suicide		4.2	3.1	3.3
<b>Reported one or more of the above</b>		49.6	40.4	43.9

\*Students responding "N/A, don't drink" were excluded from this analysis.

## **Policy Development and Enforcement**

A primary element in Cal Poly Pomona's AOD prevention program is the development and enforcement of AOD policies on and off campus. The AOD policy was last revised in 2013 and became effective in 2015.

The ATODAC is comprised of administrative, faculty, staff and student representatives from across the University, the Cal Poly Pomona Foundation, and ASI. This policy revision was drafted by a subcommittee of the AODAC in 2011 and approved by the AODAC in 2012. A draft was presented to Student Affairs Cabinet on 9/12/12, with revisions made and posted for all campus review through Blackboard during the period 11/13/12— 12/21/12. Revisions presented to President's Cabinet on 1/31/13 were approved for publication on the University website. In June of 2013, the council name was changed from AODAC to ATODAC to incorporate "Tobacco." The interim policies were then sent for Academic Senate approval in July of 2014 and reviewed by a subcommittee on 3/3/15. The ATODAC policy subcommittee met on 3/17/15 to finalize suggested edits from Academic Senate. Additional edits made by AVP and VP of Student Affairs 3/27/15. Final approval from Academic Senate (AS.2477.145/AA) granted 5/27/2015. Policy referred to University President and approved as permanent on 8/3/15.

During this reporting period, a presidentially appointed task force focused on a CSU system wide smoke and tobacco free policy implementation. There were no changes to the AOD policy during this time.

### **Enforcement Consistency and Effectiveness**

AOD enforcement consistency is effectively documented. All campus unit/departments involved in the enforcement of AOD laws, policies and sanctions implement procedures on an ongoing basis to ensure consistent enforcement. The following highlights enforcement procedures and practice in primary campus departments/units.

#### *University Police*

University Police are committed to the consistent enforcement of all state and federal laws related to alcohol and other drugs (AOD). University Police officers have full knowledge of campus, University Housing, University Village, Athletics and local alcohol and other drugs policies and ordinances. In addition to considering criminal sanctions, police officers may refer students to Student Conduct and Integrity for disciplinary sanctions. Staff may be referred to Human Resource Services or Faculty Personnel for appropriate disciplinary action.

Police officers may elect to pursue criminal action or campus administrative action for students or employees who violate AOD laws. These processes may be concurrent. Police officers are mindful of the campus disciplinary process, recognize its value both as an educational and a preventive tool, and use judgment and discretion in determining appropriate action.

University Police enforcement data is maintained in the department's automated records management system. Police arrest and/or campus disciplinary referral statistics are published annually in the institution's Annual Security Report and Campus Safety Plan, which may be accessed online at [https://www.cpp.edu/pdfs/annual\\_security\\_report.pdf](https://www.cpp.edu/pdfs/annual_security_report.pdf) and <https://www.cpp.edu/campus-safety-plan.shtml> respectively.

#### *Student Residential Facilities – University Housing Services and the Village*

Residential facilities are operated by University Housing Services and Foundation Housing Services (the Village). The two entities have separate operations and facilities and missions providing housing services to meet the diverse needs of our students. Despite the fact that they operate independently, University Housing and the Village have been very intentional in establishing identical AOD policies. Policies are effectively communicated and are documented in housing agreements.

Violations of the law involving alcohol and other drugs are well documented and reported to the police department for inclusion in the annual security report. Other infractions relative to alcohol and other drugs may be handled internally and/or may be referred to Student Conduct and Integrity.

#### *Student Conduct and Integrity*

The office of Student Conduct and Integrity (SCI) is charged with investigating and adjudicating reported allegations of illegal use/misuse of alcohol and/or other drugs, and violations of University AOD policy. Although some minor offenses may be handled internally by Housing/Village, cases which may result in academic sanctions are referred to SCI. To ensure consistency and fairness, SCI investigations follow California State University system wide guidelines as set forth in the Executive Order 628.

Educational development is always a primary component in the administrative adjudication process. If sanctions result, there is typically an educational component. The desired outcome is student learning, growth and avoidance of recidivism. While each incident or violation is reviewed on a case by case basis, considering all factors, there are consistent sanctions applied for more common offenses or violations of law or policy.

#### *Conduct Meetings*

Personnel in University Housing, University Village, Student Conduct and Integrity, and other relevant staff such as the Clery Compliance Officer, meet monthly to review incident reports, classify violations for reporting purposes, and to discuss current trends and proactive preventive strategies and/or actions to mitigate any potential factors contributing to AOD law or policy violations. These meetings have been very effective in promoting consistency, fairness, accuracy in reporting, and developing unified, consistent strategies in addressing trends and/or AOD concerns.

#### *Athletics*

The athletic department maintains a consistent approach to substance abuse. The department makes assist individuals who may have a substance abuse problem impacting their academic and/or athletic performance. Further, Athletics adheres to NCAA mandatory rules regarding the detection and restriction of certain banned substances (See Appendix B). Random drug testing has been increased to three times per year for all 10 sports.

### *Student Conduct Enforcement Consistency Review*

As discussed, key campus stakeholders work collaboratively to ensure policies are communicated and consistently and fairly enforced. As a part of the review process, members of the biennial review team met with campus student conduct personnel to solicit input regarding 1) assessing the effectiveness of enforcement, 2) strengths and weaknesses, and 3) recommendations for improvement/revising the AOD program to strengthen enforcement consistency and effectiveness.

The following is a summary of regular and ongoing actions taken by student conduct personnel to ensure consistent and effective enforcement of alcohol and other drug law and policy violations.

