

2016 Biennial Review

January 2015 through December 2016

In compliance with the Drug Free Schools and Communities Act

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Introduction

The Drug Free Schools and Communities Act of 1989 and subsequent legislation require that an institution of higher education (IHE) certify that it has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The IHE must do so 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.

This report certifies that Hamline has adopted and implemented an alcohol and drug abuse prevention plan.

This report is a result of the work of the Alcohol and Other Drug Task Force. Members of this committee are: Alan Sickbert, Dean of Students; Monita Mohammadian Gray, Assistant Dean of Students; Becky Kaarbo, Director of Orientation and First-Year Programs; Andrew Crouse, Assistant Dean and Assistant Counsel; Javier Gutierrez, Assistant Dean of Students and Director of Residential Life; Jason Verdugo, Athletic Director; Jim Schumann, Director of Safety & Security; Julie Kline, Interim Director of Human Resources; Lori Larkin, Manager Student Employment and Office Operations; Katy Rimstad, Counselor; Jodi Metz, Director of Health Services. In accordance with applicable law, we reviewed the following to ensure compliance:

- Drug Free Schools and Communities Act of 1989
- Drug Free Schools and Communities Act implementing regulations at 34 CFR Part 86
- Drug Free Schools and Communities Act Compliance Checklist

1. Program Effectiveness

1.1. Program Overview

1.1.1. Annual Written Notice Distribution

1.1.1.1. **Students. [Message distributed by email]** Students are informed of the University's alcohol and drug policy through various formats. The first begins at our Piper Preview summer sessions. During a residential life session staff inform parents and students what the drug and alcohol policy is and what sanctions are if found responsible. At the time of checking-in to the residence halls, students receive a packet that contains the residential life policies which explains in detail the alcohol and drug policy. During the Piper Passages (orientation program) each residence hall has a floor meeting where the alcohol and drug policy are explained to the students.

1.1.1.2. **Employees.** In May 2015 and August 2016, the Office of Human Resources sent an email to all faculty and staff with the University's drug and alcohol policy information. Additionally, new staff and faculty were provided information about the Employee Assistance Program (EAP) through the benefits review process done with the Employee Benefits Manager.

1.1.2. Awareness and Training Efforts

1.1.2.1. Several efforts help set a positive campus climate right from the beginning. Our 3 main programs that focus on this area are as follows

MyStudent Body (FY and Transfer): a pre-matriculation assessment administered through Title IX Coordinator and Dean of Students Office. This is a 3 module online assessment that focuses on drugs, alcohol, and sexual misconduct. It is required by all incoming students (first year and transfer) prior to classes starting. Student who do not have it completed before the fall are then connected regularly by their NSM, Campus Colleague, FYSem Faculty, and the Title IX Coordinator until it is completed. If not completed by registration or spring semester a hold is put on their account and then cannot register for their next semester until it is completed.

Pipers Presents: Skits on Social Responsibility (FY ONLY): This takes place Monday of Piper Passages. The program is a series of skits on social responsibility and small group discussion afterwards

It's About Respect (FY ONLY): This is a collaborative session with Orientation and First Year Programs, Title IX, the Sexual Violence Prevention Task Force, Green Dot, and Student Preventing Sexual Violence. During this session students talk about "respecting self", "respecting others", "respecting community." It focuses on safety, bystander intervention, and addresses the intersection between alcohol and drugs with sexual assault on college campuses.

1.1.2.2. **New Transfer Student Orientation.** All new transfer students receive the student code of conduct and references to all student policies in the student planner. There will be more directed efforts to engage these students in Fall 2015. They will be required to complete the MyStudentBody modules for drugs, alcohol and sexual misconduct.

1.1.2.3. **Residential Life.** Residence life has always been a significant part of the alcohol free and educational programming on campus. The Resident Advisors and members of Residence Hall Association (RHA) provide programming in the halls such as movie nights, game nights, craft nights, and other social programming, etc... All of these events are alcohol-free so they continually model what social programming and events can look like without the use of alcohol. More specifically, they host events such as Root Beer Kegger and Band, Safe Spring Break kits, educational bulletin boards about alcohol use, just to name a few, that not only focus on social interaction and fun, but are specifically designed to educate students. In addition to Residential Life providing ample substance-free events, there is an entire floor dedicated to it, allowing to students who choose to dedicate their living space in this way to have a safe and inclusive place for sober-living.

