

California State Polytechnic University, Pomona

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

ALCOHOL AND OTHER DRUG REPORT

BIENNIAL PROGRAM REVIEW

December 2010

## Introduction

The California State Polytechnic University, Pomona (CPP) Alcohol and Other Drugs Advisory Council Program Compliance Committee certifies that the federally mandated biennial review for the two-year period ending December 31, 2010 of the CPP drug and alcohol prevention program has been completed. The committee reviewed the [Department of Education's Complying With the Drug-Free Schools and Campuses Regulations \[EDGAR Part 86\]: A Guide for University and College Administrators](#) as a guide to improve the university prevention program by looking at requirements and legislation.

The review found continuous improvement in the Alcohol and Other Drug (AOD) abuse prevention program education materials readily available to students, faculty and staff. The university prevention program materials prepared and distributed by the Division of Student Affairs, Human Resources and Administrative Affairs are comprehensive and meet DFSCA requirements. Cal Poly Pomona administrative policies and procedures meet the requirements of the Drug-Free Workplace and Drug-Free Schools legislation. However, there are opportunities for improvement which are addressed in the "Summaries of AOD Program Strengths and Weaknesses" (Section VII).

The Alcohol and Other Drugs Advisory Council Program Compliance Committee consisted of the following university employees:

Debbie Jackley, Committee Chair

Mark Ulrich, Director, Student Health Services

Ty Ramsower, Coordinator of Health Promotion and Outreach Services

The content of the biennial program review will be posted on the AOD Web site at <http://www.dsa.csupomona.edu/committees/aod/>

The Biennial Alcohol Policy Report is organized as follows:

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## **I. Policy and Annual Notification**

In compliance with the Drug-Free Workplace and Drug-Free Schools and Campuses Regulations of the Drug-Free Schools and Communities Act (DFSCA), California State Polytechnic University Pomona provides annually to each employee and each student electronic distribution of a summary of the Drug-Free Workplace Policy, with information on where to find the full version of the campus 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 possession, use or distribution of illicit drugs and alcohol by employees and students on its property or as part of any of its activities. The policy also 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 (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 standard of conduct.

The complete policy can be found at:

[http://www.csupomona.edu/~policies/Administrative/interim\\_alcohol\\_policy\\_alcohol\\_and\\_other\\_drugs.html](http://www.csupomona.edu/~policies/Administrative/interim_alcohol_policy_alcohol_and_other_drugs.html)

AOD Policy notification is distributed to all University employees (including those employed by the Cal Poly Pomona Foundation and Associated Students, Inc.) and enrolled students on an annual basis via e-mail. Any new students enrolling after the initial distribution period receive a summary of the Drug-Free Workplace Policy included in their new Student Resource Guide distributed during mandatory Orientation. Human Resources for State, Foundation, and Associated Students, Inc., also include a copy of the notification in the information packet distributed to all new hires year-round.

A summary of the University Policy on Alcohol and Other Drugs is published in the University Catalog and the Annual Campus Security Report, both of which are available online.

See section VIII-2 for copies of these summaries and notifications, as they appeared in various publications and for full text of the policy in the administrative manual.

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## **II. Program Goals**

Under the direction of the Vice President for Student Affairs, the Alcohol and Other Drugs Advisory Council annually develops and reviews goals, assesses the effectiveness of campus alcohol and other drugs policies and programs, ensures compliance with Drug-Free Schools and Campuses Regulations, and makes recommendations to the President in support of maintaining a safe, productive learning environment at Cal Poly Pomona.

Goals for 2008-2009:

- Complete approval of revised University Alcohol and Other Drugs Policy
- Engage all levels of the campus in active dialogue regarding knowledge and practical applications of the revised policy with their segment of the community
- Conduct further targeted needs assessment and program evaluation; specifically, evaluate outcomes for sanctioned students completing the 3<sup>rd</sup> Millennium online courses
- Complete the 2008 Biennial Review and Report
- Partner with Student Leaders to:
  - Devise/disseminate Social Norms materials to address Student Misperceptions about Drinking and Drug use at CPP
  - Hold the 2<sup>nd</sup> Annual B.E. S.M.A.R.T. Alcohol Awareness Fair
- Present on B.E. S.M.A.R.T. at the Annual CSU System wide AOD Conference
- Formation of a Drug and Alcohol Abuse Prevention Program Compliance Committee within the AODAC to oversee and complete the DFSCA Federal Mandated Biennial Program Review.

