



OCU Drug Free Program and Biennial Review

Oakland City University

This document summarizes the programs and activities provided throughout the Oakland City University community which are related to Alcohol and Drug Abuse Prevention. This document includes the biennial review checklist proscribed by Drug and Alcohol Abuse Prevention regulations.

**Bradley R. Knotts, Director of Student Life
2018-2020**

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Introduction

In order to comply with the Drug-Free Schools and Communities Act and Drug and Alcohol Abuse Prevention Regulations, Oakland City University has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol. This program applies to all students and employees of the university and encompasses all activities on its main campus, at its additional locations, and during any university authorized activity.

Health & Wellness (Safety) Committee

The Oakland City University (OCU) Health & Wellness (Safety) Committee is responsible for a number of programs and services related to the health and wellness (safety) of the OCU community; however, specific to the Drug-Free Schools and Communities Act and Drug and Alcohol Abuse Prevention Regulations, the committee is responsible for:

1. maintaining the OCU Drug Prevention Program
2. monitoring prevention and wellness activities
3. completing the biennial review of the drug and alcohol prevention activities conducted for all constituents of the university community during the previous two years.

The Health & Wellness (Safety) Committee includes representatives from the following university constituents: Athletics, Compliance, Faculty, Housekeeping, Human Resources, Maintenance, Student Life and Student Services.

Current/past members are:

- Angela Wells, Housekeeping (Past Member)
- Barbara Johnson, Secretary of Maintenance Department (Past Member)
- Bradley Knotts, Director of Student Life
- David Hose, Assistant Athletic Director (Past Member)
- Dorothy Graper, Director of Housekeeping (Past Member)
- Erin Smithers, Pioneer Food Service Director
- Heather Hose, Administrative Assistant, Student Life (Past Member)
- Melinda Sams, Personal Counselor
- Mr. Alec Hensley, Director of Campus Safety & Security
- Mr. Clint Woolsey, VP for Administration
- Ms. Katie Harrison, Women's Soccer Coach/Health & Wellness Coordinator/Instructor
- Patricia Endicott, Compliance Officer
- Patti Buchta, Associate Director of Athletics
- Professor Cassidy Nalley, Counselor/Cross Country Coach/Lecturer – Psychology (Past Member)
- Stephanie Kirby, Human Resource Administrative Assistant
- Tiffany Moore, Administrative Assistant, Student Life (Past Member)

Annual Notification

At the time an employee receives an offer of employment for their primary duties, the employee is given a notification of applicable standards of conduct and the location of resources including: a description of health risks associated with alcohol and other drugs; a description of available treatment programs; a description of appropriate sanctions for violation of federal, state, and local laws; and campus policy. All students receive similar notification during the registration/orientation process at the beginning of their first semester of attendance for the academic year.

Program Goals

The following goals were reviewed during the fall 2018 semester and it was determined that they remained appropriate for the 2018-2020 years:

- ✓ to increase awareness of the members of the committee and university administration regarding the needs of the university community related to alcohol and other drug abuse prevention
- ✓ to increase awareness of the abuse prevention opportunities available through the Office of Student Life and Human Resources Office.

The committee established on-going goals to align with the Strategic Plan.

The Committee will evaluate and update the strategic plan including elements from each of the five Alcohol and Other Drug Prevention program areas:

- Alcohol-Free Options
- Normative Environment
- Alcohol Availability
- Marketing and Promotion of Alcohol
- Policy Development and Enforcement

The completion of this task included:

- Soliciting and supporting the assistance of the student organizations to determine goals for the strategic plan by enlisting the input of the Campus Activities Board.
- Ensuring employees are provided an opportunity for input regarding goals through ongoing dialogue with them.