1.1.2.4. **Counseling and Health Services**

1.1.2.4.1. **Health and Wellness Peer Educators.**

Hamline University's Peer Educators are undergraduate students who are interested in promoting healthy behaviors among their fellow students.

1.1.2.4.2. **Posted Newsletter**

Each month, the Peer Educators make a one-page newsletter that is hung on the inside door of each bathroom stall. Each "Toilet Tribune" shares information about relevant health topics for that month (i.e., how to identify if your friend has alcohol poisoning, stress management tips for finals week) and includes an advertisement for a health-related event on campus put on by the Peer Educators.

1.1.2.4.3. **Spring Break Kits.**

The Peer Educators give out over 100 Spring Break Kits every year in the week before Hamline's spring break. These kits are a water bottle that is filled with condoms, sunscreen, bandaids, mints, information about how to spot alcohol poisoning, and general safety tips for spring break.

1.1.2.4.4. **Thirsty Thursdays or Tipsy Tuesdays.**

The Peer Educators host an alcohol-free event every fall during which students drink "mocktails" (non-alcoholic mixed drinks) and play Alcohol Jeopardy (an informational game made by BACCHUS, the national organization for Peer Educators.)

1.1.2.4.5. **Alcohol education/training for Peer Educators.**

A training for new peer educators is conducted each year by a counseling or health professional to educate student leaders about Hamline's alcohol and drug related policies, recognizing at-risk peers, strategies for peer intervention, referral to resources and general health statistics regarding alcohol and drug use.

1.1.2.4.6. **Including alcohol education within other Peer Ed and major campus events.**

Peer educators include alcohol awareness and educational statistics in marketing campus events (i.e., posters, flyers, gift bags and freebies for

homecoming) and other Peer Education programming where alcohol is not the main topic (i.e., STD, healthy sexuality and bystander intervention programming.)

1.1.2.4.7. **Alcohol/Drug Assessment.**

When students meet with counselors or nurses at Counseling & Health Services, all providers assess the students' current and past alcohol and drug use habits and then adjust their treatment as needed. They may spend time in the meeting with the student discussing their substance use behaviors or they may refer the student to an off-campus treatment resource.

1.1.2.5. **Dean of Students Office**

1.1.2.5.1. **MyStudentBody**

MyStudentBody is an online interactive wellness prevention program. It teaches students about alcohol, drugs, and other addictive substances. The goal of the course is to increase students' knowledge, decrease harmful behaviors, and provide information to help students make good decisions. Hamline University requires first year students to complete the course.

1.1.2.5.1.1 *Summary data: 5/14/2015-5/13/2016:*

- 602 undergraduate students completed the program
- 78 students were "in progress"
- 89% completion rate
- 513 total number of first- year undergraduate students admitted Fall 2015

1.1.2.6. **International Programs.**

1.1.2.6.1. **Study Abroad Orientation.** The Study Abroad Orientation is conducted for all students going abroad for Academic Year, Semester, Summer and Short-term programs. All students learn the alcohol and drug laws pertaining to the country in which they are studying. In the majority of countries in which students are studying, they are of legal drinking age. "Soft" drugs may or may not be illegal. In all cases, students are encouraged to think very carefully about the choices they make when it comes to alcohol/drug use and the dangers they may find themselves in if they should indulge. Students are also informed that if they are sent home because of alcohol/drug use, they will be charged for violating University policy and they will fail their study abroad courses.

1.1.2.6.2. **International Student Orientation.** All international students are required to attend International Student Orientation. They are made aware that the legal drinking age in the United States is 21 and being caught drinking underage or providing alcohol to those under 21 is strictly prohibited. Students also understand that getting caught in these situations could result in a University conduct hearing. Should they get caught by local law enforcement the results could have serious affects on their immigration/visa status.