Goals for 2009-2010:

- Partner with Student Leaders to hold 3<sup>rd</sup> Annual B.E. S.M.A.R.T. Alcohol Awareness Fair
- Conduct further targeted needs assessment and program evaluation; specifically, evaluate outcomes for sanctioned students completing the 3<sup>rd</sup> Millennium online courses

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- Devise/disseminate educational materials targeting identified needs
- Engage all levels of the campus in active dialogue regarding knowledge and practical applications of the revised policy with their segment of the community
- Present on B.E. S.M.A.R.T. at the Annual CSU System wide AOD Conference
- Develop a system for recording and documenting all activity relative to AOD programming and education conducted on campus for use in completing the biennial AOD Review report

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### **III. Program Elements**

The AOD Council is comprised of faculty, staff and students from across university departments and organizations where student groups and services are uniquely relevant to Alcohol and Other Drug prevention activities. Listed below are the various programs and services enacted during the two year reporting period.

- A. Alcohol-free events and other activities were conducted routinely by student clubs and organizations, and were monitored by campus officials on a regular basis.
- B. Community service was strongly promoted and was institutionalized through the creation of a center dedicated to ensuring adequate opportunities exist for students both on campus as well as in the surrounding community. Numerous classes also offered course credit for volunteer services.
- C. The second annual educational alcohol awareness event, "B.E. S.M.A.R.T." (Better Educated Students Managing Alcohol Responsibilities Together), was held in March 2009 and May 2010 that incorporated general health enhancing information into a fair-type atmosphere.
- D. The American College Health National College Health Assessment was administered to 426 CPP students in April 2010.
- E. Targeted prevention education programs and materials were conducted and distributed by various Division of Student Affairs departments including; Student Health Services, University Housing, Office of Student Life and Cultural Centers, Counseling and Psychological Services, University Police and University Foundation. These programs focused on residential housing, student athletes, Greek organizations and campus clubs. (see Section VIII, for sample example of programs)
- F. Policy violation education process and programs. (see appendix A)

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## VI. Enforcement Consistency

Enforcement consistency is effectively documented. All campus unit/departments involved in enforcement of alcohol and other drugs policies and sanctions have procedures in place to ensure consistent enforcement. The following highlights enforcement policy and practice in primary campus departments/units.

1. **University Police:** University Police are committed to the consistent enforcement of all state and federal laws related to alcohol and other drugs. University Police officers have full knowledge of campus, University Housing, University Village, and local alcohol and other drugs policies. In addition to criminal sanctions, police officers may refer students to Judicial Affairs for disciplinary sanctions; and staff may be referred to Human Resource Services for appropriate disciplinary action. Police officers are mindful of the value of the campus disciplinary process, and use judgment and discretion in determining appropriate action. Enforcement is measured via arrest and disciplinary referral statistics. ( See Annual Security Reports Section VIII, 2f & 2g)
2. **Judicial Affairs:** Each case referred to Judicial Affairs regarding allegations of misuse of alcohol and/or other drugs is fully investigated following the guidelines of Executive Order 628. As in virtually every other case referred to Judicial Affairs, there is an educational basis for any sanctions levied against students who are found responsible for policy and/or legal violations (see Section VIII-4 for Judicial Affairs Sanction Data )
3. **Student Residential Facilities:** Residential facilities have community policies that extend well beyond the expectation that student residents obey all state and federal laws. Policies are effectively communicated, and enforcement and guidelines for sanctions are objective and applied fairly. Violations of the law and campus and residential alcohol policies are well documented and reported to the police department for inclusion in the annual security report. (See Annual Security Reports Section VIII, 2f & 2g)
4. **Athletics:** The athletic department maintains the same position on substance abuse as that of the overall campus. The department makes every effort to understand and correct individuals with a substance abuse problem. However, the NCAA mandates that the University follow established rules regarding the detection and restriction of certain banned substances. ( See Appendix B for NCAA Mandates)

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## **VII. Strengths, Weaknesses and Recommendations for Improvement**

### Strengths:

- Cal Poly Pomona has an active Alcohol and Other Drugs Advisory Council comprised of key stakeholders on campus.
- Multiple prevention and education programs are offered by well-trained staff and peers through a variety of modalities.
- Valuable data is available related to student perceptions, attitudes and behaviors related to alcohol use/abuse.

### Weaknesses:

- While fully compliant with the Drug-Free Workplace and Drug-Free Schools and Campuses Regulations of the Drug-Free Schools and Communities Act, the University's current Interim Alcohol and Other Drugs Policy has not been fully adopted by the university in nearly a decade.
- Despite university-wide membership and its active role in supporting the education and prevention efforts of varied campus units, the Alcohol and Other Drugs Advisory Council suffers from a lack of visibility on campus.
- While available data indicates that overall alcohol and other drug use/abuse among Cal Poly Pomona students is consistently lower than national norms more data is need to identify potential high risk use in sub populations.

