

**Capital University
Drug and Alcohol Prevention Programs
Biennial Review
2021**

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Review Contributors

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1.) **Does the institution maintain a copy of its drug prevention program?** Yes No
If yes, where is it located? University Sharepoint site

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

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

Students: Yes No

Staff and Faculty: Yes No

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

Students: Yes No

Staff and Faculty: Yes No

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

Students: Yes No

Staff and Faculty: Yes No

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

Students: Yes No

Staff and Faculty: Yes No

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

Students: Yes No

Staff and Faculty: Yes No

Students: All students receive the Student Handbook annually. Please see the current Capital University Student Handbook, specifically the Student Code of Conduct (pages 5 – 8), the Alcohol in University Housing policy (pages 23 – 24), Safety Policies (pages 43 – 49). The current Capital University Student Handbook can be found here:

https://www.capital.edu/uploadedfiles/content/audience_navigation/current_student/studenthandbook20969.pdf.

Staff and Faculty: All faculty and staff receive the Drug Free School and Communities Act Policy and the Drug-Free Workplace Act Policy annually through the Consumer Information Notice.

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

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

Yes No

b. Through campus post offices boxes

Yes No

c. Class schedules which are mailed to each student

Yes No

d. During freshman orientation

Yes No

e. During new student orientation

Yes No

f. In another manner (describe)

- Mandatory residence hall community meetings for all students living on campus
- Commuter Community Meeting on campus
- Capital University website - https://www.capital.edu/uploadedfiles/content/audience_navigation/current_student/studenthandbook20969.pdf.
- Fraternity and Sorority Life risk management workshops
- Email, annually from the Dean of Engagement and Success

4. Does the means of distribution provide reasonable assurance that each student receives the materials annually?

Yes No

5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?

Yes No

All students receive an email annually from the University regarding campus policies. The Student Handbook with all Capital University policies and the Code of Conduct is available here:

https://www.capital.edu/uploadedfiles/content/audience_navigation/current_student/studenthandbook20969.pdf. Students living on-campus attend community meetings before classes begin, both in fall and spring semesters. Students are required to live on-campus for two years. Each student living on-campus must agree to the terms of the Campus Housing Agreement, annually. This agreement states “Students who enter into this Agreement understand that they agree to abide by the Student Code of Conduct and the residential policies and procedures established by Capital University. Failure to follow these rules may impact eligibility for housing”

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

a. Mailed (emailed)

Staff: Yes No Faculty: Yes No

b. Through campus post office boxes

Staff: Yes No Faculty: Yes No

c. During new employee orientation

Staff: Yes No Faculty: Yes No

d. In another manner (describe)

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

Staff: Yes No Faculty: Yes No

Staff and Faculty: All faculty and staff receive the Drug Free School and Communities Act Policy and the Drug-Free Workplace Act Policy annually through the Consumer Information Notice.

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

Staff: Yes No Faculty: Yes No

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

- a. Conduct student alcohol and drug use survey
Yes No
- b. Conduct opinion survey of its students, staff, and faculty
Students: Yes No Staff and Faculty: Yes No
- c. Evaluate comments obtained from a suggestion box
Students: Yes No Staff and Faculty: Yes No
- d. Conduct focus groups
Students: Yes No Staff and Faculty: Yes No
- e. Conduct intercept interviews
Students: Yes No Staff and Faculty: Yes No
- f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees
Students: Yes No Staff and Faculty: Yes No
- g. Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees
Students: Yes No Staff and Faculty: Yes No
- h. Other (please list)

Students: The university implements the Electronic Check Up to Go (eCheckup to Go), an evidenced based alcohol prevention program to incoming students each summer. Students are asked to complete the online alcohol prevention program and survey. The E Check UP to Go contains items designed to measure student opinions regarding use, risk, and consequences. This program is intended for all students whether they drink or not, and it has been shown to promote continued abstinence in students who do not drink — and reduced risk drinking in those who do. The eCheckup to Go also allows students to identify their risk of developing an alcohol-related problem and to make contact with our Center for Health and Wellness, where they can receive more services in our CHOICES About Alcohol group program or our one-to-one program BASICS (Brief Alcohol Intervention for College Students).