2018 - 2020 Goals

1. As the committee membership became more consistent during the 2018 academic year, one of our goals will be to develop more sustainable programs.
2. When additional funds become available, the committee will devote more time toward long range planning efforts.
3. As additional funds become available, the committee will offer more convocations/seminars dealing with AOD Abuse and Prevention issues. These convocations/seminars will not only target the campus community, they will also be open to members of our local community.
4. The committee will add at least one faculty member and one student to the committee. In doing so, the committee will have a diverse representation of university constituents.
5. The committee will increase its communication and marketing efforts related to AOD programs.

Programming Efforts for Alcohol & other Drug Prevention Programs include:

1. Alcohol-Free Options

All activities and events sponsored by the university and all activities and events conducted on university property are alcohol-free in compliance with university policy.

2. Normative Environment

Oakland City University encourages students and employees to participate in alcohol-free activities and events in furtherance of its efforts to create an environment that supports health-promoting norms. Academic core courses for undergraduates are offered Monday-Friday. Graduate courses are offered on Saturdays and as intensives during the summer months.

Activities and events are offered throughout the year to enhance the academic environment and provide positive social and residential environments. The university strives to provide opportunities for its students and employees to grow academically, professionally, socially, and spiritually.

Class attendance is monitored by faculty and the Office for Student Life. Academic responsibility is promoted throughout the university. Peer tutoring and other tutoring services are available to all students. In addition, student support services are available to those who qualify for the TRiO program. A Section 504 Coordinator is also available to assist students with ADA reasonable

accommodations. The Human Resources Office assists employees with reasonable accommodations.

Student leadership opportunities are available. Undergraduate students may apply to serve as student ambassadors, orientation leaders, residence hall directors, and resident assistants. There is a variety of active student organizations on campus. Officers of these organizations assist their constituents in providing multiple student led activities and service projects/community outreach.

The following list includes many of the activities offered during the past two years. This list is not intended to be all inclusive. Instead, the list highlights several of the available opportunities for social interaction. The majority of activities and events occur at the main campus; however, they are typically open to all students and employees that are able to attend.

Areas/Departments include:

- The Underground (student lounge, recreation area), located in the Student Life Center
- Fitness Center, located in the Student Life Center
- Holy Grounds" Coffee Shop and the "Oaks" Café, located in the Student Life Center
- Intramurals, sponsored by Student Activities
- Intercollegiate Sports, sponsored by the Department of Athletics
- Residence Hall Programs, sponsored by the Residence Life staff
- Required Community Service for all student clubs and organizations
- SGA sponsored events such as Movie Nights, Game Nights, Game Show Nights, & Dorm Wars
- In addition to SGA events, the Director of Student Activities provides additional programming both on and off-campus, during evenings and weekends
- FCA – *Fellowship of Christian Athletes* meet every Wednesday evening throughout the academic year
- Student led worship nights, known as "the Well" meets every Thursday evening throughout the academic year
- *Ambassadors for Christ* is new student club that began Spring 2018 semesters

- All beverages promoted at all activities are non-alcoholic

Some Specific Events include:

- Student Athlete Orientation—includes drug/alcohol awareness
- Organization Days
- Drug/Alcohol Awareness Convocations
- Alcohol Awareness Programs – each residence hall provides a week dedicated to alcohol awareness programs, encompassing the entire month of October and/or February each year
- Student Activities provides programs dedicated to alcohol and other drug awareness and prevention programs
- Residence Life Trainings and Programs
- Morning of Service – Community Service Projects during New Student Orientations
- Family Weekends
- Health Fairs
- End of the Year Bash (with special recognition of our graduating seniors)
- Finals Breakfasts (Sunday evening prior to final exam week)
- Employee Appreciation Dinners
- Accepted Student Days

3. Alcohol Availability

Oakland City University was founded by the General Baptist Church. In furtherance of the principles of General Baptists, Oakland City University maintains an alcohol-free environment.

4. Marketing and Promotion of Alcohol

University policy dictates that the promotion of alcohol and illicit drugs will not be tolerated on university property or at university sponsored activities.

5. Policy Development and Enforcement

University policies are published in the student and employee handbooks.