### Recommendations for Improvement:

- Develop training for stakeholders to meet expectations in regard to formal documentation and sanctions resulting in more consistent policy enforcement and increased disciplinary referrals.
- Conduct problem analysis by (1) gathering data on the nature and scope of AOD problem; (2) examine existing resources and assets; (3) analyze and summarize the information to clarify needs and opportunities

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- The revised University's newly adopted interim Alcohol and Other Drugs Policy should be moved forward in the approval process to be fully implemented to replace the existing policy.
- Campus departments that are engaged in AOD educational efforts need to provide on-going documentation to the AODAC for inclusion in future biennial reviews.
- Combine the annual B.E. S.M.A.R.T. alcohol education event with Student Health Services annual Wellness Fair held in October



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**VIII. Supporting Documents**

1. Background Information
  - a. Alcohol & Other Drugs Advisory Charge and Goals 2008-2009
  - b. Alcohol & Other Drugs Advisory Charge and Goals 2009-2010
2. Alcohol and Other Drug Policies
  - a. Presidential Orders (website, effective 9/16/99, last modified 9/25/2007)
  - b. Campus-wide Interim Alcohol and Other Drugs Policy revised 02/26/09
  - c. Cal Poly Pomona Catalog 2008-2009, denoting policies related to alcohol and other drugs
  - d. Cal Poly Pomona Catalog 2009-2010, denoting policies related to alcohol and other drugs
  - e. Student Veterans Resource Guide (2009-2010)
  - f. 2009 Annual Security Report (reporting period 1/2006 thru 12/2008)
  - g. 2010-2011 University Police Annual Security and Fire Safety Report (reporting period 2007—2009)
  - h. University Housing Services online License Agreement Policies and Regulations for 2009-2010
  - i. University Village Student Housing License Agreement (2009-2010)
  - j. CPP Foundation Drug & Alcohol Abuse Prevention Policies and Procedures (Rev. 06/19/01)
3. Campus AOD Policy Notifications
  - a. Email notification of Drug-Free Policy sent to all campus community on 02/10/2010 with link to memo dated the same
  - b. Memo from university president J. Michael Ortiz to all faculty, staff & students advising of the summary of the Drug-Free Policy (02/10/2010)
  - c. New Graduate Student Resource Guide on web (updated 7/7/2006)
  - d. (Web) Consumer Information, including Drug Free Schools and Communities Acts, posted online as of 01/06/2010
  - e. Foundation HR Policy Statement Checklist for new hires (03/2009)
  - f. Orientation Services New Student Resource Guide 2009-2010
4. Judicial Affairs Sanction Statistics
5. Programming Samples

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- a. National College Health Assessment II Executive Summary Spring 2010
- b. “Healthy Students” Newsletters distributed quarterly to faculty & staff
  - i. Fall 2008
  - ii. Winter 2009
  - iii. Spring 2009
  - iv. Spring 2010
- c. 21<sup>st</sup> Birthday Webpage & card (upon receipt of an email invitation, students about to turn 21 are directed to the website, then come in to the Wellness Center to pick up this card)
- d. Snooze Letter
- e. BACCHUS 2008 Area 2 Outstanding Affiliate Program Award received 11/15/2008 by Fernando Diaz, Health Educator, CPP
- f. B.E. S.M.A.R.T. 2009 Publicity and event photos
- g. B.E. S.M.A.R.T. 2010 Publicity and event photos
- h. Just for Parents brochures (2009 & 2010)—distributed during Orientation sessions to parents/families of incoming students
- i. Commercial Educational Brochures used by Student Health Services
  - i. Alcohol Use and You: Decisions on Tap
  - ii. Drug Use and You: Know the Risks
  - iii. Harmful Interactions: Mixing Alcohol with Medicines
  - iv. How to Help a Friend with a Drinking Problem
  - v. Know the Code! 0—1—2—3 Party with a Plan
  - vi. Marijuana
  - vii. Tips for Cutting Down on Drinking
- j. Poly Post on-campus Newspaper Articles
  - i. 11/11/2008—Energy Drinks
  - ii. 1/27/2009—Alcohol sales steady
  - iii. 3/3/2009—Event to signify effects...
  - iv. 3/10/2009—Mocktails and beer goggles..
  - v. 4/27/2010—Binge drinking
  
  - vi. 5/4/2010—Ridge Runners punished

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## Appendix A

Violations related to alcohol and other drugs are normally referred to the Wellness Center in addition to other possible sanctions. The referral includes 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 an online education course.

- *Under the Influence* is the intervention course used for alcohol related violations and to help students clarify their thinking about alcohol. The course consist 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. 3 hours to complete.
- *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.

Administrators of the online site receive immediate notification of course completion, which is relayed to Judicial Affairs and University Housing when pertaining to their referrals.

Judicial Affairs maintains a database documenting all referrals and related sanctions and/or outcomes. University Housing Services, in addition to using the online education, may restrict privileges or require additional written reflections or assignments from their offenders.

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## Appendix B

### 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 tests under NCAA and Cal Poly Pomona Athletic Department rules. 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 the Student Health Center.
- 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 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.