Both CHOICES and BASICS are evidenced-based programs that have been shown to effectively address hazardous or harmful alcohol use in college students. Individual alcohol and drug assessment and education group evaluations are administered routinely.

Evaluating the effectiveness of psychotherapy services is a vital component of maintaining quality of care. Three times a year, the Center for Health and Wellness formally assesses its effectiveness by soliciting feedback from students/patients seeking services. The information obtained is used to not only to drive programming, but also to better understand what students learn through the services as well as their level of satisfaction with education and prevention strategies.

10. Who is responsible for conducting these biennial reviews?

The Dean of Engagement and Success and Title IX Coordinator is responsible for leading the team who conducts the biennial review. The team consists of representatives from the Center for Health and Wellness, Human Resources, Residential and Commuter Life, Student and Community Engagement.

11. If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review?

Yes

No

12. Where is the biennial review documentation located?

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A copy of the biennial review will also be maintained on the University SharePoint site.

13. Comments

Capital University has undergone a major campus reorganization therefore, shifting responsibilities in prevention work. To that end, over the next two years, staff working in this area will be provided opportunities for professional development to allow us opportunity to build an even stronger program. In the next two years and beyond, we aspire to:

- 1. Develop and create a social media plan and calendar targeted at the prevention of drug and alcohol abuse on campus. This campaign, created by the Office of Student and Community Engagement with assistance from the Center for Health and Wellness, will address the impacts of drug and alcohol use on a college campus both nationally and at Capital University. Through this campaign, Capital community members will be able to:**
 - a. Identify the risks of drug and alcohol use on a college campus (nationally)
 - b. Identify various risk factors and warning signs related to drug and alcohol abuse
 - c. Identify ways to be active bystanders in situations regarding drugs and alcohol

- d. Understand Capital University's policies regarding drug and alcohol use
 - e. Identify resources available to students on campus and in the Columbus community
- 2. Plan and implement drug and alcohol prevention programming through residential curriculum.**
- a. Review alcohol and drug policies and prevention programs during first community conversation (Hall Meeting) each semester.
 - i. Community conversations are mandatory and follow up is done one-one-one for those who miss.
 - b. Curriculum focus month each fall on drug and alcohol education and prevention
 - i. Community engagement (program) requirement for RA staff.
 - ii. Passive education (bulletin board) requirement for RA staff.
 - c. Incorporate alcohol alternative programming requirements into curriculum
- 3. Utilize passive and interactive programming to actively engage Capital students and create student buy in on Drug and Alcohol prevention programs. Through these efforts we aim to:**
- a. Understand patterns of current Drug and Alcohol Prevention programs on campus focusing on how students engage in programs across campus.
 - b. Engage students in the co-creation of Drug and Alcohol Use prevention programs, partnering with various student groups to promote programming upcoming programs and events.
 - c. Regularly share information regarding upcoming programs, resources, policies, and opportunities each month from the platforms/communication routes.
 - d. Work in conjunction with our partners in Athletics to understand the most effective way to incorporate student athletes in communications, student buy in, and prevention efforts on campus.
- 4. Create and utilize a tracking system to monitor the frequency, attendance, and format of drug and alcohol prevention on campus. Through this system we aim to:**
- a. Understand and assess Drug and Alcohol prevention programs on campus, including efforts in Athletics, Fraternity and Sorority Life, and the Center for Health and Wellness.
 - b. Create a tag in Engage to categorize prevention programs. At the end of each semester, the SCE will assess the number and type of programs and the number of students in attendance and reimaging new programs for the following semester.
 - c. Share communication regarding prevention programs across campus with various departments and offices to ensure duplicate programs do not regularly occur.
 - d. Coordinate with student organization leaders to tag large scale and weekend and evening programs as Alcohol Free programs to create barriers to drug and alcohol use.
- 5. Utilize new employee training to distribute drug and alcohol policies**