- Uniform alcohol and other drug policies across departments, including University Housing and Village student resident policies.
- Uniform conduct process, including due process and appeals across all departments, including consistent timelines for student notification and the application of sanctions.
- Shared database (Maxient) and training to ensure accurate and uniform data entry protocols.
- Consistent sanctions for law and policy violations across University Police and student conduct entities. All consistently apply the same minimum sanction for most common violations. A range of sanctions may be applied for each violation type. Examples include educational components, such as attending programs, assisting resident advisor with prevention and awareness programs, reflection papers, community service assignments, Choices, and/or one-on-one session with a professional Health Educator.
- Uniform access to various sanction options via Maxient.
- All alcohol sanctions receive a minimum of 6 month probation and Choices or one on one meeting with a Health Educator.
- When a student is placed on probation it is campus wide and appears on their academic record so that it is viewable by any conduct or authorized staff. If no further violations, it is removed from the transcript.
- Monthly Student Conduct team meetings and ongoing communication (e.g. Housing, Village, Student Conduct and Integrity, Title IX, Clery) regarding incident reports, incident classification, students of concern, and review of conduct data and current trends to develop proactive prevention and response strategies.
- Student Conduct personnel meet prior to larger campus events to discuss prevention and response strategies.
- Implemented improvements in documentation and reporting in Maxient to ensure thorough and accurate data collection and reporting (e.g. Clery, Campus Safety Plan, other reports).

- Conduct officers conduct regular and ongoing assessment of incidents, repeat offenders, referrals and charges/sanctions (Housing quarterly/semester, Village monthly, Student Conduct and Integrity was quarterly, now monthly). Findings may result in increased programming, inform program types, identify target areas for educational campaigns, posters, programming, Resident Advisor (RA) training and community meetings.

Strengths:

Consistent policies and sanctions, collaboration, communication and regular meetings.

Weaknesses:

Need more thorough Maxient reports, consistency in reporting and data entry and case notes via software.

Future improvements:

Explore how restorative justice would fit into campus conduct, continue to assess to ensure that sanctioning does not favor or target certain groups (e.g have done in the past and sanctioning was aligned with campus demography, institute ongoing and regular assessment).

*Crime and Disciplinary Referral Statistics*

Alcohol and drug law violations, arrests and disciplinary referrals statistics are reported annually in the Annual Security Report and Campus Safety Plan per federal and state statute, respectively. The tables below reflect the statistics included in the reports issued during the reporting period. Statistics for calendar year 2018 will be published in the ASR and Campus Safety Plan in September 2019 and December 2019, respectively.

**2018 Annual Security Report - Clery Crime Statistics 2015-2017**

OFFENSE	YEAR	CAMPUS	CAMPUS RESIDENTIAL	NON-CAMPUS	PUBLIC PROPERTY
Liquor Law Arrests	2015	1	1	0	0
	2016	3	0	0	0
	2017	1	0	0	0
	2015	64	60	0	0

Liquor Law Referrals	2016	143	121	0	0
	2017	79	62	0	0
Drug Law Arrests	2015	4	0	0	0
	2016	7	1	0	2
	2017	10	0	0	0
Drug Law Referrals	2015	52	50	0	0
	2016	32	32	0	0
	2017	20	18	0	0

### 2017 Campus Safety Plan

2016 Statistics (California Education Code §67380 (a)(1)(A))

Occurrences and/or Arrests for	On Campus
Illegal Drugs	40
Alcohol Intoxication	12

### 2018 Campus Safety Plan

2017 Statistics (California Education Code §67380 (a)(1)(A))

Occurrences and/or Arrests for	On Campus
Illegal Drugs	20
Alcohol Intoxication	7

### Prevention, Education and Awareness Programs

AOD programs for students, including some designed for targeted populations, are conducted on an ongoing basis by a wide range of departments including Student Health and Wellness Services, Counseling Services, Orientation Services, University Housing, Office of Student Life and Cultural Centers, Greek Life, Associated Students Inc., University Athletics, and University Police.

Programs are also designed to target specific populations that may be vulnerable to illegal and/or “high risk” behaviors and/or use, such as students in residential housing, student athletes, Greek organizations and campus clubs and organizations. The following are highlights of campus prevention, education and awareness programs.

### *Orientation Health and Safety Panel*

In 2017, all new and transfer student and parent orientations included a “Health and Safety” panel presentation. The panel was comprised of representatives from Student Health, Counseling Services, Student Conduct and Integrity and University Police departments. The panel addressed campus health, mental health and wellness resources, student conduct expectations, and consequences for violation of the law and institutional policies including the AOD policy. The panel format was not utilized in 2018; however, all new students were informed of the university AOD policy via the Student Code of Conduct.

### *Welcome Week*

Welcome Week is a three-day University Housing Services (UHS) residential welcome program for incoming first-year and first-year transfer students who will be living in the residential halls or residential suites. During Welcome Week in both 2017 and 2018, presentations were provided by Health Educators from the Bronco Wellness Center. The presentations included information about standard drink size, alcohol poisoning, mixing alcohol with other drugs, protective behaviors, alcohol and the brain, and campus and housing alcohol policy. After staff from the Bronco Wellness Center presented on alcohol, the Title IX office and Survivor Advocacy services presented a program on sexual assault, affirmative consent, and communication. Welcome week occurs annually during the third week in August prior to the start of the academic year.

### *National Collegiate Alcohol Awareness Week*

During National Collegiate Alcohol Awareness Week (NCAAW), colleges sponsor educational activities and events to encourage safer drinking behaviors and responsibility for self and others in situations where alcohol may be present. This week-long event occurred in October of 2018.

For NCAAW the Bronco Wellness Center launched the “Less is More” toolkit. “Less Is More” is a broad scale educational campaign addressing harm reduction strategies and social norms regarding alcohol use by Cal Poly Pomona students. The toolkit can be used by all campus entities to achieve the overall goal of reaching all students with the campaign and its contents. The purpose of this program is to educate and promote alcohol awareness around dosage (standard drink sizes), the effects of varying amounts of alcohol, alcohol poisoning and how to respond to alcohol poisoning, and social norming regarding protective behaviors and alcohol use.

In the Fall of 2016 and 2017 the Bronco Wellness Center participated in NCAAW by providing alcohol education via a social media engagement campaign. Content posted on the Wellness Center social media platforms informed followers of standard drink sizes and protective strategies to prevent the misuse of alcohol and alcohol poisoning.