1.1.2.7. **Athletics.** Hamline students wishing to participate in athletics have to acknowledge and electronically sign the following documents: HU Student Code of Conduct, NCAA compliance forms that acknowledge all NCAA banned substances, and NCAA Championship drug testing consent. Hamline Athletics conducts an annual All Athlete meeting to discuss expectations and University policies that relate to drug use and alcohol consumption. Hamline Athletics collaborates with the Dean of Students Office when addressing conduct and policy violations. Student athletes that arrive early for fall camp are addressed by residential life about University policies, including drug use and alcohol consumption. Student athletes also invite speakers twice a year that include alcohol and drug education.

1.1.2.8. **Office of Student Leadership and Activities-Travel Policy.** Students work with the Office of Student Leadership and Activities to become approved Trip Coordinators, in lieu of having a faculty or staff person present. Students do not have to sign a copy of the Student Code of Conduct, but it is made clear to the Trip Coordinators that one of their roles is communicating to all travel participants that the Student Code of Conduct is enacted while they are off campus on Hamline business, that they must abide by it and/or will be held up to it through the conduct process if issues arise, and that the travel policy explicitly states that no student may consume any drug or alcohol while traveling on behalf of the University, regardless of their age.

1.1.3. **Alcohol Free Events**

1.1.3.1. Any Hamline-hosted student event is alcohol-free, for example: Programming Board, Residential Life, etc.

1.1.3.2. For staff events, a policy has been established to give a limited number of drink tickets at all-faculty/staff events.

1.2. **Implementation of Previous Recommendations (Committee)**

1.2.1. **Recommendation:** Appoint an Alcohol and Drug Prevention Coordinator
Not completed. A position for Health and Wellness coordinator was put into the budget call process in 2014 but was not approved.

1.2.2. **Recommendation:** Establish a task force to examine current efforts and recommend any changes or additional activities to promote a drug and alcohol abuse-free campus.
Not completed. Committee has been formed to do the assessment, but there is no ongoing task force effort.

1.3 **Additional Recommendations from External Review**

1.3.1 **Recommendation:** Study and report on the Consistency of Sanctions—See Compliance Audit Report, p. 8, for guidelines.

Completed: Numbers have been provided and a detailed report is available.

1.3.2 **Recommendation (from Hamline Legal Counsel Compliance Audit):** Study the effectiveness of prevention efforts and make recommendations for improvements with each biennial review (*This is a priority item*).

No completed-On hold pending a student affairs reorganization

1.3.3 **Recommendation:** Review Employee and Student Awareness and Training Efforts and Consider a Task Force.

Not Completed-On hold pending a student affairs reorganization

1.3.4 Recommendation: Create a written prevention program document separate from the compliance report.

Not Completed-On hold pending a student affairs reorganization

1.3.5 Recommendation: Make staff and faculty aware of the services offered through the Employee Assistance Program (EAP)

Completed: Part of the new employee orientation program.

1.3.6 Recommendation: Work with IT to provide electronic proof/confirmation of the annual email students receive relating to the Drug-Free Schools and Communities Act

Partially completed-Currently an email is sent to all students, research should be conducted to see if this is best practice to track these emails. In lieu, tracking is done with MyStudentBody for all undergraduate students.

1.3.7 Recommendation: Assess students who were mandated to drug treatment to evaluate their individual success upon return from the treatment program.

No Completed: On hold pending a student affairs reorganization

1.3.8 Recommendation (from Hamline Legal Counsel Compliance Audit): Establish a schedule consistent with the long-standing practice of many institutions to conduct biennial reviews by the end of each even-numbered calendar year and to have the review cover the two previous academic years.

Completed: A schedule has been established.

1.3.9 Recommendation (from Hamline Legal Counsel Compliance Audit): Study and report on the Consistency of Sanctions—See Compliance Audit Report, p. 8, for guidelines. ***(This is a priority item)***. Pull up the cases for this study year and add the number of violations and what the sanctions were to ensure that they were consistently adjudicated

In Progress: 2015 reports are available and the number of violations and sanctions are listed below. 2016 up to date reports are available and the number of violations and sanctions are listed below.

