

NORTH CENTRAL MISSOURI COLLEGE DRUG-FREE SCHOOLS AND COMMUNITIES ACT (DFSCA) ALCOHOL AND OTHER DRUGS REPORT 2024 BIENNIAL PROGRAM REVIEW

The Drug-Free Schools and Communities Act (DFSCA) and subsequent legislation require an institution of higher education (IHE) to provide a biennial program review of alcohol and other drug prevention programs to be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program. In compliance, North Central Missouri College conducts a biennial review in all even years. North Central Missouri College complies with state, federal, and local laws related to alcohol and drugs, including underage drinking laws and federal laws regarding marijuana and other cannabis products containing tetrahydrocannabinol (THC), such as the Drug-Free Schools and Campuses Act Amendments of 1989 and the Drug-Free Workplace Act of 1988.

The Biennial Review includes: foundational belief, a review of policy, standards of conduct for students and employees relating to the use or possession of alcohol or other drugs, annual notification, goals, statistical reporting elements, enforcement and sanctions for violations and evaluation of consistency, applicable federal, state, and legal sanctions, a description of health risks associated with use of alcohol and other drugs, and resources. The report also includes AOD campus efforts, measured effectiveness of the policy and programs through a SWOT analysis, and identified improvements that can be made. Hard copies of the Biennial Review can be requested from the following offices: Vice President of Student Affairs, the Vice President of Academic Affairs, the Dean of Instruction, and the Human Resources Office.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Foundational Belief of NCMC AOD Programming

North Central Missouri College is a two-year community college that prides itself on being a small, tight-knit community of learners. Care and compassion for one another permeates the culture of the institution and work together to assist students and staff in reaching their goals and being productive members of society. The misuse and abuse of alcohol and other drugs have the potential to threaten the culture and goals. As a result, NCMC is committed to promoting individual well-being and promotion of healthy, productive choices.

Alcohol and Other Drug Program Goals

- Promote low-risk/no-risk choices regarding alcohol and other drugs
- Decrease number of documented alcohol incidents in residence halls
- Encourage students to avoid drinking and driving
- Promote the well-being of NCMC students and staff

Institutional Mission

North Central Missouri College provides accessible, affordable, and quality educational programs, with emphasis on excellence in teaching, learning, student services, diversity and inclusiveness, and workforce development to all communities and rural areas of our 17-county service region.

Policies Alcohol and Other Drugs Policy

In accordance with federal law, and as described in more detail below, NCMC has adopted and implemented a program and policies to prevent the unlawful possession, use, or distribution of illicit drugs, marijuana, and alcohol by students and employees. NCMC will impose disciplinary sanctions for violations of this policy and any additional policies noted in official college publications.

Students

Students are expected to comply with local and state laws pertaining to alcoholic beverages, marijuana, controlled substances, and illegal drugs. The possession, use, manufacture, sale, purchase, dispensing, or distribution of alcohol, marijuana, illegal drugs and/or controlled substances is strictly prohibited on all college property and college-sponsored activities.

Possession of alcoholic beverage containers and/or drug paraphernalia, which includes objects used or primarily intended for use or designed for use in ingesting, inhaling, otherwise introducing illegal drugs and/or controlled substances into the human body, including but not limited to pipes, water pipes, bongs, roach clips, vials, and hypodermic instruments are also prohibited. Determination will be made by considering all relevant facts.

In addition, public intoxication, or being in a drugged condition, whether from alcohol, drugs, or other substances, is also prohibited. This condition may be evidenced by disorderly, obscene, or indecent conduct or appearance.

NCMC will impose sanctions, consistent with local, State, and Federal law, for violations of this policy and the Student Code of Conduct. Enforcement will be through judicial referrals and/or reporting incidents to law enforcement. Sanctions may include work assignments, behavioral contracts, verbal warning, written warning, loss of privileges, probation, suspension, expulsion from the halls and/or campus, or imposition of a lesser sanction. Sanctions may also include classes, community service, referrals for appropriate counseling and/or referral to local law enforcement for prosecution. If the student is an employee, the student may face termination from their position. If a student is convicted of violating criminal laws regarding alcohol or drugs, they may be subject to civil action. Legal sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs. In addition, a student convicted for the possession or sale of illegal drugs may have financial aid eligibility suspended if the offense occurred while the student was receiving federal student aid.

Employees

The unlawful possession, use, manufacture, sale, purchase, dispensing, or distribution of alcohol, marijuana, and illegal drugs by employees on college property and college-sponsored activities is prohibited. Violations of NCMC alcohol and drug policies, as stated in college policies or employee handbooks/manuals, may result in disciplinary action including corrective discipline, counseling, (faculty) reassignment, verbal warnings, documented warnings, probation, suspension with or without pay, and discharge for employees and/or referral to local law enforcement for prosecution.

If an employee is convicted of violating criminal laws concerning alcohol or drugs, in addition to civil action, the employee may be subject to termination. Legal sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs. Failure to disclose previous convictions on a job application is grounds for termination.

If an employee is convicted for a violation of a criminal drug statute occurring in the workplace, the employee shall notify the HR office no more than five calendar days after such conviction. After receiving such notice,

NCMC will notify the Department of Education in writing within 10 calendar days after receiving notice from an employee of such conviction. The notice will include the employee's position title. Within 30 days of receiving such notification, NCMC will take appropriate personnel action against such employee up to and including termination or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

Other Policy and Regulations

In addition to the student and employee Alcohol and Other Drug Policy, there are other policies that comprise the College's drug and alcohol program and services.

College Catalog

Non-Academic Misconduct

Tobacco Policy

Tobacco usage is prohibited on campus including the residence halls and parking lots. Prohibited use includes all tobacco products, including: cigarettes, electronic cigarettes/vapes, cigars, hookah- smoked products, spit and smokeless tobacco, chew, snuff, snus, clove cigarettes, bidis, kreteks and cigarillos.

Enforcement of Tobacco Usage Policy

1. The monitoring and enforcement of tobacco usage regulations are the responsibility of every employee, faculty member and student. It will be the responsibility of every employee, faculty member and student to politely bring this tobacco usage policy to the attention of persons observed violating the regulations.
2. Faculty, staff and students refusing to abide by these policies should be reported to their Dean/VP or immediate supervisor for appropriate action. Anyone violating this policy shall be subject to the applicable disciplinary. Visitors in violation of this policy should be politely informed of this fact; if they persist, they may be reported to an appropriate official.

Residence Life Policies and Procedures <https://www.ncmissouri.edu/studentlife/wp-content/uploads/sites/22/2016/11/FinePrint.pdf>

The rules and procedures of the housing program are aimed toward assisting students in achieving the highest possible academic goals and socially responsible behavior. It is the philosophy of the Office of Residence Life that violations should be handled in such a way as to inform and guide students toward the development of personal responsibility. Student behavior is expected to be lawful and in abidance with all federal, state and college regulations. Through the terms and conditions of the contract, housing publications and explanations at residence hall meetings, students should have a clear understanding of their responsibility regarding housing rules and expectations. Such rules apply to all residence hall students and their guests.

The following are excerpts from the Student Conduct Policy/Procedures contained in the above document:

IV. Discipline Policy/Guidelines

The Resident Coordinator -- through the Resident Assistants -- has the authority and responsibility to uphold ethical and responsible behavior in the residence halls. Contact of parents is at the discretion of the office of Student Services and residential life staff.

A. Misconduct Subject to Disciplinary Penalties

The following actions constitute misconduct for which students may be subject to

administrative action or disciplinary penalties:

22. Having alcohol related paraphernalia or alcohol container collections. Alcohol posters or displays in a residence hall room window.

23. Having alcohol in your room, in a residence hall, on any college property or at a college activity. STUDENTS SHOULD REMEMBER THAT NCMC IS AN ALCOHOL-FREE CAMPUS.

24. Consuming alcoholic beverages on college property.

25. Being under the influence of alcohol, marijuana, or any illegal substance while on college property or in connection with a college activity.

26. Possession of drug and/or narcotic paraphernalia or drug and/or narcotic related paraphernalia displays except as expressly permitted by law.

27. Use, possession, or distribution of narcotics and/or dangerous drugs except as expressly permitted by law.

28. Having, using, consuming marijuana in your room, in a residence hall, on any college property or at a college activity. STUDENTS SHOULD REMEMBER THAT NCMC IS A CANNABIS-FREE CAMPUS.

31. Being present in a room where a violation is taking place or your affiliation with a group that is violating one of these standards. Guests who violate college policy may be asked to leave NCMC property or an activity. Students are responsible for the conduct of their guests.

* The aforementioned list of actions that are considered misconduct by NCMC is not all-inclusive. Misconduct can include activities not listed here.

STUDENT-ATHLETE DRUG USE TESTING POLICY

In 2012, discussions with the President, Athletic Director, and coaches ensued regarding drug-use testing. A review of other institution's drug use policies was conducted and policy was developed. The policy was presented to the President's Cabinet for review and suggestions. The final policy was approved by the NCMC Board of Trustees on 8/28/12 and the first random drug test took place in Fall 2012. An additional review of the policy was completed in 2022, with input from the athletic trainer and campus counselor. The College continues to issue random drug testing every semester.

INFORMATION REGARDING POTENTIAL LEGAL SANCTIONS

NCMC supports the laws and regulations of the United States of America, the State of Missouri, Grundy County, the City of Trenton, Andrew County, City of Savannah, as well as the counties and cities in which other NCMC outreach sites are located. Each student and employee is expected to do the same. Applicable legal sanctions under state, local, and federal law can include: forfeiture of personal property and real estate, fines, revocation of driver's license, probation, parole, imprisonment, mandatory minimum sentences, and deportation

for non-US citizens. Conviction of a federal drug crime can also result in the loss of personal property and real estate.

NCCMC students and employees are also subject to sanctions under local and municipal ordinances, Missouri Statutes, the United States Code and other applicable local, state and federal laws. Such sanctions could include, without limitation, fines and imprisonment. The severity of the sanctions imposed for drug possession or distribution offenses depends on the type and quantity of drugs, prior conviction, and whether death or serious injury resulted. Sanctions may be increased for offenses that involve distribution to minors or occur on or near College property. In addition, other federal laws require or permit forfeiture of personal or real property used to illegally possess, facilitate possession, transport or conceal a controlled substance. A person's right to purchase a firearm or receive federal benefits, such as student loans, grants, contracts, or professional or commercial licenses may also be revoked or denied as a result of a drug conviction. Criminal penalties can change, but NCCMC provides some example penalties for drug convictions. For example, under Missouri law, conviction for possession of illicit drugs may result in up to 7 years imprisonment and a fine of \$5,000. Under Federal law, conviction for possession of illicit drugs may result in 3 years imprisonment and a fine of at least \$1,000, unless the offense involves cocaine base (crack) that may carry mandatory imprisonment for 5 to 20 years. Drug trafficking can result in life sentences under both state and federal law. Under federal law, drug trafficking penalties range from \$100,000 to \$10 million. State penalties for drug trafficking also may be imposed. A Federal Trafficking Penalties Table, obtained from the U.S. Drug Enforcement Administration, is provided below. For more information on federal penalties, visit

https://www.dea.gov/sites/default/files/202004/Drugs%20of%20Abuse%202020-Web%20Version-508%20compliant-4-24-20_0.pdf

FEDERAL TRAFFICKING PENALTIES

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DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture	Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	1 kg or more mixture	Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gram			
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
All other Schedule IV drugs	Any amount			
Flunitrazepam (Schedule IV)	Other than 1 gram or more	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
All Schedule V drugs	Any amount			

FEDERAL TRAFFICKING PENALTIES—MARIJUANA

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regard- less of weight) 1 to 49 marijuana plants;	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

MISSOURI PENALTIES

In Missouri, it is illegal for anyone under the age of 21 to consume, purchase or possess alcohol. If you violate these laws and are found guilty in a court of law, you are subject to suspension of your driving privileges, a fine of up to \$1,000, and up to one year in jail. County and municipal ordinances contain similar prohibitions and sanctions. The same penalties apply to persons knowingly furnishing alcohol to minors. Additionally, Missouri has a “Possession by Consumption” law which prohibits minors from having blood alcohol content in excess of .02%. For more information about Missouri alcohol laws, visit the Missouri General Assembly Revised Statutes (Chapter 311) <http://revisor.mo.gov/main/OneChapter.aspx?chapter=311>. For information about Missouri drug laws visit the Missouri General Assembly Revised Statutes (Chapter 195) at <http://revisor.mo.gov/main/OneChapter.aspx?chapter=195>. In addition to the information listed above, a complete listing of Missouri substances, how they are placed on the schedule and additional drug information, can be found at: <https://health.mo.gov/safety/bnidd/laws.php>

HEALTH RISKS

Substance abuse may result in a wide array of serious health and behavioral problems. Substance abuse has both long and short-term effects on the body and the mind. Alcohol and drugs are toxic to the human body. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection with intravenous drug use is a prevalent hazard.