### *21st Birthday Program*

From Spring 2016 to Spring 2017 The Bronco Wellness Center sent an email to all students turning 21, which provides a link to educational information on safe party behaviors. The email informs them of their 21<sup>st</sup> Birthday Card waiting for them at the SHCS Wellness Center, along with a complimentary gift and a fact card providing information on standard drink sizes for alcohol. This program serves to not only educate students, but also to encourage students to utilize the Bronco Wellness Center and available resources when they come in to receive their birthday gift.

#### *Alcoholics Anonymous*

An on-campus Alcoholics Anonymous (AA) group was established in Fall 2014 by students, and has since been formalized through the leadership of a faculty member. The program provides support to any student or employee who is in recovery or has a desire to abstain from alcohol and other drugs. AA meetings occurred regularly until Fall 2018, when the university was underwent semester conversion. A staff member at The Bronco Wellness Center is currently working to support the group in resuming regular meetings.

#### *Online Educational Program - eCheckUpToGo*

Orientation Services continues to distribute eCheckUpToGo, which is a personalized online tool that provides students with feedback about their individual drinking pattern, risk pattern, aspirations and goals, and campus resources. ECheckUpToGo is offered to all students registered for orientation through an app listing it in their “to do” items. The survey is to be completed before students attend their orientation session. In both Summer 2017 and 2018, over 60% of new and transfer students completed the assessment.

#### *B.E.S.M.A.R.T University Hour Event*

The annual educational alcohol awareness event, “B.E. S.M.A.R.T.” (Better Educated Students Managing Alcohol Responsibilities Together) is combined with the annual wellness fair and was held in Spring 2017. The event promotes general health education and engaging activities in a fun, fair-type atmosphere. Numerous campus departments participated, and sponsored booths designed to educate on drink size, mocktails, safe drinking behaviors, and the need to intervene when someone has had too much to drink. The event was not held in 2018 as the ATODAC determined that the program effectiveness and reach was limited, and resources could better utilized.

#### *Faculty Guide for Students in Distress*

In Fall 2018, the Coordinator of the campus Behavioral Intervention Team created and distributed a faculty guide regarding supporting students in distress. Covering a broad range of student concerns, the guide includes information on how to identify and effectively support students who are dependent on or misuse alcohol and other drugs, or who are under the influence of alcohol and other drugs. The guide outlines appropriate response and campus and community resources. The guide may be accessed on line at <https://www.cpp.edu/~cppbit/resources/faculty-guide.shtml>

#### *Student Club/Organization Advisor and Officer Orientation*

In 2017-18, The Bronco Wellness Center developed informational slides for inclusion in the orientation and training for all student organization/club advisors and student officers that outline AOD policies, expectations, and information on alcohol use/abuse and resources.

### *Study Abroad*

The International Center's Study Abroad Office provides educational programs regarding general health and safety abroad, including local laws surrounding alcohol/drug use. The program encourages "moderation" and emphasizes safe and "responsible use". All students applying to participate in Study Abroad programs undergo a screening for any previous campus disciplinary referrals. Should a student accepted into the program have any disciplinary sanctions, International Center professional staff hold a mandatory meeting with the student to provide additional education, safety concerns, and discussion of potential consequences for alcohol infractions abroad.

### *University Housing Programs*

University Housing Services offered numerous passive and active AOD education and awareness programs and campaigns throughout the year. AOD programs were conducted by UHS professional staff, student resident advisors and/or guest presenters, such as University police officers, Bronco Wellness Center Peer Health Educators, and the campus Survivor Advocate.

Programs held during the reporting period include (but are not limited to) the following: "Happy Halloween", "Boos and Booze", "It's Lit, Witches", "Buzzed with the Fuzz", "Making Pour Decisions", "Happy Hour", "Sip and Paint", "Safe Drinking", "Policy Jeopardy". These programs included a range of interactive activities and addressed topics such as alcohol safety, safe party practices, standard drink size, bystander intervention, alcohol-free stress management, health consequences, alcohol impairment and BAC, DUI laws and legal and safety consequences, and campus AOD policies.

### *All About Alcohol*

"All About Alcohol" is an educational program provided to the personal health class in the Foods and Nutrition department, University Housing Services, and other campus groups upon request. "All About Alcohol" is a harm reduction program that informs students of standard drink size, BAC, identifying the signs of alcohol poisoning and how to respond to someone who is showing signs of alcohol poisoning. The goal of this program is to inform students of protective strategies to prevent negative outcomes that can result from drinking.

### *Alcohol and other Drugs*

This program utilizes a harm reduction approach to informing students about alcohol and commonly used psychoactive drugs that are considered sedatives, stimulants and

psychedelics. This interactive workshop aims to help students make informed choices and reduce the risk of a negative consequences due to alcohol or drug use/abuse. Topics include: a standard drink, how alcohol works in the body, risky situations involving alcohol, and alcohol poisoning.

*“Where is Molly”*

“Where is Molly” is a program that was facilitated for residents in University Housing Services. The goal of the program is to inform students of MDMA, a drug that is commonly used in electronic music settings. The program provides harm reduction information on the importance of drug checking since many of these drugs have added contaminants which can have adverse effects on the body. Students will learn that a drug that they perceive to be “Molly” or MDMA may not really be MDMA.

*Choices Program*

Choices About Alcohol (Choices) is a peer-led harm reduction alcohol program offered as an educational sanction option for students who violate the institution’s and/or housings AOD policy. Conduct coordinators in University Housing, University Village and Student Conduct and Integrity may refer students to the Wellness Center to complete the program as a part of their sanction for AOD policy violations. The purpose of Choices is to provide alcohol education to students on standard drink size, factors influencing level of intoxication, BAC, preventing alcohol poisoning and protective strategies including considering mind set and physical setting before consumption of alcohol.

The following chart highlights AOD programs conducted during this reporting period.