1.3.10 Recommendation (from Hamline Legal Counsel Compliance Audit): Include both the DOE Checklist and Supplemental Checklist in Biennial Review Report.

Completed-Provided at the end of this report.

1.3.11 Recommendation (from Hamline Legal Counsel Compliance Audit): Review Recommendations in past biennial reviews and implement priority action items.

In Progress

1.3.12 Recommendation (from Hamline Legal Counsel Compliance Audit): Review Employee and Student Awareness and Training Efforts and Consider a Task Force.

Not completed-On hold pending a student affairs reorganization

1.3.13 Recommendation (from Hamline Legal Counsel Compliance Audit): Keep Biennial Review Reports on record for three years after the fiscal year in which the report was prepared. Make its report available to the DOE upon request.

Completed and available

1.3.14 Recommendation (from Hamline Legal Counsel Compliance Audit): Appoint an Alcohol and Drug Prevention Coordinator

Not completed. A position for Health and Wellness coordinator was put into the budget call process in 2014 but was not approved.

1.3.15 Recommendation (from Hamline Legal Counsel Compliance Audit): Training/Education of Faculty, Staff and Coaches

Completed. Training on consent and alcohol use regarding sexual assaults was given to the coaches and any faculty and staff who assist in Title IX cases.

1.3. Consistency of Enforcement of Disciplinary Sections

1.3.1. Sanctions.

1.3.1.1. **Alcohol.** If students are found responsible for violating the alcohol policy, sanctioning occurs with a monetary fine and educational requirements for students to complete. Students who violate the alcohol policy for the first time are sanctioned a fine of \$150, given a formal warning, as well as some educational sanctions that may include a reflection paper or restorative piece. A second violation incurs a \$300 fine and community service and an alcohol assessment may be required, a third violation incurs a \$600 fine, the student is placed on probation, and parents are notified. Any further violations are sent to a conduct board for adjudication.

1.3.1.2. **Drugs.** If a student is found responsible for violating the drug policy, sanctioning occurs with a monetary fine and educational requirements for students to complete. Students who violate the drug policy are placed on probation, parental notification, and a fine. A referral for a drug assessment may be required. Students who continue to violate the drug policy are sent to a conduct board.

1.3.2. **On-Campus Enforcement.** Resident advisors and area coordinators are the live-in staff that are trained in confronting policy violations. They confront any suspicion of alcohol or drug violations. If it is noticeable that a student is intoxicated the staff will have a conversation with the student regardless of age. Staff documented all incidents and conduct follow-up.

1.3.3. Data.

Student Conduct Violations related to Alcohol and Drugs

Alcohol and other drugs	# of Calls related to (Alcohol/Drug)	# of Actual Violations (Alcohol/Drug)	# of Sanctions (Alcohol/Drug)
2015	29/4	28/3	27/3
2016	77/13	64/10	46/8

1.4. **Effectiveness of Prevention Efforts.** For students who were charged with alcohol and drug violations, both the number of incidents and the number of people being charged decreased in 2015. We used My Student Body education modules to raise students' knowledge and awareness of the impact of alcohol and drugs on their lives. Any student known to be involved in an alcohol or drug incident had individual meetings with staff to discuss their actions,

outcomes and needed sanctions, many of which focused on education. We also have increased our contacts with the local police and the neighborhood residents, creating positive community relationships. Students who were cited for off campus.

2. Recommended Changes for 2017-2018

2.1 Recommendation: Appoint an Alcohol and Drug Prevention Coordinator

2.2 Recommendation: Establish a task force to examine current efforts and recommend any changes or additional activities to promote a drug and alcohol abuse-free campus.

2.3 Recommendation (from Hamline Legal Counsel Compliance Audit): Study the effectiveness of prevention efforts and make recommendations for improvements with each biennial review (***This is a priority item***).