Acute health problems may include heart attack, stroke, and sudden death, which can occur for first time cocaine users. Long lasting effects caused by drug and alcohol abuse can cause problems such as disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells, possible memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

ADDITIONAL HEALTH RISKS

Substance	Some Possible Long-Term Effects
Alcohol	toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, impaired judgment
Amphetamines uppers, speed, crank	loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, rebound depression
Barbiturates barbs, bluebirds, blues	severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence, impaired judgment
Benzodiazepines (Valium, Xanax, Ativan, Dalmane, Rohypnol) benzos, downers, sleepers, tranqs, roofies	impaired judgment, sedation, panic reaction, seizures, psychological dependence, physical dependence
Cocaine & Cocaine freebase coke	loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension, psychosis, chronic cough, nasal passage injury, hallucinations
Codeine	physical dependence, constipation, loss of appetite, lethargy, respiratory depression
Heroin H, junk, smack	physical dependence, constipation, loss of appetite, lethargy, respiratory depression
Inhalants ames, gas, laughing gas, poppers, snappers	psychological dependence, psychotic reactions, confusion, frozen airway, sudden death
LSD acid	may intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, flashbacks
MDA, MDMA, MOMA ecstasy, xtc	same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating, paranoia
Marijuana (cannabis) pot, grass, dope, weed, joints	bronchitis, conjunctivitis, mood swings, paranoia, lethargy, impaired concentration
Mescaline (peyote cactus) mesc, peyote	may intensify existing psychosis, hallucinations at high dose
Methaqualone ludes	coma, convulsions
Morphine M, morf	physical dependence, constipation, loss of appetite, lethargy
PCP crystal, tea, angel dust	psychotic behavior, violent acts, psychosis, hallucinations at high dose
Psilocybin magic mushrooms, shrooms	may intensify existing psychosis
Steroids roids, juice	cholesterol imbalance, acne, baldness, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, depression

Provided courtesy of the University of Washington.

ALCOHOL AND DRUG ABUSE INFORMATION AND PROGRAMS

The College assists in drug education and prevention programs to reduce the abuse and illegal use of alcohol and other drugs. There are a variety of proactive and reactive resources available to our campus community members.

During Orientation, Advising, and Registration (OAR), first-time NCMC students are introduced to our alcohol policy, resources available to them, and healthy choice options. During College Seminar, a class typically taken by first year students, the topic of substance abuse is also addressed, including risk reduction information.

For students who violate college policy, concerted effort is made to inform and educate. A protocol is implemented to ensure consistency in sanctioning and to prevent the behavior from re-occurring. First-time violators of the College's substance abuse policies are required to attend a substance abuse education class, Alcohol 101, as part of the disciplinary process. Students take an assessment and the focus is on education, reflection, and alternative, healthy choices. If the violation occurs again, students will take Alcohol 102.

During this class, students will be required to complete a special project that addresses the behavior, as well as how those decisions fit into future life goals. Specific information for these classes can be found in Addendums attached to this review.

The College also provides education through various initiatives such as Safety Week, National Collegiate Alcohol Awareness Week, and other programmatic efforts. Dissemination of informational materials, educational programs, and counseling referrals are also made on an individual basis.

TREATMENT PROGRAMS

NCMC understands that alcoholism and drug abuse are treatable illnesses and encourages any member of the campus community who may have alcohol or drug abuse problems to seek treatment. Any employee afflicted by alcoholism or drug dependency will have the same options as those with other illnesses to participate in prescribed treatment programs. Employees and students with health insurance should consult their health insurance plan to determine the treatment program coverage that may be available to them.

In 2022, North Central Missouri College hired a full-time, on-campus counselor. Any NCMC student can meet with the counselor, free-of-charge. The counselor can provide therapy, as well as referral assistance to those students who need additional help and/or intervention with an alcohol or substance abuse problem. In addition, NCMC works with Central Methodist University to provide virtual counseling to students and employees. Locally, counseling and referral assistance to students and employees is provided by North Central Missouri Mental Health Center (NCMMHC) and Preferred Family Healthcare. The Vice President of Student Affairs can assist students in setting-up counseling services through an agreement between NCMC and NCMMHC. NCMC employees may also seek assistance through the NCMC EAP program through United Healthcare. Specific information is available for employees by contacting the Business Office or visiting the United Healthcare website. Any member of the College community that is experiencing symptoms associated with their own or someone else's alcohol or drug use is encouraged to seek help. NCMC also belongs to Rural Communities Opioid Response Program (RCORP), a grant-funded group. Through involvement, the College has been able to provide Narcan, student and employee telehealth counseling over the summer, AED devices, and other resources and supplies.

NCMC provides a list of resources available to anyone who is struggling with substance abuse. The information can be found on the website, under [Substance Abuse](#), [Self Help](#), or [Counseling Services](#).

ANNUAL NOTIFICATION AND DISTRIBUTION

Biennial Review

The Biennial Review is located on the Student Consumer Information page at: <https://www.ncmissouri.edu/consumerinfo>. Hard copies are also available by request through the Vice President of Student Affairs' Office and the Human Resources Office.

Annual Notification and Distribution

AOD policy notification to all NCMC students and employees is made in the following ways: ○

Email

- Provided on the Student Consumer Information page
- Provided during Orientation, Advising, and Registration (OAR)
- Provided as part of the Clery Report
- Reviewed during new employee orientation

Paper copies are available upon request at the following offices: Vice President of Student Affairs, Vice President of Academic Affairs, Dean of Instruction, or Human Resources

Required Statistical Reporting Elements

The number of reported drug and alcohol-related disciplinary referrals that occurred on campus or as part of NCMC's activities are included below. Additional information with the most recent statistics can be found on the [NCMC Clery Report](#). Statistics for residence halls also appear in the On Campus count:

Trenton Campus	2021	2022	2023
Residence Halls*	Drugs – 0 Alcohol – 138	Drugs – 0 Alcohol - 8	Drugs – 6 Alcohol - 1
On-Campus	Drugs – 0 Alcohol -138	Drugs – 0 Alcohol – 8	Drugs – 6 Alcohol - 1
Off-Campus/NCMC Activity	Drugs – 0 Alcohol -0	Drugs – 0 Alcohol – 0	Drugs – 0 Alcohol - 3

*Statistics for residence halls also appear in On-Campus count

Barton Campus	2021	2022	2023
On-Campus	Drugs – 0 Alcohol -0	Drugs – 0 Alcohol - O	Drugs – 0 Alcohol - O
Off-Campus/NCMC Activity	Drugs – 0 Alcohol -0	Drugs – 0 Alcohol - O	Drugs – 0 Alcohol - O

Bethany Campus	2021	2022	2023
On-Campus	Drugs – 0 Alcohol -0	Drugs – 0 Alcohol - O	Drugs – 0 Alcohol - O
Off-Campus/NCMC Activity	Drugs – 0 Alcohol -0	Drugs – 0 Alcohol - O	Drugs – 0 Alcohol - O

North Belt Campus	2021	2022	2023
On-Campus	Drugs – 0 Alcohol -0	Drugs – 0 Alcohol - O	Drugs – 0 Alcohol - O
Off-Campus/NCMC Activity	Drugs – 0 Alcohol -0	Drugs – 0 Alcohol - O	Drugs – 0 Alcohol - O

Maryville Campus	2021	2022	2023
On-Campus	Drugs – 0 Alcohol -0	Drugs – 0 Alcohol - O	Drugs – 0 Alcohol - O

Maryville Campus	2021	2022	2023
Off-Campus/NCMC Activity	Drugs – 0 Alcohol -0	Drugs – 0 Alcohol - 0	Drugs – 0 Alcohol - 0

The number and types of sanctions imposed by NCMC as a result of drug and alcohol-related violations that occurred on campus or as part of NCMC's activities.

Year	Number of sanctions	Type of sanctions
2021		
Alcohol	149	Probation, loss of privileges, alcohol class, community service
Drugs	0	N/A
2022		
Alcohol	8	
Drugs	0	N/A
2023		
Alcohol	1	Probation, loss of privileges, alcohol class, community service
Drugs	6	Probation, loss of privileges, referral to counselor and/or community service

The number of reported drug and alcohol-related fatalities that occurred on any of the campuses (Trenton, Barton, Bethany, North Belt, or Maryville) or as part of NCMC's activities:

	2021	2022	2023
Residence Halls	Drugs – 0 Alcohol – 0	Drugs – 0 Alcohol – 0	Drugs – 0 Alcohol – 0
Trenton On-Campus/Non-residential	Drugs – 0 Alcohol - 0	Drugs – 0 Alcohol – 0	Drugs – 0 Alcohol – 0
Trenton Off-Campus/NCMC Activity	Drugs – 0 Alcohol - 0	Drugs – 0 Alcohol – 0	Drugs – 0 Alcohol – 0
Barton	Drugs – 0 Alcohol - 0	Drugs – 0 Alcohol – 0	Drugs – 0 Alcohol – 0
Bethany	Drugs – 0 Alcohol - 0	Drugs – 0 Alcohol – 0	Drugs – 0 Alcohol – 0

North Belt	Drugs – 0 Alcohol - 0	Drugs – 0 Alcohol – 0	Drugs – 0 Alcohol – 0
Maryville	Drugs – 0 Alcohol - 0	Drugs – 0 Alcohol – 0	Drugs – 0 Alcohol – 0

The number and type of sanctions imposed by NCMC as a result of drug and alcohol-related fatalities that occurred on campus or as part of NCMC's activities.

Year	Number of sanctions	Type of sanctions
2021		
Alcohol	0	N/A
Drugs	0	N/A
2022		
Alcohol	0	N/A
Drugs	0	N/A
2023		
Alcohol	0	N/A
Drugs	0	N/A

Assessment of Sanctions and Enforcement Consistency

Relative to other institutions, NCMC has generally had a small percentage of students who have been referred through the judicial process for alcohol or other drug violations. The reported incidents are limited and usually involve multiple students. As a result, students involved in the same incident are generally sanctioned equally. Additional sanctions may be imposed for the host of a party or if the student was an employee.

Internal procedures and protocol also exist that allow NCMC to evaluate consistency in sanction decisions. Non-academic misconduct is tracked through NCMC's complaint policy and part of a review when Clery numbers are calculated. An Annual Institutional Record of Student Complaints allows the College to track type of misconduct and the sanction imposed in order to evaluate judicial decisions and sanctions for consistency. The institution is currently exploring the use of Maxient software for tracking purposes. In addition, NCMC has established an alcohol and drug protocols to direct disciplinary action. See Addendum A. The guidelines are followed, with only rare exceptions to allow for professional discretion.

The Director of Residence Life serves as the judicial officer for reported alcohol/drug violations in the residence halls, which has also established consistency in sanctioning. The Vice President of Student Affairs serves as the judicial officer for nonresidential alcohol/drug incidents, providing consistency for incidents occurring outside of the residence halls.

The effectiveness of sanctions is seen in a decrease in the severity of incidents. Numbers did increase with the addition of two apartment-style residence halls. Additional review is provided in the SWOT analysis.