<b>Program Type</b>	<b>Frequency</b>	<b>Audience</b>	<b>Description</b>
Alcohol Education and Awareness	Annually, By Request	New Students – Resident Advisors	University Police workshop. Topics include: Alcohol laws, university policies, safe and legal alcohol use, beer goggle activities
Health & Safety for Students	Annually	Student and Parent Orientation	General crime prevention, safety, sexual violence, student code of conduct, alcohol, tobacco and other drug, campus mental health resources

All About Alcohol Alcohol Safety Alcohol Education	Quarterly, By Request  Dates provided: 10/2/17, 10/9/17, 10/24/17, 10/31/17, 11/21/17, 3/29/18, 5/21/18, 6/29/18, 8/6/18, 8/21/18, 9/19/18, 9/20/18, 9/26/18, 9/29/18, 10/2/18, 10/9/18, 10/12/18, 10/16/18	Students – Greek Life, Phi Sigma Rho Sorority, University Housing Services. Resident Advisors, Orientation Leaders, student residents	<i>See description in narrative</i>
Alcohol & Other Drugs Lecture	Quarterly  Dates provided: 10/17/17, 1/25/17, 4/24/18	Students – Human Nutrition & Food Science	Alcohol/Other Drug health and safety lecture for academic course
Alcohol Education/CHOICES	On-going  # of sessions provided: 2017 – (85) 2018 – (57)	Students – Sanction for alcohol violations	<i>See description in narrative</i>

## Treatment and Recovery Resources

During the 2017-2018 Biennial reporting time period, Cal Poly Pomona students seeking treatment/recovery were referred to Student Health and Wellness Services or Counseling and Physiological Services. Health and counseling providers make appropriate referrals to outside agencies. Alcoholics Anonymous meetings were available on campus to support students in recovery. Faculty and staff at Cal Poly Pomona could seek treatment services through Empathia via the CPP Life Matters employee assistance program, or through their own individual health insurance.

## AOD Program Goals and Goal Achievement

Under the direction of the Vice President for Student Affairs, the Alcohol Tobacco and Other Drugs Advisory Council (ATODAC) oversees campus AOD program efforts. The ATODAC reflects membership from across university departments and organizations where student groups and services are uniquely relevant to AOD prevention activities. The ATODAC annually develops goals, assesses the effectiveness of campus alcohol and other drugs policies and programs, and

makes recommendations to the President (or his or her designee) in support of maintaining a safe, productive learning environment at Cal Poly Pomona. The following outlines the ATODAC and Subcommittee Goals for the review period.

**ATODAC Goals 2017-2018**

- Continual improvement of the Cal Poly Pomona AOD Program through broad representation on the ATODAC and resulting synergy and collaboration

- Achieve committee goals and objectives and priorities as set forth
- Increase visibility of the Alcohol, Tobacco and Other Drugs Advisory Council (ATODAC) and raise awareness of its role/contributions to the campus community

#### Policy Committee

- Broadly disseminate policy across the Cal Poly Pomona community
- Develop strategies to collect data on Place of Last Drink of students who violate policy

#### Compliance Committee

- Gather required data and complete ATOD reports including 2014-2016 DFCA Federally mandated Biennial Program Review, California State University Chancellor's Office Biennial Report, and other CPP campus documents
- Complete the annual Division of Student Affairs report
- Identify proactive use of the AOD education/intervention software program for Cal Poly Pomona

#### Data/Research Committee

- Examine available research data (NCHA, CIRP, etc.) to identify areas of concern
- Collect data on Place of Last Drink of students who violate policy
- Conduct problem analysis by 1) Gathering data on the nature and scope of the AOD problem; 2) Examine existing resources and assets; 3) Analyze and summarize the information to clarify needs and opportunities

#### Programming Committee

- Host the annual campus wide alcohol awareness event, BE SMART
- Identify proactive use of the AOD education/intervention software program Sponsor ATOD education and prevention programs
- Increase visibility of the Alcohol Tobacco and Other Drugs Prevention Messages

### **Review of 2017-2018 Goal Achievement**

- The ATODAC did not increase visibility and awareness of its role. A number of key staffing changes occurred during this time period, including the retirement of the ATODAC Chairperson. The committee did not meet during Fall 2018 and resumed in Spring 2019.
- Adequate resources were provided to support students with substance abuse issues and for students in recovery. AA was offered during the majority of the reporting period. Professional Health Educators and peer health educators were available to students, and Counseling Services professional counseling, crisis counseling and related resources were available. These services should be consistently maintained with the goal of continuous improvement. Consistent leadership is a challenge and is needed for AA, in addition to alternative support groups in addition to AA. Additional options should be explored.

- Prevention efforts on an environmental management level was consistent with previous years, but not markedly improved. Overall programming improved slightly and alcohol free activities remained constant. Marketing regarding alcohol-free events was inconsistent and can be improved.
- The Blackboard site was identified as a central collection point to collect and maintain on-going documentation regarding ATOD educational efforts; however, it was not regularly used. The ATODAC should identify a more effective solution. This will be explored during the next reporting period.

## Summaries of AOD Program Strengths and Weaknesses

### Strengths

- Health and well-being is a priority of the university as evidenced by inclusion in the strategic plan, increased financial and personnel resources dedicated to employee and student well-being, and the introduction of an integrated care network.
- Alcohol-free options, events and programs are widely available and actively promoted.
- The AOD policy is widely distributed and broadly and consistently included in employee and student policy and procedure manuals and handbooks, housing license agreements, and other documents.
- Educational programs and workshops utilize a harm-reduction approach and principles to ensure a welcoming and inclusive experience for students.
- ATODAC consist of member representation from all areas of the campus, who are actively engaged in policy enforcement, education and programming.
- ATODAC meetings are well attended and supported by various campus constituencies.
- AOD issues and concerns are considered and included in other prevention and education programs (ex. sexual health, health and wellness, stress management, sexual assault).
- Staff members and the ATODAC are actively engaged, care about students, and utilize a student centered approach in addressing AOD concerns.