Intervention/Available Resources

Resources are available to address alcohol and other drug abuse issues through our Personal Counseling Services. Additional resources are available to employees through Human Resources and to students through Student Life.

Sanctions

For the most recent and complete Federal Trafficking Penalties information, visit the Web site of the U.S. Drug Enforcement Administration at <http://www.justice.gov/dea/druginfo/factsheets.shtml>

University conduct and sanctions related to alcohol and drug abuse are outlined in the policies in the appropriate student or employee handbook. Grievance procedures are also available within these handbooks. The student handbook is available at <http://intranet.oak.edu/current-students/student-resources.php> and the employee handbooks are available at <http://intranet.oak.edu/faculty-staff/resources.php>. Printed versions are available upon request.

Alcohol & other Drug Violations On Campus for Calendar Years 2016, 2017, 2018, 2019, and 2020

The following are the number of alcohol and other drug incidents that occurred on the Oakland City University campus:

<u>Semester:</u>	<u>Violations:</u>	
Spring 2016 (January – May 2016)	2 Liquor Law	2 Drug
Fall 2016 (August – December 2016)	0 Liquor Law	0 Drug
Spring 2017 (January – May 2017)	4 Liquor Law	0 Drug
Fall 2017 (August – December 2017)	9 Liquor Law	1 Drug
Spring 2018 (January – May 2018)	5 Liquor Law	0 Drug
Fall 2018 (August – December 2018)	1 Liquor Law	0 Drug
Spring 2019 (January – May 2019)	3 Liquor Law	0 Drug
Fall 2019 (August – December 2019)	0 Liquor Law	1 Drug
Spring 2020 (January – May 2020)	12 Liquor Law	1 Drug
Fall 2020 (August – December 2020)	6 Liquor Law	0 Drug

Common Sanctions for Alcohol and other Drug Violations:

First Offense:

- Disciplinary Probation for up to duration of undergraduate studies
- Required Community Service Hours
- Required Attendance of Chapel Services
- Required to Complete Reflection Paper

Second Offense:

- Suspension from the university

Biennial Review

Oakland City University utilizes the *Compliance Checklist* as provided within *The Drug Free Schools and Campuses Regulations (34 CFR Part 86)* of the *Drug-Free Schools and Communities Act (DFSCA)* to complete the Biennial Review on a schedule of once every two years. The checklist was completed in November/December of 2020 and the biennial review was finalized in 2021. The Compliance Checklist is included as part of this summary in the appendix.

The next scheduled review will be completed in 2023 for 2020-2022 to allow the university to revise once every two years. The review is scheduled to be completed in even numbered years.

Appendix

Part 86 Compliance Checklist

Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist

1. Does the institution maintain a copy of its drug prevention program?

Yes No

If yes, where is it located?

Copies are maintained in the Office of Student Life, Human Resources Office, Executive Office, and the Compliance Office.

2. Does the institution provide annually to each employee and each student, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?

a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities

Students: Yes No Staff and Faculty: Yes No

b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol

Students: Yes No Staff and Faculty: Yes No

c. A description of applicable legal sanctions under local, state, or federal law

Students: Yes No Staff and Faculty: Yes No

d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs

Students: Yes No Staff and Faculty: Yes No

e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions

Students: Yes No Staff and Faculty: Yes No

3. Are the above materials distributed to students in one of the following ways?

a. Mailed to each student (separately or included in another mailing)

Yes No (email)

b. Through campus post offices boxes

Yes No

c. Class schedules which are mailed to each student

Yes No

d. During freshman orientation

Yes No

e. During new student orientation

Yes No

f. In another manner (describe)

This information is available in the student handbook. Student handbooks are available through the campus website and student portal.