Alcohol and Other Drug Education & Prevention Program Inventory

The following items serve as elements in the NCMC alcohol and drug program:

- NCMC is an alcohol-free, drug-free, tobacco-free campus
- AOD 101 and AOD 102 classes for students found in violation of our alcohol and drug policy
- On-campus counseling and education related to alcohol and substance use and abuse ○ Focus on awareness with such programs as a safe driving program, use of “drunk goggles,” that also addresses distracted driving, the program is a joint effort of the NCMC Criminal Justice department, Residence Life Staff and the Local Law Enforcement
- Fall National Safety Month and other programmatic initiatives conducted by the Office of Campus Activities ○ Held Coffee with a Cop. Students introduced themselves to the Trenton PD and had the opportunity to ask questions and build relationships
- Spring Safety Awareness Week conducted by Residence Life. Safety week also has components to educate students and staff, about living a healthy lifestyle, which includes: diet, cholesterol and nutritional information, healthy choices with regard to AOD, traffic safety and awareness, active shooter and other self-defense measures, safe sex, communicable disease information and other health issues
- Student Athlete Drug Use Testing Policy
- Orientation, Advising, and Registration (OAR) Days, which are required for all full-time, firsttime students, includes topics related to consumer information (including the alcohol and drug policy), reviews security tips, student organization information, and student activities to encourage involvement and healthy choices
- Alternative events are provided in the first three-weeks, including: a hypnotist that has become a regular feature and a poet, or spoken word artist, who promotes living a clean (alcohol/drug free) lifestyle. Activities are provided to establish involvement and connection to campus, while promoting alcohol-free choices
- Driving simulator to mimic driving while intoxicated and distracted driving ○ Pledge trees – Students and staff were invited to pledge to not drink and drive or text and drive. The pledge to not drink and drive began in 2011 with texting added in 2012, and the program has continued successfully
- Cameras were installed in 2012 to monitor common areas for violations. Cameras can be viewed by the Director of Residence Life, VP of Student Affairs, and both Residence Hall Coordinators ○ Electronic card access to monitor entrance into the halls provides added security ○ Guest sign-in procedures are in place to monitor residence hall activity
- Alcohol-free alternatives – Campus activities/programs offered approximately 2-3x week throughout the semester
- Extended hours are offered at the Academic Resource Center (ARC), NCMC Library, and Ketcham Community Center (KCC) to offer students an alternative to off-campus parties ○ Extended hours at ARC and Library promote educationally purposeful activities. KCC offers healthy, active options for students
- NCMC does not utilize alcohol industry sponsorship
- Strong promotion of student organizations, with emphasis on those that apply to degrees ○ Resident Assistant training is provided regarding alcohol and drug prevention, alternative programming set-up, health and wellness, roleplaying, confrontation, crisis intervention, and how to serve as a resource/referral

- The Residence Life staff invite the Trenton Police Department to lunch to discuss safety and security issues, as well as develop relationships
- HR distributes alcohol and drug information to every new employee
- NCMC provides counseling services through an on-campus counselor, a virtual option, and referrals to local providers
- External groups provide education and resources, including counseling centers, health departments, police and fire departments and others
- Bystander intervention education is provided during College Seminar ○ The VP of Student Affairs serves on the Rural Communities Opioid Response Program (RCORP) and has been provided with educational materials to distribute to campus

Program Effectiveness/SWOT Analysis

North Central Missouri College utilizes the Part 86 Compliance Checklist, provided by the Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention, as one tool to check for compliance. A completed checklist is found in the Addendums section.

A focus group consisting of NCMC Residence Life staff was also utilized to explore AOD efforts, including a focus on conduct, sanctions, and programmatic efforts. The conclusion of the focus group is that enforcement and sanctioning is consistent. More stringent enforcement of the rules/policies has resulted in a greater number of incidents (or little change in the number of incidents) to report but the effect is that the severity of the violations has been reduced. The reasoning is that previously there were numerous minor instances that were unreported and only the most severe were written up, reported and sanctioned. Additional programmatic efforts have also resulted in a decrease in the severity of incidents, although the number of students involved in sanctioning has not decreased. The group explored if the number of incidents increase or decrease in the spring. After reviewing numbers, it was clear that a spike increased after the new apartment-style residence halls were built. The large number was primarily due to two incidents that occurred over one weekend. Currently, the building is staffed by Resident Assistants, but a full-time Hall Coordinator would assist with continual oversight. As the College continues to grow and considers building new residence halls, administration has been encouraged to place an apartment in the buildings to provide additional supervision. In addition, exploring student staff's vigilance and attention to upholding policies will be re-visited during staff training.

We revisited off-campus drinking by traditional-aged students and believe the incidents have decreased due to proactive approaches on the part of residence hall staff and coaches.

The student-athlete drug use policy has been in place for some time. While there have been no positive tests, it is believed that the testing has a two-fold effect. First, it acts as a deterrent to some who may otherwise use an illegal substance. In addition, it gives our athletes an additional excuse/reason not to use drugs when they are in a situation where peer-pressure may be applied. However, there is concern that the College needs to increase the frequency of testing and possibly the strength of the test.

Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis is also provided to assess program effectiveness.

Strengths

- The hiring of a full-time Counselor
- The hiring of a full-time Campus Activities Coordinator
- The hiring of an Athletic Trainer
- The Early Alert system encourages faculty to report academic concerns, which can include any concern they might have that is directly impacting coursework, such as non-attendance, changes in behavior
- The College has implemented a CARE Team. Faculty and staff can submit information related to concerns they might have about a student. The CARE Team will then review the information and discuss ways to provide support for the student
- Student-Athlete drug use testing policy
- Guest escort policy
- Surveillance and Security - Cameras in residence hall entry ways and parking lots, key card system and upgrades to resident door locks. Electronic card access allows for additional monitoring
- Consistency in enforcing campus policy on campus
- Significant athlete population in residence halls, with support provided by coaches
- Alcohol-free events and activities
- The academic schedule offers core classes on Thursdays, and Fridays
- Updated protocol with St. Luke's regarding drug testing
- Exams/projects increasingly require class attendance and academic responsibility
- Alcohol is banned on campus
- Nursing students are required to receive drug tests
- Alcohol industry sponsorship does not exist on-campus
- Variety of counseling options for students, to include in-person, remote, and text

Weaknesses

- Cameras in the parking lots are not clear; difficult to decipher specific individuals
- Friday/Saturday on-campus options are minimal
- Limited funding, no designated funding for AOD specific purposes
- Lack of full-time staff in the Anchors
- Lack of campus security

Opportunities

- Limited bar options in

Trenton

- Good resources available within the state (other campus partnerships, service agencies, etc.)
- Positive relationship with Trenton PD
- Further utilize Campus Activity sponsorship for programs and events encouraging positive choices and providing alternatives
- Utilization of ACHA and CAS guidelines and standards to inform best practice

Threats

- Significant commuter population and inability to enforce off-campus

- Difficult to track off-campus incidents
- Culture of drinking on college campuses
- Increase in drugs in the area, to include things such as M-30 and fentanyl-laced items
- Development of additional AOD-related products (alcoholic energy drinks, synthetic marijuana, marijuana laws becoming more relaxed, vape pens)

Recommendations for Improvement

1. Focus on substance abuse during the Safety Weeks
2. More concerted effort in RA programming to promote low-risk/no-risk choices related to alcohol
3. Continue to work with external entities for resources and programming
4. Continue to add to and improve the security and surveillance system by reviewing camera angles to get the best views and keeping up with technological upgrades
5. Identify specific funding for AOD initiatives
6. Advocate for additional Residence Life staff as new buildings are built
7. Utilize ACHA and CAS guidelines to inform best practice

Procedures for Ongoing Biennial Reviews

The VP of Student Affairs coordinates the Biennial Reviews with the assistance from the Biennial Review committee comprised of various departments and personnel on campus. The names of the committee members are listed later in this report. The review process occurs every two years, with the next Biennial Review and Report being conducted in Fall 2026. Each review period, the following occurs:

- The Biennial Review committee chair will initiate the review by notifying all previous committee members of their role and where relevant documents can be found. The committee list will be updated accordingly to account for any past committee members that may have transitioned out of the College and add their replacements or others identified to be on the committee.
- The committee chair will ask each committee member to review the documents and provide feedback of the Biennial Review and the Alcohol and Other Drugs Policy
- As part of the on-going review of program and policy effectiveness, committee members will review available assessment data from programs, annual campus-wide surveys, judicial and sanction data, Clery numbers, counseling intake data, and annual end of the year departmental assessment reports. This process will be on-going in between Biennial Reviews.
- The committee chair will ask committee members and any other relevant parties to inventory all current alcohol and drug prevention programs that are being done on-campus for students, faculty, and staff. The data will assist in measuring the effectiveness of the programs done on-campus from year to year.
- The committee chair will then draft the new Biennial Review as well as make changes to the Alcohol and Drug Policy based on recommendations from the committee
- The committee chair will also present the recommendations to the Cabinet for review
- After a review from the Cabinet, the Alcohol and Other Drugs Policy will be provided to the Board for their final review and approval and the Biennial Review will be distributed and posted
- Incorporate the American College Health Association's guidelines as it relates to Alcohol, Tobacco, and Other Drugs/Substance Use in programmatic efforts
- Continue to monitor and evaluate the effectiveness of Alcohol 101 and 102 classes

Members of the 2024 Biennial Policy Review Committee

Dr. Kristen Alley, Vice President of Student Affairs

Lesli Collins, Campus Activities Coordinator

Megan Erickson, Athletic Trainer

Nate Gamet, Athletic Director

Janelle Golden, Counselor

Kristi Harris, Chief of Staff/ Human Resources

Donnie Hillerman, Director of Residence Life/Baseball Coach

Dr. Tristan Londre, Vice President of Academic Affairs/Clery reporting

STATEMENT OF CERTIFICATION

I, Kristen Alley, the Vice President of Student Affairs at North Central Missouri College, certify that a copy of North Central Missouri College's Alcohol and Other Drugs Policy was distributed in accordance with the DFSCA.

ADDENDUM LISTING

Addendums

- A.** Alcohol and Other Drugs Protocol
- B.** AOD 101 Agenda
- C.** AOD 102 Agenda
- D.** Student Athlete Drug Testing Policy
- E.** Consent to Drug Testing and Authorization for Release of Test Results Form
- F.** Authorization to Treat Form
- G.** ACHA Guidelines – Drug Education and Testing of Student Athletes
- H.** ACHA Guidelines – Position Statement on Tobacco on College and University Campuses
- I.** CAS Self- Assessment Guide Alcohol and Other Drug Programs
- J.** Compliance Checklist



RESIDENCE LIFE

Alcohol and Other Drugs Protocol

Each incident pertaining to or involving alcohol and/or intoxication will be treated on a case-by-case basis allowing consideration of all circumstances specific to each case. The following are sanctioning possibilities that will guide, but not limit, disciplinary actions.