### Weaknesses

- The university AOD policy is in need of revision to reflect changes in state law, as well as university and department organizational changes.
- AOD Policy summaries are needed to make policy information and guidance more accessible and user-friendly for students and employees.

- Lack of consistent documentation of campus alcohol and drug related activities and programs make it challenging to accurately capture all AOD prevention program efforts.
- Improvements could be made to better assess sanctions for violations of AOD policies and to ensure equity in enforcement and sanctions.
- Consider adoption of an amnesty policy to better promote the health and safety of the campus community. The current safety-first guidance states--- “The goal of “Safety First” is to ensure that students receive prompt medical attention for any health or safety emergency, and to ensure there are no impediments to reporting incidents of alcohol or other drug intoxication, harassment, violence or assault (including physical or sexual).” The university may consider amnesty, or an exemption from sanctions, if a student calls for help when reporting incidents of alcohol and drug intoxication.
- Consider assessment of employee incidents and sanctions related to alcohol and other drug abuse/misuse and/or violations of related laws and campus policies to determine if expanded prevention programs and response strategies are needed.

## AOD Policy Contents and Distribution

### **Policy Contents**

In compliance with the Drug-Free Workplace and Drug-Free Schools and Campuses Regulations of the Drug-Free Schools and Communities Act (DFSCA), Cal Poly Pomona annually provides to all current employees and enrolled students electronic distribution of a summary of the Drug-Free Workplace Policy, which includes information on, and a link to, the full version of the University Alcohol and Other Drug Policy. Hard copy distributions of the policy are available upon request.

The University’s Drug-Free Workplace Policy describes standards of conduct that clearly prohibit the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on the University campus. The abuse of alcohol is also prohibited on campus and university sponsored activities or events off campus. The policy includes (1) a description of the applicable legal sanctions under federal and state laws for the unlawful possession or distribution of illicit drugs and alcohol; (2) a description of the health risks associated with the use of illicit drugs and abuse of alcohol; (3) a description of drug and alcohol programs (e.g. counseling, treatment, and rehabilitation) that are available to employees and students; and (4) a clear statement that the University will impose disciplinary sanctions on employees and students for violations of the policy and standards of conduct. The AOD policy was last revised in August 2015.

The Alcohol and Other Drugs policy is available online at:

[https://www.cpp.edu/~policies/university/administrative/alcohol\\_policy\\_alcohol\\_and\\_other\\_drugs.shtml](https://www.cpp.edu/~policies/university/administrative/alcohol_policy_alcohol_and_other_drugs.shtml)

## **Policy Distribution**

The AOD Policy notification with a direct link to the full AOD policy is distributed via email to all University/State, Foundation and auxiliary employees (Associated Students, Inc.) and enrolled students on an annual basis. All new students enrolling after the initial distribution period receive a summary of the Drug-Free Workplace Policy included in their new Student Resource Guidebook distributed during mandatory Orientation.

Cal Poly Pomona Human Resources and Associated Students, Inc. Human Resources include a copy of the notification in the New Staff Orientation online program. The orientation is provided to all new staff hires year-round. New Foundation employees are given a form to sign acknowledging that they will read the online employee handbook, which contains a summary of the policies and references the location of the full AOD policy.

### *Other Policy Distribution*

The AOD Policy is also distributed and/or referenced in the following: University Policies Web Page, Annual Security Report, University Catalog, Associated Students, Inc. (ASI) Employee Policy and Procedure Manual, Student Code of Conduct, University Housing License Agreement, University Village License Agreement and Community Standards, Athletics Student Athlete Handbook, and the Student Clubs and Organizations Handbook.

See Appendix D for online links to related AOD campus policies

# Recommendations for Revising AOD Prevention Programs

The Biennial Program Review team considered possible actions to address programmatic gaps and the problems faced by students and the community, and offer the recommendations outlined below for future AOD efforts.

- Review the AOD program, and revise if needed to align with the university's strategic plan.
- Review annual notification and consider expanding content.
- Consider changing Biennial Program Review period from calendar to academic year to align with campus program timelines and reporting. Biennial Program Review report would be published no later than December 30th following review period.
- Establish and charge a Biennial Program Review team/working group. This may be an ATODAC or a standalone group with a liaison(s) to ATODAC.
- Consider implementing a Restorative Justice approach in sanctioning activities to strengthen individual and community outcomes.
- Explore options for improved assessment of sanctions to ensure consistency, equity, and to determine impact on student success.
- Improve AOD Program assessment efforts. Consider utilization of Student Affairs Assessment personnel to enhance assessment capabilities, capacity, and activities.
- Increase visibility of Alcohol and Other Drug Program (e.g. presentation at Fall Conference, to academic senate, President's cabinet) to increase awareness and institutional support.
- Create AOD (DFSCA) web page to provide central access to all policies, education, awareness programs, campus and community resources.
- Review effectiveness of BPR online survey instrument and implement recommended revisions for next review period.
- Consider how to institutionalize and effectively utilize student involvement in AOD program activities.
- Consider establishing a sub-committee/working group to facilitate intentional and collaborative programming, develop and disseminate educational modules, centralize program data collection, and oversee expanded assessment activities.

# Appendix

# Appendix A - Annual Notification – Drug-Free Workplace - Students, Employees



CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Office of the President

## Memorandum

Date: November 14, 2018

To: Campus Community

A handwritten signature in blue ink, appearing to read "Soraya M. Coley".

From: Soraya M. Coley, Ph.D.  
President

Subject: Drug-Free Workplace

Cal Poly Pomona recognizes its responsibility to help provide a safe and productive educational and work environment. The following summary complies with the Drug-Free Workplace, and the Drug-Free Schools and Communities Acts. The university strongly endorses the Drug-Free legislation and wishes to inform all students and employees of:

- the health risks associated with alcohol and drug abuse,
- the standards of conduct required of university students and employees,
- the disciplinary action that results when the policy is violated, and
- the help available when treatment is needed.

The following information summarizes the university's commitment to, and compliance with, Drug-Free legislation. The entire policy is published in the University Policies Website at [www.cpp.edu/~policies](http://www.cpp.edu/~policies).