4. Does the means of distribution provide reasonable assurance that each student receives the materials annually? Yes X No

5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution? Yes X No

6. Are the above materials distributed to staff and faculty in one of the following ways?

a. Mailed

Staff: Yes X No Faculty: Yes X No

b. Through campus post office boxes

Staff: Yes No X Faculty: Yes No X

c. During new employee orientation

Staff: Yes X No Faculty: Yes X No

d. In another manner (describe)

This information is available in the employee handbook. Employee handbooks are available through the campus website employee resource page and employee portal.

7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually?

Staff: Yes X No Faculty: Yes X No

8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?

Staff: Yes X No Faculty: Yes X No

9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?

a. Conduct student alcohol and drug use survey

Yes No X

b. Conduct opinion survey of its students, staff, and faculty

Students: Yes No X Staff and Faculty: Yes No X

c. Evaluate comments obtained from a suggestion box

Students: Yes No X Staff and Faculty: Yes No X

d. Conduct focus groups

Students: Yes X No Staff and Faculty: Yes No X

e. Conduct intercept interviews

Students: Yes No X Staff and Faculty: Yes No X

f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees

Students: Yes No Staff and Faculty: Yes No

g. Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees

Students: Yes No Staff and Faculty: Yes No

h. Other (please list)

10. Who is responsible for conducting these biennial reviews?

The director of student life, along with the Health & Wellness (Safety) Committee is responsible for the biennial reviews and to advise the university administration of its recommendations.

11. If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review? Yes No

12. Where is the biennial review documentation located?

The Office of Student Life

13. Comments

The Director of Student Life, in consultation with the Compliance Officer and the Health and Wellness (Safety) Coordinator complete Part 86 Compliance Checklist for the 2020 Biennial Review. Recommendations from the review will be forwarded to university administration.

Supplemental Checklist1

Drug-Free Schools and Campuses Regulations (EDGAR Part 86)

Completed in November and December, 2020, and 2021

The Drug-Free Schools and Campuses Regulations require an institution of higher education (IHE) to certify it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Failure to comply with the Drug-Free Schools and Campuses Regulations may forfeit an institution's eligibility for federal funding.

EDGAR Part 86 establishes a set of minimum requirements for college substance use programs. Colleges and universities may have additional obligations under state law, including recent court decisions in lawsuits brought against IHEs by college and university students and employees. Consultation with an attorney knowledgeable in this area is highly recommended.

A. Description of the AOD Program Elements

1. Alcohol-Free Options

How does your campus provide an environment with alcohol-free options?

Please check all that apply:

- Alcohol-free events and activities are created and promoted.
- Student service learning or volunteer opportunities are created, publicized, and promoted.
- Community service work is required as part of the academic curriculum.
- The campus offers a student center, recreation center, coffeehouse, or other alcohol-free settings.
- The student center, fitness center, or other alcohol-free settings have expanded hours.
- Nonalcoholic beverages are promoted at events.
- Does not promote alcohol-free options.
- Other:

Community Service continues to be incorporated into many of the clubs and organizations at OCU. In both 2019 and 2020, the New Student Orientation provided a "Morning of Service" and all new students participated.

2. Normative Environment

How does your campus create a social, academic, and residential environment that supports health-promoting norms? Please check all that apply:

- College admissions procedures promote a healthy environment.
- The academic schedule offers core classes on Thursdays, Fridays, and Saturdays.
- Exams/projects increasingly require class attendance and academic responsibility.
- Substance-free residence options are available.
- The campus encourages an increase in academic standards.
- Faculty and staff are educated about behavioral indicators, student norms, and cultural attitudes related to high-risk or illegal alcohol use.
- Faculty and staff are educated about behavioral indicators, student norms, and cultural attitudes related to illicit drug use.
- Faculty are encouraged to engage in a higher level of contact with students.
- Students are educated about misperceptions of drinking norms.

Student leadership (e.g., orientation leaders, resident assistants, fraternity and sorority members, athletes, student organizations) promotes positive, healthy norms.

Students have opportunities to advise and mentor peers.

Pro-health messages are publicized through campus and community media channels.

Does not promote a normative environment.