1st Offense:

Verbal Warning - in accordance with NCMC policy/procedures
Written Warning - in accordance with NCMC policy/procedures
Educational sanction – optional
Loss of Privileges - optional
Community Service 0-15 hours
Counseling – assessment mandatory, additional counseling - optional
AOD 101 course - optional

2nd Offense:

Written Warning - in accordance with NCMC policy/procedures.
Educational sanction - mandatory
Loss of privileges/probation - optional
Community Service 5- 15 hours
AOD 101 or AOD 102 - mandatory
Counseling - mandatory
Removal from halls - optional

3rd Offense:

Educational sanction - mandatory
Loss of privileges / probation - mandatory
Community Service 10-25 hours
AOD 101 or AOD 102 - mandatory
Counseling - mandatory
Removal from halls - optional
Suspension from campus - optional

ADDENDUM B



Alcohol and Other Drugs AOD 101

Course Agenda

- Introductions and confidentiality
- Attend all sessions (must be there for the entire session)
- Meet with the NCMC Counselor for an assessment
- Discuss potential for legal ramifications and/or addiction
- Remind of confidentiality agreement
- Recommended Written assignment (At the discretion of the Counselor)
 - Create a list of alternative activities (besides participating in AOD)
 - Essay as assigned
- Post Quiz/Assessment
 - Discuss the student's take aways from the course
 - Discuss alcohol and your future
 - Suggestions for the course

Guidelines for essay:

- Must be typed
- Must be 600 words (include a cover sheet and sources list)
- Use a cover sheet with your name and the date the paper is due
- Margins can be no greater than 1"
- Font can be no greater than 12pt
- Cite at least 2 reliable sources on a separate sheet

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Alcohol and Other Drugs AOD 102

Part 1

- Introductions and confidentiality ○ What brought them here today – in their own words ○ Decisions they made regarding legal issues, college policies, etc. ○ Second offense? Discussion: why, what should next steps be?
- Assignment: Special project, e.g., interview project, educational program for peers, other; summary paper

Part 2

- Present proposal for special project. Proposal should include identified learning outcomes. Meet as needed to complete the assignments
- Continue to work on proposal until it has been approved ○ Conduct special project
- Complete summary paper

Part 3

- Present summary paper on special project
- Discuss information they have learned and how it will be used to inform decisions ○ Final review and discussion
- Notification of completion of AOD 102 course sent to the adjudication officer

Requirements to complete AOD 102:

- Attend all scheduled sessions with NCMC Staff ○ Facilitate/Complete special project
- Write summary paper

Guidelines for paper:

- Briefly describe the special project
- Discuss each learning outcome and if it was met or not and why ○ Report must be typed ○ Must be 5-7 pages (not including the cover sheet and sources list) ○ Use a cover sheet with your name and the date the paper is due ○ Margins can be no greater than 1" ○ Font can be no greater than 12pt
- Cite at least 2 reliable/relevant sources to support data on a separate sheet

Student Athlete Drug Use Testing Policy

.4.00 Student-Athlete Drug Use Testing Policy (*policy approved 8/28/12*)

4.4.10 Statement of Need and Purpose: Recognizing that observed and suspected use of alcohol and illegal drugs by North Central Missouri College student-athletes is increasing, a program of deterrence will be instituted as a pro-active approach to a truly drug-free college. Likewise, through participating in athletics, students using illegal drugs pose a threat to their own health and safety as well as to that of other students. The purpose is threefold:

- to provide for the health and safety of all student-athletes;
- to undermine the effects of peer pressure by providing a legitimate reason for student-athletes to refuse to use illegal drugs; and
- to encourage student-athletes who use drugs to participate in drug treatment programs. The program is designed to create a safe drug-free environment for student-athletes and to assist them in getting help when needed.

4.4.20 Program Objectives: 1) to provide a deterrent to the use of illegal drugs by students participating in athletics at NCMC; 2) to give students a valid reason to resist peer pressure to use illegal drugs; 3) to prevent injury, illness, and harm as a result of drug use and its effects; and 4) to educate students as to the serious physical, mental and emotional harm cause by the use of illegal drugs.

4.4.30 Drug Use Testing Policy to be Non-Punitive: No student-athlete will be penalized academically for testing positive for illegal drugs, banned substances, or other items listed in 4.4.70. The results of drug use tests pursuant to this policy will not be documented in any student-athlete's academic records.

4.4.40 Definition of an Athletic Program: An NCMC athletic program is an activity sponsored by the National Junior College Athletic Association and the NCMC Board of Trustees. The NJCAA states that athletic participation is a privilege and those student-athletes who use illegal performance-enhancing and/or recreational drugs substantively violate that privilege and may impact the athlete's ability to take advantage of that privilege.

4.4.50 Students to Declare their Intention to Participate in Athletics: All student-athletes participating in an in season or off-season athletic program must declare their intention at the time of their enrollment for college each semester. At that time, they will become subject to random drug testing for the entire semester or for as long as they participate in the program. Student-athletes who request to declare their intentions *after* enrollment must have an acceptable reason for not doing so at the appropriate time and must be approved by the coach(es) of the athletic program(s) in question as well as the Athletic Director. Student-athletes who declare late will then be subject to the random testing program for as long as they participate in the program. Any student-athlete not involved in an in/off-season program at the time of a particular random drug test period will not be subject to a random drug test.

4.4.60 Consent Form to be Signed: All athletic program participants and their parents/guardians (depending on the legal age of the student-athlete) shall sign and date an Athletic Drug Use Testing Consent Form (see Appendix). This shall occur during the first semester of enrollment and shall stay in effect until the student athlete leaves the athletic program. The student will be given a copy of the Student-Athlete Drug Use Testing Policy, along with the Consent Form, at the time of their registration in an athletic course. No student may participate in practice or competition (either in-season or off-season) until the form is properly executed and on file with the Athletic Director and appropriate coach.

4.4.70 Selection for Drug Use Testing: At least five percent (5%) and no more than twenty-five percent (25%) of student-athletes in each in-season or off-season athletic program shall be randomly selected to be tested for drug use during each testing period, which shall be conducted no more than ten times per year. The percentage may be different for each test. The Athletic Director shall determine the percentage of student-athletes to be tested and the date for each test. He/she will draw student-athlete names at random. Student-athletes selected for testing during one test period will remain eligible for future tests and, if selected, may be tested in consecutive tests.

4.4.80 Examples of Drugs for which to be Tested: Drugs that an individual may not buy, possess, use, sell, or distribute under federal or Missouri law including but are not limited to marijuana, cocaine, opiates, amphetamines, methaqualone, benzodiazepines, phencyclidine (PCP), methadone, barbiturates, and propoxyphene; all prescription drugs obtained without authorization; all prescription and/or over-the-counter drugs that are being used in an abusive manner; and performance-enhancing drugs. Tests for alcohol use may be by means of a breathalyzer or saliva test.

4.4.90 Student-Athlete's Right to Privacy: All aspects of the drug testing program will be conducted in a manner that will safeguard the personal and privacy rights of the student-athlete to the maximum degree possible.

4.4.100 Sample Collection and Testing Procedures: Student-athletes who are selected to be tested for drug use will be required to report to Wright Memorial Hospital to provide a sample within sixty (60) minutes of the time that they are requested to do so. Refusal to provide a sample will be treated as a positive test for the student-athlete and the appropriate sanction shall be applied. NCMC shall give each student-athlete a form on which he/she may list any medications that he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding four (4) days.

4.4.101 NCMC's Athletic Director may accompany the student-athletes to Wright Memorial Hospital where the sample is to be produced under their supervision.

4.4.102 Monitor(s) shall not observe the student-athlete while the sample is being produced but shall remain within hearing distance in order to guard against tampered samples and to ensure an accurate chain of custody of the sample. If at any time during the procedure a monitor has reason to believe that a student-athlete is tampering with a sample, the monitor may inform the Athletic Director who will determine if a new sample should be produced.

4.4.103 All samples will be identified with the student-athlete's assigned individual sport number and sealed.

4.4.104 The designated Medical Review Officer (MRO) shall read the test and make a determination for further testing. Any licensed professional chosen by NCMC to conduct the subsequent testing shall be required to have detailed written procedures to assure proper chain of custody of samples, proper control, and scientifically validated testing methods. Student-athletes may be contacted directly by the MRO for clarification of test results.

4.4.105 The licensed professional shall promptly contact the Athletic Director if the result of the drug use test is positive for any student-athlete.

4.4.106 The Athletic Director shall promptly contact the student-athlete and his/her parents/guardians (depending on the legal age of the student-athlete) to schedule a conference.

4.4.107 At the conference, the student-athlete or parents/guardians may offer any explanation of the positive result, including doctor's prescriptions for any drugs the student-athlete has used which might affect the outcome of the drug use test or alcohol test. Another test may be requested on the remaining portion of the sample at the expense of the student-athlete.

4.4.110 Sanctions for Positive Testing: A student-athlete who tests positive on a drug use test will be subject to the sanctions below. All offenses are cumulative for the student-athlete's enrollment at NCMC.

4.4.111 First Offense

4.4.111.1 The student-athlete will be suspended from all athletic programs for a period of six (6) weeks commencing with the confirmation of a positive drug use/alcohol test.

4.4.111.2 The student-athlete will submit to weekly drug use testing for six (6) weeks at their expense and participate in a drug assistance program that is designed to meet the needs of the student-athlete through mandatory counseling. A student-athlete may, at their expense, elect to pursue private counseling to fulfill this requirement; those unable to afford private counseling may be eligible to receive private counseling as arranged by the NCMC Vice President of Student Affairs. As a condition of continued participation in NCMC athletic programs, student-athletes who elect private counseling are required to submit verification that they have received such.

4.4.111.3 At the end of the six (6) weeks, if the student-athlete has completed a counseling program and tested negative on all drug use tests authorized by NCMC, he/she may resume participation in NCMC athletic programs.

4.4.111.4 Failure to comply with the provisions above will result in the suspension of the student-athlete from athletic practice/competition for the remainder of the semester. If the suspension occurs during the last six (6) weeks of the semester, the suspension shall extend into the next semester.

4.4.112 Second offense in any two (2) consecutive years:

4.4.112.1 The student-athlete will be suspended from all athletic programs for the remainder of the current semester; however, if the suspension occurs during the last six (6) weeks of the semester, the suspension shall extend to the next semester.

4.4.112.2 Under a full-semester suspension, the student-athlete will forfeit any athletic scholarship.

4.4.112.3 The student-athlete must successfully complete, at his/her expense, an approved drug education/counseling program. Documentation shall include approved reports from the provider.

- 4.4.112.4 The student-athlete will be subject to bi-monthly drug use testing, as authorized by NCMC, during the period of suspension at his/her expense. He/she must test negative on each test.
- 4.4.112.5 Failure to comply with the provisions above will result in the suspension of the student-athlete from athletic practice/competition for an additional semester.
- 4.4.120 Appeals: A student-athlete may appeal a suspension under this Policy to the Athletic Director by filing a written notice within five (5) days of the positive report of drug use. The student-athlete will remain suspended pending the appeal. The Athletic Director shall conduct an investigation to determine whether the original findings and suspension were justified. His/her findings may be appealed in accordance with existing Board policy.
- 4.4.130 *Volunteering for Help* Component: Student-athletes with drug dependence may voluntarily be tested. They may obtain intervention and should be given help without automatic loss of eligibility. In order to participate in *Volunteering for Help*, a student-athlete must identify themselves and initiate a request to their coach or Athletic Director prior to being selected for random drug use testing. However, a student-athlete will not be permitted to enter the *Volunteering for Help* program less than thirty (30) days prior to an NJCAA or conference post-season competition.
- 4.4.131 Program Purpose: Coaches occupy special roles in the lives of athletes, as student-athletes may choose to talk about a personal problem with a coach rather than a parent or other important adult. Therefore, this program allows a student-athlete to voluntarily come forward to ask for help.
- 4.4.132 Program Promotion: Coaches shall inform their student-athletes at the beginning of the practice season of the *Volunteering for Help* program and shall provide this outline to their student-athletes.
- 4.4.133 Drug Use Test Required: The student-athlete entering the *Volunteering for Help* program will be required to take a drug use test immediately to establish a baseline for follow-up testing. He/she will be referred to Wright Memorial Hospital for testing for the drugs listed in 4.4.70. Retesting will be limited to such drugs when the initial positive sample is among the drugs listed. The sample to be tested would be drawn at Wright Memorial Hospital and reviewed by the Athletic Director.
- 4.4.134 Athletic Eligibility: A positive test from a volunteering student-athlete shall not be used to automatically remove athletic eligibility for six (6) weeks; instead, the test results will be used to help the provider complete an assessment on the extent of the problem. This assessment is necessary before an intervention program can be designed. The volunteering student-athlete will remain as a member of his/ her athletic team but will not practice/compete until a negative sample is verified by the College's lab. This second test will be at the student-athlete's expense. The student-athlete will regain athletic eligibility immediately upon lab verification of the negative sample.
- 4.4.135 Program Steps: The NCMC coach or other staff member identified above shall meet with the student-athlete, and with his/her consent, the NCMC coach/staff member may arrange for a meeting with the parents/guardians (depending on the legal age of the student-athlete) and possibly other NCMC staff members. The Coach shall become involved in helping the student-athlete and family take the first step to getting trained professional help. Eventually, the student-athlete and/or family will select an agency from the approved provider list to get an assessment and begin an intervention program. If the student-athlete changes his/her

mind, the Coach will ask for evidence (a negative sample) before any involvement in athletic programs is allowed.