There is significant medical evidence demonstrating the health risks associated with the abuse of alcohol, drugs, and other controlled substances. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited at Cal Poly Pomona. The abuse of alcohol is also prohibited.

University employees must perform in a safe and productive manner and students must pursue educational activities unimpaired by alcohol or other drugs. Violations of this policy will result in appropriate disciplinary action up to and including termination or expulsion from Cal Poly Pomona.

Cal Poly Pomona recognizes that addiction is a treatable illness.

**Students:** Students are encouraged to seek assistance and participate in appropriate treatment programs. Confidential assistance for students is available through Student Health & Wellness Services and Counseling & Psychological Services (CAPS) at [www.cpp.edu/~healthcounseling](http://www.cpp.edu/~healthcounseling).

**Employees:** Faculty and staff have access to CPPLifeMatters, an Employee Assistance Program (EAP). The EAP services, consisting of assessment, referral and short-term counseling, are provided through Empathia, a private consulting firm, and are both free and confidential. For more information, visit [www.cpp.edu/~employee-assist](http://www.cpp.edu/~employee-assist).

THE CALIFORNIA STATE UNIVERSITY *Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus*

## Appendix B – 2018/19 Policy Affirmation Statements – Students, Employees



Wed 11/14/2018 11:24 AM

Office of the President <president@cpp.edu>

2018/19 Annual Policy Affirmation Statements

To  Faculty;  Staff;  auxiliary\_staff;  Active Students



**CalPolyPomona**

### Office of the President

#### **A Message to the Cal Poly Pomona Community:**

Cal Poly Pomona is committed to providing equal opportunities and maintaining an environment free of discrimination, harassment, retaliation, and violence; where all feel safe, respected, and valued. Annually, I provide the campus community with a reaffirmation of university policies that support our commitment in this regard.

Please take this opportunity to review these annual policy affirmation statements, which include updated information about your campus resources/contacts.

- **Nondiscrimination and Sexual Harassment**

This statement is an annual affirmation of the university's commitment to inclusivity and equal opportunity.

[Annual Nondiscrimination and Sexual Harassment Policy Affirmation](#)

- **Zero Tolerance Policy for Threats or Acts of Violence**

The University has zero tolerance for threats or acts of violence against members of the campus community. This annual campus affirmation includes links to the Cal Poly

Pomona Response Protocol for Hate Crimes and Hate Incidents, Title IX, and the Behavioral Intervention Team (B.I.T.), formerly PolyCARES. [Annual Zero Tolerance Policy for Threats or Acts of Violence Affirmation](#)

- **Drug-Free Workplace**

University employees must perform in a safe and productive manner and students must pursue educational activities unimpaired by alcohol or other drugs. Cal Poly Pomona recognizes its responsibility to help provide a safe and productive educational and work environment and complies with the Drug-Free Workplace, and the Drug-Free Schools and Communities Acts.

[Annual Drug-Free Workplace Policy Affirmation](#)

- **California Whistleblower Protection Act**

Provisions of the California Whistleblower Protection Act require the University to annually provide you with information about reporting improper activities of state agencies or employees involving any type of fraud, waste, or abuse. This annual notice is sent out via email in June (as required by the California State Auditor's Office) each year and includes campus contact information and links to the California State Auditor's Whistleblower Notice and Poster.

[Annual Notice of the California Whistleblower Protection Act](#)

- **CSU Policy on Reporting Child Abuse and Neglect (CANRA)**

The California Child Abuse and Neglect Reporting Act (CANRA) requires that employers of Mandated Reporters (as defined in the Act) promote identification and reporting of child abuse or neglect. CSU Executive Order 1083 complies with existing California law and with amendments that took effect on January 1, 2013.

Some University positions, such as managers, health care professionals, teaching associates, faculty teaching undergraduate level classes or who might in the future be assigned undergraduate classes, employees of police and parking, child care/community care/day care administrators and staff, summer bridge coordinators, student life/residence hall staff, coaches and more (see policy for complete list), are Mandated Reporters under the law. These Mandated Reporters are required under the law to report observed or suspected child abuse to local Child Protective Services offices or law enforcement agencies. Employees referenced in Attachment B of EO 1083 (see link below) must, as a condition of employment/continuing employment, sign the applicable "Limited" or "General" Reporter form acknowledging that they understand this important obligation.

Apart from the legal obligations the Act imposes, as a matter of CSU policy, all Management Personnel Plan (MPP) employees and volunteers are considered Limited Reporters, unless they are in positions that require the General Reporter

designation.

[CSU Executive Order 1083 \(Rev. 7-21-17\) – Mandatory Reporting of Child Abuse and Neglect](#)

- **Commitment to Accessibility**

Cal Poly Pomona has a long-standing commitment to make its programs, services, and activities accessible to the university community. Cal Poly Pomona embraces this commitment in all areas, including information technology, and strives to improve accessibility in its digital environment, which includes websites, web applications, and online content.

To the best of its ability, Cal Poly Pomona purchases, develops, and repairs digital resources to comply with all federal and state accessibility guidelines, including Section 504 of the Rehabilitation Act of 1973, and Section 508 of the Rehabilitation Act (29 U.S.C. 794d). Cal Poly Pomona is also guided by the California State University (CSU) Accessible Technology initiative (ATI) and corresponding memorandums and [Executive Order 1111](#).

The university has implemented the following standards for web accessibility: World Wide Web Consortium Web Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 techniques for web content.

Should you find that you need assistance or have questions around accessibility, such as a document that you cannot read or you need an alternative accessible format, please contact us at [accessibility@cpp.edu](mailto:accessibility@cpp.edu), and include the information related to your concern (e.g., URL/location, issue experienced, etc.). You may also contact the IT Service Desk at 909-869-6776 during business hours. To submit a complaint with Cal Poly Pomona under Section 504 and Title II, you may contact the Office of Institutional Equity & Compliance via their website at <http://www.cpp.edu/~officeofequity>, via email at: [officeofequity@cpp.edu](mailto:officeofequity@cpp.edu), or via voice at 909-869-4646.

Suggestions and feedback related to accessibility are also welcomed at [accessibility@cpp.edu](mailto:accessibility@cpp.edu).

Resources related to accessibility at Cal Poly Pomona:

- CPP ATI: [www.cpp.edu/accessibility](http://www.cpp.edu/accessibility)
- Faculty Tools for Creating Accessible Materials (eLearning): <http://elearning.cpp.edu/creating-accessible-materials/index.php>
- Faculty Resources through the Disability Resource Center (DRC): <https://www.cpp.edu/~drc/faculty-resources/accessible-technology.shtml>
- Office of Equity and Inclusion: <http://www.cpp.edu/~officeofequity>

For more information regarding campus web accessibility, contact [accessibility@cpp.edu](mailto:accessibility@cpp.edu).

Questions and concerns should be directed to the individuals listed at the bottom of each respective policy/statement.

Thank you for your continued efforts to make our campus a great place to work and learn.

Sincerely,

A handwritten signature in cursive script, appearing to read "Soraya M. Coley".

Soraya M. Coley, Ph.D.  
President

## Office of the President

Cal Poly Pomona  
3801 W. Temple Avenue, 98-R3  
Pomona, CA 91768  
Tel: 909.869.2290  
[www.cpp.edu](http://www.cpp.edu)

*"Student-Centered, Faculty and Staff-Focused, and Community-Minded"*

## Appendix C – Marijuana Use on Campus and Proposition 64 Student Communication

From: Office of the Vice President for Student Affairs  
Sent: Thursday, February 15, 2018 2:58 PM  
To: Active Students  
Subject: Marijuana Use on Campus and Proposition 64

Dear Students,

With the approval of Proposition 64 legalizing recreational use of marijuana in California, please be advised that Cal Poly Pomona policies prohibiting marijuana use on campus have not changed and will continue to be enforced.

It is important to be aware that marijuana use and possession remain illegal under federal law and, therefore, Cal Poly Pomona prohibits the possession, distribution, use, and sale of marijuana anywhere on campus, including student housing.

All Institutions of Higher Education that receive federal funding are required to uphold federal laws, in particular, the federal Drug Free Schools and Communities Act and Drug Free Workplace Act which requires universities to take all reasonable measures to prevent the illegal use of drugs on our campus, and at university-sponsored events and activities.

Failure to comply with these laws would jeopardize the university's eligibility for federal funding, including grants, contracts and student financial aid. Thus, the use and possession of marijuana in any form or amount violates the Cal Poly Pomona AOD Policy and the CSU [Student Conduct Code](#).

For more information concerning marijuana use in California, visit the [California Department of Public Health](#).

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## **Appendix D – University AOD Policy and Policy Distribution**

University AOD Policy

[https://www.cpp.edu/~policies/university/administrative/beer\\_policy\\_alcohol\\_and\\_other\\_drugs.shtml](https://www.cpp.edu/~policies/university/administrative/beer_policy_alcohol_and_other_drugs.shtml)

Annual Security Report [https://www.cpp.edu/pdfs/annual\\_security\\_report.pdf](https://www.cpp.edu/pdfs/annual_security_report.pdf)

University Catalog - <https://catalog.cpp.edu/>

[https://catalog.cpp.edu/content.php?catoid=36&navoid=2923#Alcohol\\_and\\_Other\\_Drugs\\_Policies\\_and\\_Programs](https://catalog.cpp.edu/content.php?catoid=36&navoid=2923#Alcohol_and_Other_Drugs_Policies_and_Programs)

Student Code of Conduct

<https://www.cpp.edu/~studentconduct/documents/studentconductcodecpphyperlink.pdf>

Housing License Agreement

<https://www.cpp.edu/~housing/Documents/2018-2019-license-agreement-final.pdf>

University Village License Agreement

<https://foundation.cpp.edu/village/forms/uv-license-agreement.pdf>

University Village Community Standards

<https://www.foundation.cpp.edu/village/forms/Community-Standards-2018-19.pdf>

*Reference p. 2 Alcohol, p. 3 Controlled Substances/Illegal Drugs, p. 4 Act for Safety Policy,*

Athletics Student Athlete Handbook

<https://static.broncoathletics.com/custompages/compliance/2018-19%20Student%20Athlete%20Handbook.pdf>

*Reference p. 24 Criminal Activity, p. 32 Athlete Conduct on the Road, p. 44-47 Drug Education and Substance Abuse Policy (AOD Policy), p. 47-49 Student Athlete drug testing and sanctions*

Student Clubs and Organizations Web Page

<https://www.cpp.edu/~oslcc/student-life/club-and-organizations/index.shtml>

Student Service-Learning Plan – *Log-in Required*

Associated Students, Inc. (ASI) Employee Policy and Procedure Manual

Faculty Resource Guide <https://www.cpp.edu/~cppbit/docs/faculty-resource-guide-71018.pdf>

## Appendix E – University Sanctions for AOD Violations

### Sanctions

Violations related to alcohol and other drugs are normally referred to the supervising employee relative to their living quarters or to Student Conduct and Integrity if living off campus or if the infraction is more serious in nature. Students may also be referred to the Wellness Center to include self-examination of the student's alcohol and other drugs use, done in consultation with a health educator.