Other:

In 2016-2017, OCU provided a Drug/Alcohol Awareness Convocation to all students, faculty and staff that were able to attend. (In 2017-2018, the focus of the convocation was OCU's Strategic Plan.) OCU provided another Drug/Alcohol Awareness Convocation during the 2018-2019 academic year.

3. Alcohol Availability

How does your AOD prevention program limit alcohol availability? Please check all that apply:

Alcohol is banned or restricted on campus.

Alcohol use is prohibited in public places.

Delivery or use of kegs or other common containers is prohibited on campus.

Alcohol servers are required to be registered and trained.

Server training programs are mandatory.

Guidelines for off-campus parties are disseminated.

The number and concentration of alcohol outlets near campus are regulated.

The costs of beer and liquor licenses are raised.

The days or hours of alcohol sales are limited.

The container size of alcoholic beverages is reduced.

Alcohol is regulated by quantity per sale.

Keg registration is required.

State alcohol taxes are increased.

Does not limit alcohol availability.

Other:

4. Marketing and Promotion of Alcohol

How does your AOD prevention program limit marketing and promotion of alcohol on and off campus? Please check all that apply:

Alcohol advertising on campus is banned or limited.

Alcohol industry sponsorship for on-campus events is banned or limited.

Content of party or event announcement is limited.

Alcohol advertising in the vicinity of campus is banned or limited.

Alcohol promotions with special appeal to underage drinkers is banned or limited.

Alcohol promotions that show drinking in high-risk contexts is banned or limited.

Pro-health messages that counterbalance alcohol advertising are required.

Cooperative agreements are endorsed to institute a minimum price for alcoholic drinks.

Cooperative agreements are endorsed to limit special drink promotions.

"Happy hours" is eliminated from bars in the area.

The sale of shot glasses, beer mugs, and wine glasses at campus bookstores is banned.

Does not restrict marketing and promotion of alcohol.

Other:

5. Policy Development and Enforcement

How does your AOD prevention program develop and enforce AOD policies on and off campus? Please check all that apply:

- On-campus functions must be registered.
- ID checks at on-campus functions are enforced.
- Undercover operations are used at campus pubs and on-campus functions.
- Patrols observe on-campus parties.
- Patrols observe off-campus parties.
- Disciplinary sanctions for violation of campus AOD policies are increased.
- Criminal prosecution of students for alcohol-related offenses is increased.
- Driver's licensing procedures and formats are changed.
- Driver's license penalties for minors violating alcohol laws are enforced.
- Sellers/servers are educated about potential legal liability.
- ID checks at off-campus bars and liquor stores are enforced.
- Penalties for sale of liquor to minors are enforced.
- Laws against buying alcohol for minors are enforced.
- Penalties for possessing fake IDs are enforced.
- Undercover operations are used at retail alcohol outlets.
- DUI laws are enforced.
- Roadblocks are implemented.
- Open house assemblies are restricted.
- Dram shop laws that apply legal action for serving intoxicated drinkers or minors are established.
- Does not develop or enforce AOD policies.
- Other:

B. A Statement of AOD Program Goals and a Discussion of Goal Achievement

Please state your AOD program goals:

The Health & Wellness (Safety) Committee will evaluate and update programming efforts for each of the five Alcohol and Other Drug Prevention program areas.

The completion of this task included:

- **Soliciting and supporting the assistance of the student organizations to determine goals for the strategic plan by enlisting the input of the Student Campus Activities Board.**
- **Ensuring employees are provided an opportunity for input regarding goals through ongoing dialogue with them.**

Programming Efforts for Alcohol and other Drug Prevention Programs include:

- 1. Alcohol-Free Options**
- 2. Normative Environment**
- 3. Alcohol Availability**
- 4. Marketing and Promotion of Alcohol**
- 5. Policy Development and Enforcement**

Sample: The following AOD prevention goals were written in 1995 by the Substance Abuse Education Initiatives: (1) Articulate and consistently enforce clear policies that promote an educational environment free from substance use/abuse. (2) Provide ongoing education for members of the campus community for the purpose of preventing alcohol abuse and other drug use. (3) Provide a reasonable level of care for substance abusers through counseling, treatment, and referral. (4) Implement campus activities that promote and reinforce health, responsible living, respect for community and campus standards, individual responsibility on the campus, and intellectual, social, emotional, spiritual or ethical, and physical well-being of the members. (5) Be vocal and visionary in combating the negative issues surrounding alcohol and other drug use and abuse on campus.