4.4.136 Status of Volunteer Student-Athlete: The status of a student-athlete who enters the *Volunteering for Help* program continues until the end of the season. If the season ends before six (6) weeks, the student-athlete's status continues into the next season. Once the volunteer student-athlete regains athletic eligibility, at least two (2) tests have been conducted. One (1) additional test at the College's expense will be conducted within four (4) weeks of the student-athlete's return to athletic eligibility. After the volunteer student-athlete has had two (2) successive negative tests, the student-athlete shall be returned to the random drug use testing program.

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ADDENDUM E
North Central Missouri College
CONSENT TO DRUG TESTING AND AUTHORIZATION FOR RELEASE OF TEST
RESULTS FORM

Drug test results will be confidential to the extent provided by law.

Any athlete who refuses to be tested will be considered drug positive and will face appropriate sanctions.

Athletes who test positive for banned substances will be subject to the sanctions outlined in NCMC's Student Athlete Drug Testing Policy.

By signing this document, I acknowledge that I have received and reviewed NCMC's Student Athlete Drug Testing Policy and this Consent to Drug Testing and Authorization for Release of Test Results Form. I understand the policy and this form and am signing the form voluntarily with full knowledge of its meaning and content. I hereby consent to drug testing as outlined in the policy, I hereby authorize the release of my drug test results to the College for its use and distribution as provided by law, and I hereby understand and agree that a positive drug test result will subject me to sanctions as outlined in the policy, all as a condition to my participation in student athletic activities at NCMC.

Printed Name of Student Athlete: _____

Student Athlete: _____

Signature

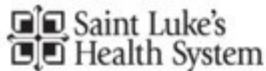
Date

Parent/Guardian (if under the age of 18): _____

Signature

Date

ADDENDUM F AUTHORIZATION TO TREAT FORM



AUTHORIZATION TO TREAT FORM

ATHLETE NAME: _____ DATE: _____

The above named is a STUDENT ATHLETE of: **North Central Missouri College- Athletic Dept.**

and is being referred to you for: (Check all that apply)

☐ **INJURY CARE** DATE OF INJURY: _____ TIME OF INJURY: _____

TYPE OF INJURY: _____

POST ACCIDENT DRUG/ALCOHOL TESTING: ☐ NO TESTING ☐ COLLECTION ONLY ☐ COLLECT AND TEST

☐ FEDERAL DOT 5 PANEL

☐ NON-DOT 10 PANEL

☐ NON-DOT 7 PANEL

☐ URINE ALCOHOL (HMC ONLY)

☐ RAPID PANEL

☐ BREATH ALCOHOL

☐ **SUBSTANCE ABUSE TESTING (NON-Injury)**

☐ COLLECTION ONLY OR ☐ COLLECT AND TEST

☐ FEDERAL DOT 5 PANEL

☐ 10 panel w/ alcohol

☐ NON-DOT 7 PANEL

☐ 7 panel w/ alcohol

☐ NON-DOT 10 PANEL

☐ BREATH ALCOHOL

☒ RAPID 11 PANEL

☐ BREATH ALCOHOL

REASON FOR TESTING:

☐ POST-OFFER

☐ FOLLOW-UP

☐ REASONABLE SUSPICION

☐ OTHER: _____

☐ RANDOM

☐ **OTHER SERVICES:**

☐ POST OFFER PHYSICAL

☐ AUDIOMETRIC EVALUATION (HMC)

☐ DOT PHYSICAL

☐ SPIROMETRY

☐ RECERTIFICATION PHYSICAL

☐ TB SKIN TEST PLACE OR READ

☐ RETURN TO WORK EXAM

☐ VACCINATION: _____

☐ ESSENTIAL FUNCTION TEST

☐ OTHER: _____

*Supervisor/Authorized Signature: Nate Gamet / Date: _____

Confidential Results to be sent to Attention: Nate Gamet – NCMC Athletic Director

Address: 1301 Main Street / Trenton, MO 64683

Phone Number: 816-752-1573 Fax number: N / A

Email address: ngamet@mail.ncmissouri.edu

Special Instructions: N / A

ADDENDUM G

American College Health Association Guidelines

Drug Education and Testing of Student Athletes

Concern about illicit drug use by student athletes has resulted in an increase of drug education and testing programs both on individual campuses and by national sports regulating agencies. Surveys by the National Collegiate Athletic Association (NCAA) of its member institutions (1200 intercollegiate athletic programs) demonstrate that 81% of Division I athletic programs, 56% of Division II programs, and 18% of Division III programs have instituted some form of drug testing of their student athletes, and that well over half of all athletics departments provide drug education programs to all its student athletes.

The primary concern of any drug education and testing program should be the health and welfare of the student athlete. In addition, drug testing of student athletes for ergogenic (performance enhancing) substances contributes to a more level playing field and decreases the pressures on student athletes to use these substances to “stay in the game.”

College and university health and athletic officials are justly distressed about the influence of drugs on injury rates, academic performance, and the physical and emotional health of their student athletes. Institutions involved in implementing or re-evaluating their drug education and testing programs may find assistance in reviewing guidelines offered by collegiate sports governing bodies.

The American College Health Association (ACHA) recommends that colleges and universities respond effectively to the issue of drugs on our campuses by developing sound educational programs (see the following guidelines), emphasizing that drug testing should be done only as a component of this educational process.

1. A drug education program (with or without testing) should reflect the institution’s overall commitment to eliminating drug abuse among its students, faculty, and staff. Administrative policies should be consistent with this purpose. Drug education and testing programs directed towards student athletes should include education on alcohol, tobacco, other drugs, ergogenic aids, and substances banned by sports governing bodies.
2. Each institution contemplating initiating or re-evaluating a drug education and testing program should have an advisory committee in place consisting of student athletes and representatives from athletics, student health, health promotion, legal, counseling, and student affairs. The committee should establish the policies and procedures of the program before any education or testing is done and review those policies and procedures on a regular basis.
3. Staff identified by the institution to direct and supervise the drug education and testing program should have an understanding of athletic drug testing issues and compliance rules, including an understanding of informed consent for drug testing, a knowledge of substances banned for use in sports, and a relationship with the institution’s sports medicine department, if available. In addition, these individuals should possess experience with effective educational and prevention strategies; credibility with students (especially student athletes), faculty, and staff; and the ability to represent the institution effectively in contacts with the media.
4. Educational programs in athletic contexts should have two target audiences: student athletes and the coaches and staff of the athletics department. It is important to educate those who work with student athletes about: the extent of alcohol, tobacco, and other drugs that may be used by student athletes; the identification of athletes at risk; campus and community resources available for intervention with student athletes at risk; the protocol to make a referral; the handling of confidential information; and the institution’s general policies on alcohol, tobacco, and other drugs.
5. No institution should initiate a drug testing component without the advice of legal counsel. The structure of this component should reflect consideration of the rights of the individual student, as well as concern for the goals of the institution. The component should provide for informed consent in advance by all students required to participate, and for due process in the event of the imposition of sanctions for violations.

6. Drug testing should be done only when it is accomplished fairly and accurately. Student athletes should have advanced knowledge of the program and how it operates. A drug testing protocol should be established that includes: an established list of banned substances; a process by which student athletes are selected for testing; a sample collection procedure to ensure samples are not compromised; a chain of custody that maintains the integrity of the sample; and lab selection that ensure results are confirmed by acceptable laboratory processes. The protocol should include clear, consistent consequences for positive drug tests and an opportunity for student athletes to have the drug test results reviewed and/or appealed. It is essential that, other than as required by imposed sanctions, the testing component not be punitive or threatening in nature.
7. The institution should guarantee that the test results and any related records will be handled in a strictly confidential manner, in accordance with established university procedures and in compliance with FERPA and HIPPA regulations. Individual test results should be treated as confidential medical information. Grouped anonymous data should be shared on a regular basis with the advisory committee and athletic department for the purpose of monitoring the drug education and testing program for future program development.
8. Given that the goal of any drug education and testing program is to maximize the health of the student, it is important that evaluation and counseling for those who test positive, or otherwise identify themselves as needing assistance, be readily available in the institution or by referral. Confidential counseling without risk of sanctions should also be available to those individuals wishing to discuss drug (or other substance) abuse problems they may be having, or similar problems of another athlete, friend, or family member.
9. Alcohol is the most abused drug on campuses today, and all institutions should include an emphasis on alcohol education in their programming.

February 2009. Resources 2007 Survey of NCAA Member Institution's Drug Education and Testing Programs. Institutional Drug Testing, National Collegiate Athletic Association Drug Testing Program, NCAA, July 2008.

ADDENDUM H

American College Health Association Guidelines Position Statement on Tobacco on College and University Campuses

The American College Health Association (ACHA)

acknowledges and supports the findings of the Surgeon General that tobacco use in any form, active and/or passive, is a significant health hazard. ACHA further recognizes that environmental tobacco smoke has been classified as a Class-A carcinogen and that there is no safe level of exposure to environmental tobacco smoke (ETS), a recognized toxic air contaminant. In light of these health risks, ACHA has adopted a NO TOBACCO USE policy and encourages colleges and universities to be diligent in their efforts to achieve a 100% indoor and outdoor campus-wide tobacco-free environment. This position statement reflects the viewpoint of ACHA and serves only as a guide* to assist colleges and universities with evaluating progress toward becoming or maintaining tobacco-free living and learning environments that support the achievement of personal and academic goals.

ACHA joins with other professional health associations in promoting tobacco-free environments. According to the ACHANational College Health Assessment (ACHA-NCHA) conducted in spring 2011, 85% of college students described themselves as non-smokers (never smoked or have not smoked cigarettes in the last 30 days); 92% reported being nonsmokers for hookah/water pipes (never used or have not used in the last 30 days); and 96% described themselves as non-users of smokeless tobacco (never used or have not used in the last 30 days). ACHA supports the health goals of the U.S. Department of Health and Human Services' Healthy People 2020 initiative to reduce the proportion of adults who smoke to below 12% by the year 2020 and to positively influence America's college students to help them remain * Compliance with the elements of this position statement is not and cannot be mandated by ACHA; nor is compliance a condition for institutional membership in ACHA. or become tobacco-free. Additionally, ACHA actively supports the Healthy Campus 2020 goals to reduce cigarette use (within the last 30 days) by college students to below 14% and smokeless tobacco use (within the last 30 days) to below 3% by the year 2020.

Efforts to promote tobacco-free environments have led to substantial reductions in the number of people who smoke, the amount of tobacco products consumed, and the number of people exposed to environmental tobacco hazards. ACHA acknowledges that achieving a tobacco-free environment requires strong leadership and support from all members of the college/university community. Because the improvements to health can be so significant, ACHA recommends the following positions be taken to address policy, prevention, and cessation as it pertains to tobacco issues:

1. Develop a strongly worded tobacco policy that reflects the best practices in tobacco prevention, cessation, and control. These include the following recommendations:
 - a. Tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff).
 - b. Tobacco use is prohibited on all college and university grounds, college/university owned or leased properties, and in campus-owned, leased, or rented vehicles.
 - c. All tobacco industry promotions, advertising, marketing, and distribution are prohibited on campus properties.
 - d. The sale of tobacco products and tobacco related merchandise (including logo containing items) is prohibited on all university property and at university sponsored events, regardless of the operating vendor.
 - e. The distribution or sampling of tobacco and associated products is prohibited on all university owned or leased property and at university-sponsored events, regardless of the venue.
 - f. Tobacco industry and related company sponsorship of athletic events and athletes is prohibited.