Students who violate campus alcohol and drug policy may be required to complete one of the following options:

1. Attend CHOICES, an alcohol risk reduction program centered on individual choices one can make in regards to alcohol consumption, designed for first-time offenders. This program is led exclusively by trained campus Peer or Professional Staff Health Educators. The objective of this program is to reduce the risk of alcohol-related health and impairment problems by providing accurate and unbiased information on personal health risks. The program is comprised of two workshop sessions.
2. 3<sup>rd</sup> Millennium Classrooms, an online company which provides evidence-based intervention combined with personalized feedback. Administrators of the online site receive immediate notification of course completion, which is relayed to Student Conduct and Integrity, University Housing, University Village or any other referring party. 3<sup>rd</sup> Millennium is comprised of three options:
  - *Alcohol-Wise* is an online prevention tool best used for population based first-time college students. The course takes about 1.5 hours and also includes a mandatory 30-day follow-up module to measure change in attitude and behavior.
  - *Under the Influence* is the intervention course used for alcohol related violations and to help students clarify their thinking about alcohol. The course consists of 9 interactive lessons, taking about 3 hours to complete, with pre and post-tests providing measurements of knowledge gained. An “In Your opinion” exercise encourages self-reflection and change. The e-CHUG assessment includes comparative social norms and encourages responsible behavior. The course includes a 30 day follow-up that acts as a mini-intervention and documents behavior and attitude changes during this time period.
  - *Marijuana 101* is an online marijuana education course used as a first intervention response to marijuana use or paraphernalia possession. It includes e-TOKE, a personalized marijuana self-assessment with 6 interactive lessons taking about 3 hours to complete. Pre- and Post-Tests provide measurements of knowledge gains and the e-TOKE assessment includes comparative social norms.

3. The Alcohol e-CheckUpToGo is an interactive educational web assessment that allows CPP students to enter information about their drinking patterns and receive feedback about their use of alcohol compared to their peers on campus. The assessment takes about 10-15 minutes to complete, is self-guided, and requires no face-to-face contact time with a counselor or administrator. Because it is offered online, the program can provide quick, confidential feedback in multiple settings. This also allows a student to complete a personal 'check-up' on multiple occasions to track changes in use and risk behavior.
4. One-on-One meeting(s) with a health educator to discuss alcohol or cannabis use. This option utilizes a harm reduction approach to educating students about alcohol and/or other drugs. This is a personalized session to help students reflect and have a greater understanding of their relationship with alcohol and other drugs. The goal of this program is to provide students with resources and tools to promote their academic success and wellbeing.

Student Conduct and Integrity, University Housing Services, University Village, University Police, and the Clery Compliance Analyst all subscribe to the same database to track infractions, referrals and sanctions related to AOD.

In addition to using the online education options outlined above, their consistent sanctions may include, restricting privileges or requiring additional written reflections or assignments from their offenders.

## Appendix F – Athletics Drug and Alcohol Testing

### Drug and Alcohol Testing and Education

- Student-athletes must sign the NCAA consent form to test prior to the start of the season. Information on the NCAA testing and education policy is provided to each student-athlete.
- All student-athletes receive one drug education presentation per year.
- Athletes are subject to random drug testing for all 10 team sports three times per year. Testing is administered by Drug Free Sport company, who also performs testing for professional athletes. Testing is a regular part of post-season competition and individuals and teams are subject to severe penalties if banned substances are detected. If the athletic training staff or the coaching staff has reason to believe that a student-athlete has an alcohol or substance abuse problem, the student-athlete may be asked to submit to a drug test at Student Health Services.
- Students may also secure assistance on their own by contacting Students Health Services.
- Any student-athlete known to be under the influence of drugs or alcohol while representing Cal Poly Pomona as a member of an athletic team is subject to **LOSS OF GRANT-IN-AID AND MAY BE SUSPENDED OR DISMISSED FROM THE TEAM.**
- If a student-athlete is under the legal age of eighteen and has demonstrated an alcohol or substance abuse problem, the Director of Athletics may deem parental notification appropriate.
- A student-athlete is allowed to self-disclose a drug or alcohol abuse problem prior to testing only **once in their college career at Cal Poly Pomona.** Self-disclosure allows the student-athlete to seek counseling. After sufficient time for counseling to take place and the problem to be addressed, a re-test follows.
- The drug testing process is done using a random selection method. The testing is unannounced and revolves around team practice or meeting times. If a student-athlete is selected they are called out of practice for the collection to be taken. The head coach or head athletic trainer may also request a test if there is any suspicion of a drug or alcohol abuse problem.
- The alcohol and substance abuse policy is philosophically an educational rather than punitive policy. Appendix G – Members, Alcohol, Tobacco and Other Drugs Advisory Council (ATODAC)

## **Appendix G – Alcohol, Tobacco & Other Drug Advisory Council Members**

Aaron Eaton, Lieutenant, University Police

Alfonso Valadez, Lieutenant, University Police

Andrea Lueskow, Health Educator, Student Health and Wellness Services

Antonio Quezada, Assistant, Director Student Conduct & Integrity

Araceli Guzmán, Senior Coordinator, Residential Education & Leadership, University Housing

Barnaby Peake, Director of the Bronco Student Center Administration, Associated Students, Inc.

Carla Jackson, Health Educator, Student Health and Wellness Services

Christine Ortega, Senior Coordinator, Residential Education and Leadership, University Housing

David Laxamana, Director of Foundation Housing Service, Foundation Housing Services

Dulce Farias, Health Educator, Student Health and Wellness Services

Echelle Avelar, Conduct Coordinator, University Village

Gabriela Dolores Garcia, Complaint Resolution Mngr, Office of Institutional Equity & Compliance

Indira Singh, Health Educator, Student Health and Wellness Services

James Rocker, Program Coordinator, Orientation Services

James Sturges, Professor, Psychology and Sociology

Jonathan Martinez, Health Educator, Student Health and Wellness Services

Jonathan Pettigrew, Director of Student Conduct & Integrity, Student Conduct & Integrity

Kenya Rampersant, Senior Coordinator for Health Promotion and Wellness Services, Student Health and Wellness Services

Kristin Surber, Clery Compliance Analyst, University Police

Laura Field, Physician Assistant, Student Health and Wellness Services

Margie Ferree Jones, Professor, Collins College of Hospitality Management

Naomi Chu, Survivor Advocate Services Coordinator, Counseling and Psychological Services

Ronnisha Holden, Interim Coordinator Greek Life & Education, Office of Student Life & Cultural Centers

Ruem Malasarn, Assistant Director Sports Performance, Athletics

Sandra Cain, Assistant Director of Retail Operations, Dining Services Administration