2.4 Recommendation: Review Employee and Student Awareness and Training Efforts and Consider a Task Force.

2.5 Recommendation: Research to find out if it is best practice to track if students actually open their email regarding the information about the Drug-Free Schools and Communities Act

2.6 Recommendation: Create a written prevention program document separate from the compliance report.

2.7 Recommendation: Assess students who were mandated to drug treatment to evaluate their individual success upon return from the treatment program.

2.8 Recommendation (from Hamline Legal Counsel Compliance Audit): Review Employee and Student Awareness and Training Efforts and Consider a Task Force.

Drugs Free Act Compliance Checklist

Part 86, Drug-Free Schools and campuses Regulations compliances

Checklist

Compliance Point	Student compliant (y/n)	Staff compliant (y/n)	Faculty Compliant (y/n)	Notes
1. Does the Institution maintain a copy of its drug prevention program (yes, where is it located)	Yes	Yes	Yes	The drug prevention program information is on the Dean of Students Office website. For faculty and staff, the information is obtained through the Employee Assistance Program
2. Does the institution provide annually to each employee and each student, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following:	Yes			Distributed via email from the Dean of Students Office
2a. 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	Yes	Yes	Yes	
2b. A description of health risks associated with the use of illicit drugs and the abuse of alcohol	Yes	Yes	Yes	
2c. A description of applicable legal sanctions under local, and state, or federal law	Yes	Yes	Yes	
2d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs				
2e. A clear statement of the disciplinary sanctions the institute will impose on students and employees and a description of those sanctions	Yes	Yes	Yes	
3. Are the above materials distributed to student in one of the following ways				
3a. Mailed to each student	no			

(separately or included in another mailing)				
3b. Through campus post offices boxes	no			
3c. Class schedules which are mail dot each student	no			
3d. During Freshman Orientation	Yes			Skits on Social Responsibility that provides information about the alcohol policy. It's About Respect that focuses on the intersection between alcohol/drugs and sexual assault.
3e. During transfer student orientation				Information appears in the student planners.
3f. In another manner (please describe)	Yes			email, paper copy to all on campus students, athletes sign Electronic Athletic Code of Conduct
4. Do the means of distribution provide reasonable assurance that each student receives the materials annually?	Yes			
5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distributions?	Yes			
6. Are the above (compliance #2) distributed to staff and faculty in one of the following ways				
6a. Mailed		No	No	
6b. Through campus post office boxes		No	No	
6c. during new employee orientation		Yes	Yes	
6d. In another manner (please describe)		Yes	Yes	Usually happens around April 1 st via email notification
7. Do the means of distribution provide reasonable assurance each staff and faculty member receives the materials annually?		Yes	Yes	
8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?		Yes	Yes	
9. In what ways does	Yes	None in	None in place	For the student conduct process, a comparison can

the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?		place		be seen with violations and the students held responsible.
9a. Conduct student alcohol and drug use survey	Yes			
9b. Conduct opinion survey of its students, staff, and faculty	Yes	No	No	Residential students only (quality of life survey, EBI benchmarking), NSSE, BCSSE, My Student Body
9c. Evaluate comments obtained from suggestion box	Yes	No	No	Facilitated by housing staff; institutional research, health services or DOS
9d. Conduct focus groups	No	No	No	
9e. Conduct intercept interviews	Yes	No	No	Counseling and Health services
9f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees	No	No	No	
9g. Assess effectiveness of document cases of disciplinary sanctions imposed on students and employees	Yes	No	No	Informally by housing staff and those involved in the conduct process
10. Who is responsible for conducting these biennial reviews?	Committee review chaired by a member of the Dean of Students			Representatives include: Residential Life, Health Services, Counseling, Athletics, Student Activities, Safety and Security, Human Resources, and Dean of Students Office
11. If requested, has the institution made available, to Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review?	Yes	Yes	Yes	
12. Where is the biennial review documentation located	DOS office	DOS Office	DOS Office	Name: Alan Sickbert Title: Dean of Students Department: Dean of Students office Phone:651-523-2421 Email: asickbert01@hamline.edu
Other Comments and Notes:				