- g. The college/university does not permit tobacco companies on campus to conduct student recruitment or employment activities.
 - h. The college/university does not accept any direct or indirect funding from tobacco companies.
 - i. The campus provides and/or promotes cessation services/resources for all members of the college/university community.
2. Inform all members of the campus community by widely distributing the campus tobacco policy on an annual basis. The tobacco policy is clearly posted in employee and student handbooks, on the college/university website, and in other relevant publications. Key components of the policy are also shared with parents, alumni/ae, and visitors. The general policy should be included in prospective student materials in both printed and electronic formats.
 3. Offer and promote prevention and education initiatives that actively support non-use and address the risks of all forms of tobacco use.
 4. Offer and promote programs and services that include practical, evidence- and theory-informed approaches to end tobacco use, including screenings through health and counseling services, free/reduced-cost tobacco-cessation counseling, free/reduced-cost nicotine replacement therapy, and medication options on campus.
 5. Advocate for requiring the inclusion of tobacco use cessation products, medications, and services in student health insurance plans.
 6. Provide a comprehensive marketing and signage effort to ensure that all college/university visitors, vendors, guests, and others arriving on property owned or leased by the institution are aware of the tobacco-free policy.
 7. Plan, maintain, and support effective and timely implementation, administration, and consistent enforcement of all college/university tobacco related policies, rules, regulations, and practices. Provide a well-publicized reporting system for violations.
 8. Collaborate with local, state, and national public health entities and tobacco prevention and control public, private, and national non-profit tobacco related organizations in support of maintaining a healthy tobacco-free environment.
 9. Develop and maintain a tobacco task force on campus to identify and address needs and concerns related to tobacco policy, compliance, enforcement, and cessation. Key individuals and departments to invite/include: a. Undergraduate and graduate students (particularly from student-elected/ representative organizations) b. Health and counseling center professionals c. Faculty (including faculty senate or other faculty governing bodies) d. Residence life/housing e. Judicial affairs f. Campus safety/police g. Human resources h. Neighborhood liaisons i. Facilities j. Other important stakeholders specific to your campus.

ADDENDUM I

CAS Self-Assessment Guide Alcohol and Other Drugs Programs (2015)

Part 1: MISSION

Suggested Evidence and Documentation:

1. Current mission statement, brief description of how it was developed, and date of last review
2. Additional goals, values, and statements of purpose
3. Description and copies (if applicable) of where mission statement is disseminated (e.g., included in operating and personnel policies, procedures and/or handbook, hanging in office common space, on website, in strategic plan, and other promotional materials)
4. Institutional/divisional mission statements (e.g., map program mission to broader mission statements)
5. Any additional professional standards aligned with program/service (e.g., standards promoted by functional area organizations)
6. Institutional demographics, description of student population served, and information about community setting

Criterion Measures:

DNA	IE	0	1	2	3
Does Not Apply	Insufficient Evidence/ Unable to Rate	Does Not Meet	Partly Meets	Meets	Exceeds

1.1 Program Mission and Goals

- The mission of Alcohol and Other Drug Programs (AODP) is to promote a safe, healthy, and learning-conducive environment and healthy choices concerning the use of alcohol and other drugs.
- AODP acknowledges and mitigates the inherent risks to individuals, the institution, and the surrounding community associated with alcohol and other drug use or abuse.
- AODP emphasizes the elimination of illegal and high-risk use of alcohol and other drugs and related violence.
- AODP protects the legal rights of students.

Rationale:

1.2 Mission Implementation and Review

- AODP develops, disseminates, implements, and regularly reviews its mission.
- AODP develops, disseminates, and supports the enforcement of campus regulations that are consistent with institutional policies, as well as relevant local, state/provincial, and federal laws.
- AODP identifies and implements AODP policies and practices for prevention, education, training, intervention, evaluation, referral, and treatment.
- AODP develops shared ownership of the issue by involving key entities of the institution and community that may include, but are not limited to, governing boards, administrators, faculty and staff members, students, parents/family members, and community leaders for the purpose of taking action.

Rationale:

1.3 Mission Statement

- The mission statement is consistent with that of the institution and with professional standards; is appropriate for student populations and community settings; and references learning and development.

Rationale:

Overview Questions:

1. How does the mission embrace student learning and development?
2. In what ways does the AODP mission complement the mission of the institution?
3. To what extent is the mission used to guide practice?

Part 2: PROGRAM

Suggested Evidence and Documentation:

1. Program student learning and development outcomes, and brief description of how they were developed
2. List of current collaborations across the institution that facilitate student learning and development
3. Map of program activities and ways they connect to student learning and development outcomes
4. Map or report of outcome assessment activities, including results
5. Strategic plans program design and enhancement
6. Specifications or requirements (if applicable)

Criterion Measures:

DNA	IE	0	1	2	3
Does Not Apply	Insufficient Evidence/ Unable to Rate	Does Not Meet	Partly Meets	Meets	Exceeds

2.1 Program Contribution to Student Learning and Development

- Alcohol and Other Drug Programs (AODP) (the curriculum and co-curriculum), learning, and development.
- AODP and timely completion of educational goals and preparation for their careers, citizenship, and lives.
- AODP identifies relevant and desirable student learning and development outcomes that align with the CAS Learning and Development Outcomes and related domains and dimensions.
- AODP develops and makes available education/training on policies, laws, prevention, risks, and responsibilities associated with alcohol and other drug use and abuse, healthy living, intervention, and treatment resources.

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Rationale:

2.2 Assessment of Learning and Development

- AODP engages in outcomes assessment, documents evidence of its impact, and articulates the role it plays in student learning and success.
- AODP uses evidence to create strategies for improvement of programs.

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Rationale:

2.3 Program Design

- AODP bases its work on intentional student learning and development outcomes.
- AODP reflects developmental and demographic profiles of the student population and responds to needs of individuals, populations with distinct needs, and relevant constituencies.
- The program is delivered using multiple formats, strategies, and contexts and is designed to provide universal access.

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Rationale:

2.4 Grounding in Research, Theory, and Evidence-Based Practice

- In development of programs and services, AODP takes into account evidence-based strategies; assessment, counseling, and referral; community collaboration; environmental management strategies; institutional

policies; student leadership and involvement; stakeholder training and education; and biennial or other review as required by law.

- AODP develops, provides, and advocates strategies that model practical applications of prevention theories and research results and that are evidence-based or evidence informed such as environmental approaches, risk reduction approaches, brief interventions, and student support programs.
- AODP uses public health prevention strategies that are evidence-based and have demonstrated effectiveness in reducing heavy and high-risk drinking and other drug use in college populations.

Rationale:

2.5 Collaboration

- AODP collaborates with others across the institution in ways that benefit students.
- AODP involves a wide representation of constituent groups from the institution and the community in the development and implementation of programs and services to reduce alcohol and other drug use and abuse.

Rationale:

2.6 Techniques and Protocols for Intervention

- AODP develops techniques and protocols for identifying and referring students with problems to appropriate campus and off-campus entities. These entities include but are not limited to AODP Centers/Offices, Counseling Centers, Student Health Centers, Wellness Centers/Offices, Health Promotion Offices, Community Treatment Centers, and Outpatient Services.
- AODP provides access to support services for students who use or abuse alcohol and other drugs who self-refer as well as those who are mandated through the campus conduct (judicial) process.

Rationale:

Overview Questions:

1. What are the most significant student learning and development outcomes of AODP?
2. What difference does AODP make for students who engage with it?
3. What is the demonstrated impact of AODP on student learning, development, and success?
4. How has collaboration in program development and delivery affected its impact or outcomes?
5. What changes or adjustments have been made as a result of assessment activities?

Part 3: ORGANIZATION AND LEADERSHIP

Suggested Evidence and Documentation:

1. Program goals and outcomes
2. Operating policies, procedures and/or handbook
3. Personnel and student handbook(s), policies and procedures, and organizational chart(s)
4. Personnel position descriptions, expectations, and performance review templates
5. Periodic reports, contracts, and personnel memos
6. Annual reports by program leaders
7. Program leader resumes, including additional professional involvement
8. Strategic and operating plans
9. Needs assessment of program constituents
10. Report of professional development activities

Criterion Measures:

DNA	IE	0	1	2	3
Does Not Apply	Insufficient Evidence/ Unable to Rate	Does Not Meet	Partly Meets	Meets	Exceeds

3.1 Organization Documents

- Alcohol and Other Drug Programs (AODP) has clearly stated and current goals and outcomes, policies and procedures, descriptions of personnel responsibilities and expectations, and clear organizational charts.

Rationale:

3.2 Institutional Structure

- The AODP director, coordinator, or campus designee organizational structure in order to promote cooperative interaction with appropriate campus and community entities and to develop the support and engagement of high-level administrators.
- Engagement with and access to senior leadership is critical to the success of an institution's prevention efforts.

Rationale:

3.3 Actions of Leaders

- Leaders model ethical behavior and institutional citizenship.
- Leaders with organizational authority provide strategic planning, management and supervision, and program advancement.
- AODP leaders identify and communicate to senior administrators about the effect of drinking/drug use on institutional priorities such as enrollment, retention, academic performance, and cost management.
- AODP leaders provide institutional and community leaders with information on AODP issues and prevention strategies to ensure coordinated support across the institution and within the larger community.
- AODP leaders encourage senior administrators to communicate a clear, strong message regarding expectations of student behavior related to the use of alcohol and other drugs.

Rationale:

3.4 Strategic Planning

- AODP leaders articulate a vision and mission, as well as set goals and objectives based on the needs of populations served, intended student learning and development outcomes, and program outcomes.
- AODP leaders facilitate continuous development, implementation, and assessment of effectiveness and goal attainment congruent with institutional mission and strategic plans.
- AODP leaders promote environments that provide meaningful opportunities for student learning, development, and engagement.
- AODP leaders develop, adapt, and improve programs and services for populations served and institutional priorities.
- AODP leaders include diverse perspectives to inform decision making.

Rationale:

3.5 Management

- AODP leaders plan, allocate, and monitor the use of fiscal, physical, human, intellectual, and technological resources.
- AODP leaders manage human resource processes including recruitment, selection, performance planning, and succession planning.
- AODP leaders use evidence to inform decisions, incorporate sustainability practices, understand and integrate appropriate technologies, and are knowledgeable about relevant codes and laws.
- AODP leaders assess and take action to mitigate potential risks.

Rationale:

3.6 Supervision

- AODP leaders manage human resource processes including professional development, supervision, evaluation, recognition, and reward.
- AODP leaders empower personnel to become effective leaders and to contribute to the effectiveness and success of the unit.
- AODP leaders encourage and support collaboration across the institution and scholarly contributions to the profession.
- AODP leaders identify and address individual, organizational, and environmental conditions that foster or inhibit mission achievement.

Rationale:

3.7 Program Advancement

- AODP leaders advocate for and actively promote the mission and goals of the programs and services.
- AODP leaders inform stakeholders about issues affecting practice.
- AODP leaders facilitate processes to reach consensus where wide support is needed.
- AODP leaders advocate for representation in strategic planning initiatives at divisional and institutional levels.

Rationale:

3.8 Development of Policies and Procedures

- AODP leads in the development of policies to
- promote an educational, social, and living environment which aims to reduce alcohol and other drug use and abuse.
- maintain consistency and compliance with laws and regulations.
- define geographic jurisdictions to which policies pertain.
- define individual and group behaviors and group activities that are prohibited both on campus property and at off-campus events controlled by the institution.
- specify consequences for using or possessing, distributing, or manufacturing different amounts and/or classes of alcohol and other drugs.
- establish protocols and procedures for the involvement of campus and community law enforcement, campus conduct offices, and other campus entities when a student has been found to be in violation of the institution's alcohol or drug policies and or laws.
- establish protocols and procedures for referring individuals with alcohol or other drug use and abuse problems to appropriate sources for assistance.
- define campus procedures on the availability and marketing of alcoholic beverages on campus-controlled property or at events.

- define appropriate procedures for any permitted use of alcohol or drugs.

Rationale:

Overview Questions:

1. Explain the extent to which AODP leader(s) are viewed as and held responsible for advancing the departmental mission.
2. Explain the opportunities and limitations present for AODP leader(s) as they seek to fulfill the program mission.
3. How do AODP leaders advance the organization?
4. How do AODP leaders encourage collaboration across the institution?
5. How are AODP leaders accountable for their performance?
6. How have AODP leaders empowered personnel and engaged stakeholders?