Please describe how the program's goals were achieved:

The Health & Wellness (Safety) Committee meets to evaluate and insure that Oakland City University continues to offer healthy choices to the whole person (body, mind, and spirit). The Committee will continue to move forward with the implementation of the strategic plan.

C. Summaries of AOD Program Strengths and Weaknesses

What are the strengths and/or weaknesses of your AOD prevention program?

Strengths:

- a. **The university has received the “Indiana Collegiate Action Network” ICAN Grant to provide educational opportunities to our community focusing on the awareness of alcohol and other drugs. We will continue to apply for this grant.**
- b. **Annual training is provided to Residence Life personnel.**
- c. **Consistency of zero tolerance policy for all employees and students.**
- d. **A variety of AOD free activities are offered through student activities.**
- e. **Faculty and staff serve together on the Health & Safety Committee to insure that each area of the university community is represented in the implementation of the strategic plan.**

Weaknesses:

- a. **Employee transitions have negatively impeded continuous programming efforts/sustainability.**
- b. **While additional funding is needed for outreach programs, no long range planning for programs and services has accrued.**
- c. **More open lines of communication are needed between the university and committee personnel concerning AOD.**
- d. **The marketing of AOD free activities needs to be improved upon.**
- e. **COVID Pandemic**

D. AOD Policy*

1. Policy Contents

What information do you distribute to employees and students (taking one or more classes for academic credit, not including continuing education)?

Please check all that apply:

A description of the health risks associated with alcohol abuse and the use of illegal drugs.

A description of applicable legal sanctions under local, state, and federal laws.

A description of any treatment, counseling, rehabilitation, or re-entry programs available at your institution.

A statement of the institution's disciplinary measures regarding alcohol and illegal drug use by students and employees.

Other AOD policy-related information:

Drug testing policy procedures are in place for student-athletes.

We do not have an AOD policy.

2. Policy Distribution

Where does your institution publicize its alcohol or other drug policy?

Please check all that apply:

Student handbook

Staff and faculty handbook

Admissions materials

Course catalogs

Class schedules

Employee paychecks

Student's academic orientation

Residence hall orientation

Staff and faculty orientation

Formal speaking engagements

Other:

We do not publicize our alcohol/drug policy.

* Please attach copies of the policies distributed to students and employees.

Policies distributed to the students may be found in the student handbook available at <http://intranet.oak.edu/assets/ck/files/StudentHandbook.pdf>. The employee policies may be found in the employee handbooks available at <http://intranet.oak.edu/faculty-staff/resources.php>. Printed versions of the handbooks are maintained in the offices responsible for maintaining copies of the biennial report.

E. Recommendations for Revising AOD Prevention Programs

Please offer any recommendations for revising AOD prevention programs and/or policies:

1. **As the university enters more intentionally into its unit level strategic planning process, data collection efforts will be researched and implemented to determine effectiveness of current programs, as well as the development of additional sustainable programs.**
2. **As additional funds become available, the committee will offer more convocations/seminars dealing with AOD Abuse and Prevention issues. These convocations/seminars will not only target the campus community, they will also be open to members of our local community.**

3. **The director of student life will reevaluate and determine best practices for committee makeup and plan for moving this important work forward.**
4. **The director of student life will seek opportunities for OCU students to participate in state-wide alcohol and drug use surveys.**
5. **The committee will increase its communication and marketing efforts related to AOD programs.**