

2020 Biennial Review

January 2019 through December 2020

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: Patti Klein, Dean of Students; Javier Gutierrez Assistant Dean of Students; Becky Kaarbo, Assistant Director of New Student Programs; Jason Verdugo, Athletic Director; Mel Heikennen, Director of Public Safety; Lisa Todd, Director of Human Resources; Katy Rimstad, Counselor; Jodi Metz, Director of Health Services, Patrick Haught, Assistant Director of Student Leadership and Development, Global Engagement Center. 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 Alcohol and Drug policy is and what sanctions are if they are found responsible of a policy violation. At the time of checking-in to the residence halls, students receive a packet that contains the Residential Life policies which explains the Alcohol and Drug policy in detail. During Piper Passages (orientation program) each residence hall has a floor meeting where the Alcohol and Drug policy is explained to the students. Following census day all students are sent an email informing them that in order to be in compliance with the Federal Drug Free Schools and Communities Act of 1989, the University is obligated to share the university policies, code of conduct, health risks, and local resources for alcohol and drug use.

1.1.1.2. Employees. In August of 2019, 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 Several efforts help set a positive campus climate right from the beginning. Our 3 main programs that focus on this area are as follows

1.1.2.1. MyStudent Body (FY and Transfer): a pre-matriculation assessment administered through the 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 undergraduate students (first-year and transfer) prior to classes starting. Students who do not have it completed before the fall are then contacted regularly by their NSM, Campus Colleague, FYSem Faculty, and the Title IX Coordinator until it is completed. If not completed by registration for spring semester a hold is put on their account and then cannot register for their next semester until it is completed.

1.1.2.2. Pipers Presents: Skits on Social Responsibility (FY ONLY): 2020 update: during the fall of 2020 due to covid these skits were adapted into case studies. Case studies dealt with various topics and 1 specific case included a "party scene" to engage students in conversation about safe drinking behavior, accountability/consequence of drinking under age, and personal reflections on alcohol and other drug use during college.

1.1.1.1. New Student Orientation (FY and Transfer). All new students receive the student code of conduct and references to all student policies in the student planner. They are required to complete the MyStudentBody modules for drugs, alcohol and sexual misconduct. Title IX also hosts a session on consent and other sexual misconduct policies during the spring and fall orientation programs.

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 Assistants and members of the Residence Hall Association (RHA) provides 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, they provide Safe Spring Break kits and they create educational bulletin boards about alcohol use, just to name a few. These active and passive programs not only focus on social interaction and fun, but they are specifically designed to educate students in new, creative and informative ways.

1.1.2.4. Counseling and Health Services

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

1.1.2.4.1.1. Posted Newsletter Each month, the Peer Wellness 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 Wellness Educators.

1.1.2.4.1.2. Spring Break Kits. The Peer Wellness 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.

1.1.2.4.1.3. Thirsty Thursdays or Tipsy Tuesdays. The Peer Wellness Educators host an alcohol-free event every fall during which students learn about Hamline's amnesty policy, how to drink safely, and how to identify alcohol poisoning. Students then watch a popular movie.

1.1.2.4.1.4. Alcohol education/training for Peer Wellness Educators. Training for new members for the Peer Wellness Education leadership team 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.

1.1.2.4.2. Including alcohol education within other Peer Wellness Education and major campus events. Peer Wellness Educators include alcohol awareness and educational statistics in marketing campus events (i.e., social norming campaigns, flyers

with Homecoming dance tickets) and other Peer Wellness Education programming where alcohol is not the main topic (i.e., safe dating, stress management, and bystander intervention programming.)

1.1.2.4.2.1. Wellness Seminars. The Peer Wellness Educators presented on various health-related topics to first year students as part of a requirement for some First Year Seminar classes. One topic, nutrition, included information on safe and responsible alcohol use.

1.1.2.5. Alcohol/Drug Assessment. When students meet with counselors or medical providers 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.

1.1.2.6. National College Health Assessment. This assessment is conducted every 3 years. 2020 is our next scheduled participation.

1.1.2.7. Dean of Students Office

1.1.2.7.1. 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.

1.1.2.7.1.1. Summary data:

6/1/2019-5/31/2020:

- 711 undergraduate students completed the program
- 65 students were "in progress"
- 91% completion rate
- 547 total number of first- year undergraduate students admitted Fall 2020

6/1/2018-5/31/2019:

- 672 undergraduate students completed the program
- 71 students were "in progress"
- 90% completion rate
- 538 total number of first- year undergraduate students admitted Fall 2019

1.1.2.8. International Programs- Global Engagement Center

1.1.2.8.1. Study Away/Abroad Orientation. The Study Away (in person) Pre-Departure Orientation is conducted twice a year for all Hamline students students going on programs for Academic Year, Semester, Summer and Short-term programs. All students

learn about laws that differ from the U.S. and how to research relevant local laws, with an emphasis on the drinking age. 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 not only do they need to comply with local laws, they are also expected to abide by University and program specific policy as well. If they are sent home because of alcohol/drug use, or any other type of violations, they will be charged for violating University policy and result in a University conduct hearing. This information is reiterated in the online pre-departure orientation "Health and Safety" module that advises students that they are subject to local laws involving alcohol & drug use, the Hamline Student Code of Conduct, program-specific Code-of Conduct rules, and that there can be consequences upon return to Hamline if any of these rules are broken.

1.1.2.8.2. International Student Orientation. All international students enrolling at Hamline in F-1 nonimmigrant student or J-1 exchange visitor status 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 effects on their immigration/visa status.

1.1.2.9. 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.

1.1.2.10. Office of Student Activities & Leadership Development - Travel Policy. Effective Fall 2020 and until further notice, all Hamline-sponsored student travel including conferences and competitions has been suspended. Traditionally, however, students work with the Student Activities & Leadership Development office 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. All students that travel for Hamline-sponsored business or activities are required to sign an Emergency Contact Form and a Liability Waiver.

- 1.1.2.10.1. Alcohol Free Events** Any Hamline-hosted student event is alcohol-free, for example: Programming Board, Residential Life, etc.

For staff events, a policy has been established through the Risk Management Office that can allow 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, needs to be approved through Operating Call Process

- 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, the new dean of students has asked for a group to be formed to take this on

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

Not completed

- 1.2.4. **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.

In progress, trying to identify schools that do this or find a venue to find data on this.

- 1.2.5. **Recommendation:** Create a written prevention program document separate from the compliance report.

Not completed, either to be created by an Alcohol and Drug Prevention Coordinator or committee being formed through the Dean of Students Office

1.3. Additional Recommendations from External Review

- 1.3.1. **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)*.

Not completed-Now that the student affairs reorganization is complete, the new dean of students has asked for a group to be formed to take this on.

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

Not Completed-With the appointment of the new Dean of Students, she has asked that we revisit a task force or committee to review this goal.

1.4. Consistency of Enforcement of Disciplinary Sections

1.4.1. Sanctions.

1.4.1.1. **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.

1.4.1.2. **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.

1.4.1.3. **On-Campus Enforcement.** Resident advisors, area coordinators and Hamline Public Safety 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 followed up through our conduct process.

1.4.1.4. **Data.**

On-Campus 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)
2018	27/35	18/20	18/20
2019	29/20	25/10	25/10

1.4.2. **Effectiveness of Prevention Efforts.** We have continued our efforts to hold students accountable to the drug and alcohol violations. The philosophy of our conduct process is educational. Number of Alcohol has remained steady and drug has gone up.

2. Recommended Changes for 2021-2023

- 2.1. **Recommendation:** Have conduct administrators spend more time discussing community impact of drug and alcohol violations to students.
- 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:** 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
- 2.5. **Recommendation:** Create a written prevention program document separate from the compliance report.
- 2.6. **Recommendation (from Hamline Legal Counsel Compliance Audit):** Review Employee and Student Awareness and Training Efforts and Consider a Task Force.

Addendum A

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 the 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, state, or federal law 2d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs	Yes	Yes	Yes	
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 students in one of the following ways				

3a. Mailed to each student (separately or included in another mailing)	no			
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. Information appears in the student planners as well.
3e. During transfer student orientation	Yes			Information appears in the student planners as well. 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.
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			There is an online orientation program available to all students. Whenever a student moves on campus at any point in the year receives a policy summary and link to all policies.
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		Yes	Yes	All new employees go through a new employee orientation through HR.

who are hired after the initial distribution?				
9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?	Yes	None in place	None in place	For the student conduct process, a comparison can 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?	Member of the Dean of Students Office in collaboration with various members of the community			Data collected from the following offices: Residential Life, Health Services, Counseling, Athletics, Student Activities, Hamline Public Safety, Human Resources, Global Engagement Center 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: Patti Klein Title: Dean of Students Department: Dean of Students office Phone: 651-523-2421 Email: pklein01@hamline.edu
Other Comments and Notes:				