Part 4: HUMAN RESOURCES

Suggested Evidence and Documentation:

1. Program mission, goals, and outcomes
2. Operating policy and procedure manuals/statements for program and institution
3. Organizational chart(s)
4. Personnel handbook, position descriptions (including student employees, volunteers, and graduate students), expectations, and performance review templates
5. Annual reports, including data on student utilization and staff-to-student ratios
6. Association or benchmark reports on operations and staffing
7. Student and staff personnel profiles or resumes, including demographic characteristics, educational background, and previous experience
8. Reports on personnel, including student employees and volunteers, employment experiences
9. Training agendas and schedules
10. Statement of staffing philosophy
11. Professional development activities
12. Minutes from staff meetings at which human resources related standards were discussed and addressed

Criterion Measures:

DNA	IE	0	1	2	3
Does Not Apply	Insufficient Evidence/ Unable to Rate	Does Not Meet	Partly Meets	Meets	Exceeds

4.1 Adequate Staffing and Support

- Alcohol and Other Drug Programs (AODP) is staffed adequately to accomplish mission and goals.
- AODP has access to technical and support personnel adequate to accomplish the mission.

Rationale:

4.2Recruitment, Supervision, and Professional Development

- AODP establishes procedures and expectations for personnel recruitment and selection, training, supervision, performance, and evaluation.
- AODP provides personnel access to education and professional development opportunities to improve their competence, skills, and leadership capacity.

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- AODP considers work/life options available to personnel to promote recruitment and retention.

Rationale:

4.3 Employment Practices

- Administrators of AODP maintain personnel position descriptions, implement recruitment and hiring strategies that produce an inclusive workforce, and develop promotion practices that are fair, inclusive, proactive, and non-discriminatory.
- Personnel responsible for delivery of programs and services have written performance goals, evaluate work and performance and update them regularly.
- Results of individual personnel evaluations are used to recognize personnel performance, address performance issues, implement individual and/or collective personnel development and training programs, and inform the assessment of programs and services.

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Rationale:

4.4 Personnel Training

- A. Personnel, including student employees and volunteers, receive appropriate and thorough training when hired and throughout their employment.
- B. Personnel have access to resources or receive specific training on institutional and governmental policies; procedures and laws pertaining to functions or activities they support; privacy and confidentiality; access to student records; sensitive institutional information; ethical and legal uses of technology; and technology used to store or access student records and institutional data.
- C. Personnel are trained on how and when to refer those in need of additional assistance to qualified personnel.
- D. Personnel are trained on systems and technologies necessary to perform their assigned responsibilities.
- E. Personnel engage in continuing professional development activities to keep abreast of research, theories, legislation, policies, and developments that affect programs and services.
- F. Administrators ensure that personnel are knowledgeable about and trained in safety, emergency procedures, and crisis prevention and response, including identification of threatening conduct or behavior, and incorporate a system for responding to and reporting such behaviors.
- G. Personnel are knowledgeable of and trained in safety and emergency procedures for securing and vacating facilities.

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Rationale:

4.5 Professional Personnel

- Professional personnel either hold an earned graduate or professional degree in a field relevant to their position or possess an appropriate confirmation of educational credentials and related work experience.

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Rationale:

4.6 Interns and Graduate Assistants

- Degree- or credential-seeking interns or graduate assistants are qualified by enrollment in an appropriate field of study and by relevant experience.
- Degree- or credential-seeking interns or graduate assistants are trained and supervised by professional personnel who possess applicable educational credentials and work experience, have supervisory experience and are cognizant of the dual roles of interns and graduate assistants as students and employees.

- Supervisors of interns or graduate assistants adhere to parameters of students' job descriptions, articulate intended learning outcomes in student job descriptions, adhere to agreed-upon work hours and schedules, and offer flexible scheduling when circumstances necessitate.
- Supervisors and students both agree to suitable compensation if circumstances necessitate additional hours.

Rationale:

4.7 Student Employees and Volunteers

- Student employees and volunteers are carefully selected, trained, supervised, and evaluated; have access to a supervisor; and are provided clear job descriptions, pre-service training based on assessed needs, and continuing development.

Rationale:

Overview Questions:

- In what ways are personnel qualifications examined, performance evaluated, and personnel recognized for exemplary performance?
- How are professional development efforts designed, how do they support achievement of the AODP mission, and how do they prepare and educate staff on relevant information?
- How has the staffing model been developed to ensure successful program operations?
- Describe the AODP philosophy toward engaging graduate interns and assistants, and student employees and volunteers in the program human resource pool.

Part 5: ETHICS

Suggested Evidence and Documentation:

- Program code or statement of ethics
- Ethics statements from relevant functional area professional associations
- Personnel policies, procedures and/or handbook
- Student code of conduct
- Operating policies and procedures related to human subjects research (Institutional Review Board, IRB)
- Minutes from meetings during which staff reviewed and discussed ethics Criterion Measures:

DNA	IE	0	1	2	3
Does Not Apply	Insufficient Evidence/ Unable to Rate	Does Not Meet	Partly Meets	Meets	Exceeds

5.1 Ethical Standards

- Alcohol and Other Drug Programs (AODP) reviews applicable professional ethical standards and adopts or develops and implements appropriate statements of ethical practice.
- AODP publishes and adheres to statements of ethical practice, ensures their periodic review, and orients new personnel to relevant statements of ethical practice and related institutional policies.

Rationale:

5.2 Statement of Ethical Standards

- Statements of ethical standards specify that AODP personnel respect privacy and maintain confidentiality in communications and records as delineated by privacy laws.

- Statements of ethical standards specify limits on disclosure of information contained in students' records as well as requirements to disclose to appropriate authorities.
- Statements of ethical standards address conflicts of interest, or appearance thereof, by personnel in the performance of their work and reflect the responsibility of personnel to be fair, objective, and impartial in their interactions with others.
- Statements of ethical standards reference management of institutional funds, appropriate behavior regarding research and assessment with human participants, confidentiality of research responsibilities, and issues surrounding scholarly integrity.
- Statements of ethical standards include the expectation that personnel confront and hold accountable other personnel who exhibit unethical behavior.

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Rationale:

5.3 Ethical Obligations

- AODP personnel employ ethical decision making in the performance of their duties.
- AODP personnel inform users of programs and services of ethical obligations and limitations emanating from codes and laws or from licensure requirements.
- AODP personnel recognize and avoid conflicts of interest that could adversely influence their judgment or objectivity and, when unavoidable, recuse themselves from the situation.
- AODP personnel perform their duties within the scope of their position, training, expertise, and competence and make referrals when issues presented exceed the scope of the position.

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Rationale:

Overview Questions:

1. What is strategy for managing student and personnel confidentiality and privacy issues?
2. How are ethical dilemmas and conflicts of interest identified and addressed?
3. How are ethics incorporated into the daily management and decision-making processes of AODP?

Part 6: LAW, POLICY, AND GOVERNANCE

Suggested Evidence and Documentation:

1. Emergency procedures
2. Operating policies and procedures
3. Personnel policies, procedures and/or handbook
4. Institutional codes of conduct
5. Contracts
6. Copies of related laws and legal obligations
7. Resources of professional liability insurance

Criterion Measures:

DNA	IE	0	1	2	3
Does Not Apply	Insufficient Evidence/ Unable to Rate	Does Not Meet	Partly Meets	Meets	Exceeds

6.1 Legal Obligations and Responsibilities

- Alcohol and Other Drug Programs (AODP) is in compliance with laws, regulations, and policies that relate to their respective responsibilities and that pose legal obligations, limitations, risks, and liabilities for the institution as a whole.
- AODP has access to legal advice needed for personnel to carry out their assigned responsibilities.
- AODP informs personnel, appropriate officials, and users of programs and services about existing and changing legal obligations, risks and liabilities, and limitations.
- AODP informs personnel about professional liability insurance options and refers them to external sources if the institution does not provide coverage.
- AODP seeks advice from their institution's legal counsel on privacy and disclosure of student information prior to using parental notification as an element of the program.

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Rationale:

6.2 Policies and Procedures

- AODP has written policies and procedures on operations, transactions, or tasks that have legal implications.
- AODP regularly reviews policies that are informed by best practices, available evidence, and policy issues in higher education.
- AODP has procedures, systems and guidelines consistent with institutional policy for responding to threats, emergencies, and crisis situations and disseminates timely and accurate information to students, other members of the institutional community, and appropriate external organizations during emergency situations.

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Rationale:

6.3 Harassment and Hostile Environments

- AODP personnel neither participate in nor condone any form of harassment or activity that demeans persons or creates an intimidating, hostile, or offensive environment.

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Rationale:

6.4 Copyright Compliance

- AODP purchases or obtains permission to use copyrighted materials and instruments and includes appropriate citations on materials and instruments.

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Rationale:

6.5 Governance

- AODP informs personnel about internal and external governance organizations that affect programs and services.

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Rationale:

Overview Questions:

1. What are the crucial legal, policy and, governance issues faced by AODP, and how are they addressed?
2. How are personnel instructed, advised, or assisted with legal, policy, and governance concerns?
3. How are personnel informed about internal and external governance systems?

Part 7: DIVERSITY, EQUITY, AND ACCESS

Suggested Evidence and Documentation:

1. Diversity statements

2. Goals and objectives related to diversity, equity, and access
3. Training plans and agendas for personnel
4. Lists of programs and curriculums related to diversity, equity, and access
5. Personnel policies, procedures, and/or handbook (specifically statements against harassment or discrimination)
6. Facilities audit
7. Assessment results such as participation rates, demographics, campus climate, and student needs

Criterion Measures:

DNA	IE	0	1	2	3
Does Not Apply	Insufficient Evidence/ Unable to Rate	Does Not Meet	Partly Meets	Meets	Exceeds

7.1 Inclusive Work Environments

- Alcohol and Other Drug Programs (AODP) creates and maintains educational work environments that are welcoming, accessible, inclusive, equitable, and free from harassment.
- AODP does not discriminate on the basis of ability; age; cultural identity; ethnicity; family educational history; gender identity and expression; nationality; political affiliation; race; religious affiliation; sex; sexual orientation; economic, marital, social, or veteran status; or any other basis included in institutional policies and codes and laws.

Rationale:

7.2 Structural Aspects of Equity, Access, and Inclusion

- AODP ensures physical, program, and resource access for all constituents; modifies or removes policies, practices, systems, technologies, facilities, and structures that create barriers or produce inequities; and ensures that when facilities and structures cannot be modified, they do not impede access.
- AODP responds to the needs of all constituents served when establishing hours of operation and developing methods of delivering programs, services, and resources.
- AODP recognizes the needs of distance and online learning students by directly providing or assisting them to gain access to comparable services and resources.
- AODP considers all populations and diverse needs in educational program messages and in access to prevention, intervention, and treatment services.

Rationale:

7.3 Ensuring Diversity, Equity, and Access

- AODP advocates for sensitivity to multicultural and social justice concerns by the institution and its personnel.
- AODP establishes goals for diversity, equity, and access; fosters communication and practices that enhance understanding of identity, culture, self-expression, and heritage; and promotes respect for commonalities and differences among people within their historical and cultural contexts.
- AODP addresses the characteristics and needs of diverse constituents when establishing and implementing culturally relevant and inclusive programs, services, policies, procedures, and practices.
- AODP provides personnel with diversity, equity, and access training and holds personnel accountable for applying the training to their work.

Rationale:

Overview Questions:

1. How does AODP ensure constituents experience a welcoming, accessible, and inclusive environment that is equitable and free from harassment?
2. How does AODP address imbalance in participation among selected populations of students?
3. How does AODP address imbalance in staffing patterns among selected populations of program personnel?
4. How does AODP ensure cultural competence of its personnel to ensure inclusion in the program?
5. How does AODP encourage and provide opportunities for ongoing professional development for its personnel?

Part 8: INTERNAL AND EXTERNAL RELATIONS

Suggested Evidence and Documentation:

1. Promotional material (brochures/sources of information about the program, catalogs, brochures, staff and student handbooks)
2. Media procedures and guidelines
3. List and description of relationships with internal and external partners
4. Minutes from meetings/interactions with key stakeholders

Criterion Measures:

DNA	IE	0	1	2	3
Does Not Apply	Insufficient Evidence/ Unable to Rate	Does Not Meet	Partly Meets	Meets	Exceeds

8.1 Internal and External Populations

- Alcohol and Other Drug Programs (AODP) reaches out to internal and external populations to establish, maintain, and promote understanding and effective relations with those that have a significant interest in or potential effect on the students or other constituents served by the programs and services.
- AODP reaches out to internal and external populations to garner support and resources for programs and services, collaborate in offering or improving programs and services to meet the needs of students and other constituents and to achieve program and student outcomes, and engage diverse individuals, groups, communities, and organizations to enrich the educational environment and experiences of students and other constituents.
- AODP maintains effective working relationships with various institutional offices and community groups and agencies to promote a healthy environment in which the use or abuse of alcohol and other drugs does not interfere with the learning, performance, or social aspects of college life.
- AODP reaches out to internal and external populations to disseminate information about the programs and services.
- AODP gathers and disseminates information to the campus community, including students, their parents/guardians, staff, and faculty members on alcohol and other drug problems, risk reduction strategies, resources, and related topics.

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Rationale:

8.2 Marketing

- Promotional and descriptive information is accurate and free of deception and misrepresentation.

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Rationale:

8.3 Procedures and Guidelines

- AODP has procedures and guidelines consistent with institutional policy to communicate with the media; distribute information through print, broadcast, and online sources; contract with external organizations for delivery of programs and services; cultivate, solicit, and manage gifts; and apply to and manage funds from grants.

Rationale:

Overview Questions:

1. With which relevant individuals, campus offices, and external agencies must AODP maintain effective relations? Why are these relationships important, and how are they mutually beneficial?
2. How does AODP maintain effective relationships with program constituents?
3. How does AODP assess the effectiveness of its relations with individuals, campus offices and external agencies?

Part 9: FINANCIAL RESOURCES

Suggested Evidence and Documentation:

1. Budgets and the budget process
2. Financial statements and audit reports
3. Student fee process and allocation (if applicable)
4. Financial statements for grants, gifts, and other external resources

Criterion Measures:

DNA	IE	0	1	2	3
Does Not Apply	Insufficient Evidence/ Unable to Rate	Does Not Meet	Partly Meets	Meets	Exceeds

9.1 Adequate Funding

accomplish its mission and goals.

- Alcohol and Other Drug Programs (AODP) has funding to

Rationale:

9.2 Financial Planning and Implementation

- AODP conducts a comprehensive analysis to determine unmet needs, relevant expenditures, external and internal resources, and impact on students and the institution.
- AODP uses the budget as a planning tool to reflect commitment to the mission and goals of the programs and services and of the institution.
- Financial reports provide an accurate financial overview of the organization and provide clear, understandable, and timely data upon which personnel can plan and make informed decisions.

Rationale:

9.3 Policies, Procedures, and Protocols

- AODP administers funds in accordance with established institutional accounting procedures.
- AODP demonstrates efficient and effective use and responsible stewardship of fiscal resources consistent with institutional protocols.

- Procurement procedures are consistent with institutional policies, ensure purchases comply with laws and codes for usability and access, ensure the institution receives value for the funds spent, and consider information available for comparing the ethical and environmental impact of products and services purchased.

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Rationale:

Overview Questions:

1. What is the funding strategy for AODP, and why is this the most appropriate approach?
2. How does AODP ensure fiscal responsibility, responsible stewardship, and cost-effectiveness?
3. If applicable, how does AODP go about increasing financial resources?

Part 10: TECHNOLOGY

Suggested Evidence and Documentation:

1. Technology policies and procedures
2. Equipment inventory

Criterion Measures:

DNA	IE	0	1	2	3
Does Not Apply	Insufficient Evidence/ Unable to Rate	Does Not Meet	Partly Meets	Meets	Exceeds

10.1 Current and Adequate Technology

- Alcohol and Other Drug Programs (AODP) has adequate technology to support achievement of its mission and goals.
- Use of technology complies with institutional policies and procedures and relevant codes and laws.

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Rationale:

10.2 Use of Technology

- AODP uses current technology to provide updated information regarding mission, location, staffing, programs, services, and official contacts to students and other constituents in accessible formats.
- AODP uses current technology to provide an avenue for students and other constituents to communicate sensitive information in a secure format and enhance the delivery of programs and services for all students.

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Rationale:

10.3 Data Protection and Upgrades

- AODP backs up data on a regular basis.
- AODP articulates and adheres to policies and procedures regarding ethical and legal use of technology, as well as for protecting the confidentiality and security of information.
- AODP implements a replacement plan and cycle for all technology with attention to sustainability and incorporates accessibility features into technology-based programs and services.

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Rationale:

10.4 Student Technology Access

- AODP has policies on student use of technology that are clear, easy to understand, and available to all students.

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- AODP provides information or referral to support services for those needing assistance in accessing or using technology, provides instruction or training on how to use the technology, and informs students of implications of misuse of technologies.

Rationale:

Overview Questions:

1. How is technology inventoried, maintained, and updated?
2. How is information security maintained?
3. How does AODP ensure that relevant technology is available for all who are served by the program?
4. How does AODP use technology to enhance the delivery of programs, resources, services and overall operations?
5. How does AODP utilize technology to foster its learning outcomes?

Part 11: FACILITIES AND EQUIPMENT

Suggested Evidence and Documentation:

1. Equipment inventory
 2. Facilities audit and plans for renovations, additions, and enhancements
 3. Capital projects, if applicable
 4. Structural design or maps to show space allocation
 5. Images of the space
- Criterion Measures:

DNA	IE	0	1	2	3
Does Not Apply	Insufficient Evidence/ Unable to Rate	Does Not Meet	Partly Meets	Meets	Exceeds

11.1 Design of Facilities

- Alcohol and Other Drug Programs (AODP) facilities are intentionally designed and located in mission and goals.
- Facilities are designed to engage various constituents and promote learning.
- The design of the facilities guarantees the security and privacy of records and ensures the confidentiality of sensitive information and conversations.

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Rationale:

11.2 Workspace

- Personnel have workspaces that are suitably located and accessible, well equipped, adequate in size, and designed to support their work and responsibilities.
- Personnel are able to secure their work.

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Rationale:

11.3 Equipment Acquisition and Facilities Use

- AODP incorporates sustainable practices in use of facilities and purchase of equipment.
- Facilities and equipment are evaluated on an established cycle and are in compliance with codes, laws, and accepted practices for access, health, safety, and security.
- When acquiring capital equipment, AODP takes into account expenses related to regular maintenance and life-cycle costs.

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Rationale:

Overview Questions:

1. How are facilities inventoried and maintained?
2. How does AODP integrate sustainable practices?
3. How does AODP ensure that facilities, workspaces, and equipment are considered in decision-making?
4. How is AODP intentional about space allocation and usage?

Part 12: ASSESSMENT

Suggested Evidence and Documentation:

1. Program goals, key indicators, outcomes, and related assessment data
2. Program student learning and development outcomes and related assessment data
3. Description of assessment cycle
4. Assessment plans and annual assessment reports
5. Minutes of meetings at which assessment activities and results discussed
6. Professional development activities to improve assessment competence

Criterion Measures:

DNA	IE	0	1	2	3
Does Not Apply	Insufficient Evidence/ Unable to Rate	Does Not Meet	Partly Meets	Meets	Exceeds

12.1 Assessment Plan and Practice

- Alcohol and Other Drug Programs (AODP) develops an ongoing cycle of assessment plans, processes, and activities.
- AODP identifies programmatic goals and intended program outcomes as well as outcomes for student learning and development.
- AODP documents progress toward achievement of goals and outcomes.
- AODP employs multiple measures, methods, and manageable processes for gathering, interpreting, and evaluating data.
- AODP employs ethical practices in the assessment process.
- AODP has access to adequate fiscal, human, professional development, and technological resources to develop and implement assessment plans.



Rationale:

12.2 Factors for Consideration in Assessment

- AODP systematically assesses the following campus factors:
 - attitudes, beliefs, and behaviors regarding alcohol and other drug use, abuse, and dependency.
 - consequences of alcohol or other drug use or abuse on academic performance; property damage; policy violations; health, counseling, and disciplinary caseloads.
 - perceptions of campus alcohol and other drug use norms.
 - features of the environment that abet high-risk alcohol use and other drug use, marketing and promotion that promotes heavy or underage consumption of alcohol, inconsistent
 - enforcement of campus policy and community law, and lack of availability of alcohol-free social and recreational options on campus and in the surrounding community.



Rationale:

12.3 Reporting and Implementing Results

- AODP interprets and uses assessment results to demonstrate accountability and inform planning and decision-making.
- AODP reports aggregated results to respondent groups and stakeholders.
- AODP assesses effectiveness of implemented changes and provides evidence of improvement of programs and services.
- AODP and other campus entities exchange general and non-confidential assessment results of mutual application and benefit.



Rationale:

Overview Questions:

1. What is the comprehensive assessment strategy for AODP?
2. What are priorities of the assessment program, and how are those developed?
3. How does AODP integrate assessment and evaluation into all aspects of daily operations (e.g., advising, event planning)?
4. How are tangible, measurable learning and program outcomes determined to ensure achievement of mission and goals?
5. How effective is the assessment strategy in demonstrating goal achievement and student learning?
6. How does AODP use assessment results to inform program improvement?
7. How does AODP share assessment results with relevant constituencies?
8. How does AODP support ongoing development of assessment competencies for personnel?

ADDENDUM J

Part 86 Compliance Checklist

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

○

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

Yes ☒ No ☐ If yes, where is it located? Vice President of Student Affairs Office

○ 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?

- 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 ☐

- 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 ☐

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

Students: Yes ☒ No ☐ Staff and Faculty: Yes ☒ No ☐

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

Students: Yes ☒ No ☐ Staff and Faculty: Yes ☒ No ☐

- 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 ☐

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

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

Yes ☐ No ☒

- Through campus post offices boxes

Yes ☐ No ☒

- Class schedules which are mailed to each student

Yes ☐ No ☒

- During freshman orientation

Yes ☒ No ☐

- During new student orientation

Yes ☒ No ☐

- In another manner (*describe*)

Email provided with link to all students once/semester. The report is also available on the NCMC website.

- Does the means of distribution provide reasonable assurance that each student receives the materials annually?
Yes ☒ No ☐
- Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?
Yes ☒ No ☐
- Are the above materials distributed to staff and faculty in one of the following ways?
- Mailed
Staff: Yes ☐ No ☒ Faculty: Yes ☐ No ☐
- Through campus post office boxes
Staff: Yes ☐ No ☒ Faculty: Yes ☐ No ☐
- During new employee orientation
Staff: Yes ☒ No ☐ Faculty: Yes ☒ No ☐
- In another manner (describe): Email provided with link to all employees once/semester
- Does the means of distribution provide reasonable assurance that each staff and faculty member receive the materials annually?
Staff: Yes ☒ No ☐ Faculty: Yes ☐ No ☐
- 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 ☒ No ☐ Faculty: Yes ☐ No ☐
- 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?
- Conduct student alcohol and drug use survey
Yes ☐ No ☒
- Conduct opinion survey of its students, staff, and faculty
Students: Yes ☒ No ☐ Staff and Faculty: Yes ☐ No ☒
- Evaluate comments obtained from a suggestion box
Students: Yes ☐ No ☒ Staff and Faculty: Yes ☐ No ☒

Students are provided an evaluation during OAR and an evaluation is provided at the end of the spring semester to all residence hall students.

- Conduct focus groups
Students: Yes ☒ No ☐ Staff and Faculty: Yes ☐ No ☒

- Conduct intercept interviews

Students: Yes ☒ No ☐ Staff and Faculty: Yes ☐ No ☒

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

Students: Yes ☒ No ☐ Staff and Faculty: Yes ☐ No ☒

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

Students: Yes ☒ No ☐ Staff and Faculty: Yes ☐ No ☒

Other (*please list*):

Involvement and input from the Biennial Review Committee, and the President's Cabinet

- Who is responsible for conducting these biennial reviews?

Vice President of Student Affairs in conjunction with the Director of Housing, Counselor, Athletic Trainer, Athletic Director, Campus Activities Director, Vice President of Academic Affairs, and Human Resources Director

- 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 ☒

- Where is the biennial review documentation located?

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Comments: