

**Longwood University Student Affairs
Alcohol and Other Drug Program
2015-16 Formal Review: Executive Summary and Action Plan**

Summary of the Self-Assessment Process

Longwood University's Alcohol and Other Drug Program (AODP) completed a formal program review during the 2015-2016 academic year in accordance with Student Affairs' expectations and our legal obligation to the Drug-Free Schools and Communities Act (DFSCA). Our goal was to determine if the University is fulfilling the requirements of the previously mentioned federal regulations and measure our efforts against professional standards such as the Council for the Advancement of Standards in Higher Education (CAS). We were successful in accomplishing this goal by merging the Biennial Review process with the CAS review components.

Overall, the Alcohol and Other Drug Program (AODP) does a good job providing comprehensive substance use and abuse education and prevention programming. There are a few areas which need improvement, all of which are explained in the action plan. The Education and Prevention Coordinator within the Office of Student Conduct and Integrity was responsible for coordinating the formal review.

Self-Assessment Review Team

Sasha Johnson, Education and Prevention Coordinator, Office of Student Conduct and Integrity
Della H. Wickizer, Chief, Office of Human Resources
Ray Ostrander, Lieutenant, LU Police Department
Jen Fraley, Director, Office of Student Conduct and Integrity & Title IX Coordinator
Josh Blakely, Director, Residence Life
Stacey Wilkerson, Director, First Year Experience

Timeline

Spring 2015:	Data collection began and a Biennial Review draft was created
Summer 2015:	Biennial Review draft was reviewed
Fall 2015:	Final Report established and action plans were finalized
Spring 2016:	Executive Summary submitted to the Office of Student Affairs

Formal Review Summary

Part 1: Mission

The Alcohol and Other Drugs Program mission is to utilize a comprehensive approach for Longwood's alcohol and other drugs education and prevention efforts. The mission is reviewed annually by the Alcohol and Other Drug Team which consists of professional members from student affairs, a representative from athletics, academic affairs, and the student body. The local Alcohol Beverage Control (ABC) Agent is also a member of the team. The mission is current and appropriate.

Part 2: Program Overview

The AODP provides primary, secondary, and tertiary prevention programs for students. As the campus community's needs change, so do program efforts.

Part 3: Organization and Leadership

The Coordinator for AODP meets regularly with the Director of the Office of Student Conduct & Integrity to ensure clear communication regarding personnel responsibilities, expectations, and standards. At the beginning of the academic year, performance expectations and goals are reviewed and agreed upon. At the end of each academic year, a performance evaluation is completed. The current Coordinator has consistently received favorable evaluations. The AODP program is transitioning from the Student Health & Wellness Center to the Office of Student Conduct and Integrity which provides an opportunity for the staff to reorganize efforts so that the program mission can better be fulfilled.

Part 4: Human Resources

In order for the AODP program to grow into a more comprehensive program, additional staff is needed. Training and professional development are available through local, regional, and national meetings and conferences. Student employees and interns are afforded opportunities with the AODP and play an integral part in its success. Students are involved in the planning, implementation, and evaluation of programs.

Part 5: Ethics

The staff adheres to the National Commission for Health Education Credentialing Code of Ethics, Standards of Practice for Health Promotion in Higher Education, and those set forth by the University. In sanctioned programs, confidentiality is upheld unless someone is of harm to themselves or others.

Part 6: Law, Policy, and Governance

The AODP is monitored by the Federal Government and must adhere to the Drug-Free Schools and Communities Act (DFSCA). Staff members are kept abreast of changing laws, regulations, and policies where non-compliance can result in legal risks and liabilities by remaining active in national and statewide professional bodies.

Part 7: Diversity, Equity and Access

The AODP ensures non-discriminatory, fair, and equitable treatment to all constituents by following clear policies and procedures. All events are held in spaces that are accessible and open to all students, faculty and staff. Staff members participate in cultural competency trainings at a divisional level and the cross section of team members on the Alcohol, Tobacco, and Other Drugs team ensure a diverse perspective among staff members.

Part 8: Internal and External Relations

It is critical that the AODP maintains partnerships with on and off campus partners. Our participation in the Student Affairs team structure affords a great opportunity to maintain working relationships on campus. As members of the Substance Abuse Prevention Partnership, we are able to work collaboratively with our neighboring college, Hampden-Sydney College, local law enforcement agencies, Virginia Alcohol Safety Action Program (VASAP), and Community Services Board (CSB). We also actively participate in the Virginia College Alcohol Leadership Council through bi-annual meetings, working summer retreats, and presenting at conferences on behalf of the Council.

Part 9: Financial Resources

The AODP program needs an allocated budget which would enable strategic planning. At this time, education and prevention efforts are currently grant supported and subject to change from year to year which does not allow for comprehensive long term planning.

Part 10: Technology

Social media has become a very important medium for reaching our students. It is necessary to incorporate more social media efforts into the AODP. Primary prevention programming has moved online for incoming students. Though we continue to successfully utilize the group speaker approach during Orientation and offer primary prevention workshops, we have added an online education requirement, My Student Body, which allows us to reach the entire incoming student body and account for their participation and track learning outcomes.

Part 11: Facilities and Equipment

The AODP is an arm of the Student Conduct and Integrity office but is physically located on the opposite end of the building. Staff could be more efficient if the offices were housed in closer proximity to one another. The program would also like to graduate to one on one consultations with students as a part of creating a more relevant sanction program. In order to effectively make this change and allow for interviewing and reflection, we will need confidential meeting rooms. It would also be advantageous to have a training/classroom that accommodates 37 people; 35 students and two facilitators is largest training size we offer.

Part 12: Assessment

The AODP is currently using surveys within My Student Body to assess campus climate related to AOD. After each program, workshop, or sanction class, evaluations are completed by the participants. The evaluation results direct the future of program efforts. A Bi-ennial Review is conducted of the AODP and action steps are created to improve the program and align with regulations and standards.

Areas of Program Strength

- Mission
- Organization and Leadership
- Human Resources
- Ethics
- Diversity, Equity and Access
- Internal and External Relations
- Assessment

Areas with Insufficient Evidence: None

Areas of Weakness

- Program
- Law, Policy, and Governance
- Financial Resources
- Technology
- Facilities and Equipment

Action Plan: Recommendation for Areas Needing Development

- **Program**
Action Plan: Continue sanction course review and update Instructors. The sanction course needs to be edited to ensure relevance with sanction. We will accomplish this by separating the alcohol and marijuana sanctions when assigning course dates.
Resources: Staff from Student Conduct & Integrity and Sanction Course Instructors
Date Completion: Fall 2016
Responsible Parties: The Office of Conduct & Integrity
- **Law, Policy, and Governance**
Action Plan: Update AOD employee policy. Policy 5202: ALCOHOL, DRUG, AND SUBSTANCE USE AND ABUSE; Section III. F. Rehabilitation Programs:
Employee Assistance Program (EAP) has replaced State Employee Assistance Service (SEAS)
Resources: Human Resource Staff, Board of Visitors
Date Completion: Fall 2016
Responsible Parties: The Office of Human Resources
- **Financial Resources**
Action Plan: Assign a specific budget to support education and prevention efforts in order to continue programs which are currently grant supported.
Resources: This action item requires an addition to or reallocation of the Student Conduct & Integrity budget
Date Completion: Fall 2017
Responsible Parties: The Office of Student Conduct & Integrity
- **Technology**
Action Plan: The AODP needs to increase their presence on and use of social media
Resources: This will be accomplished with the help of a student intern
Date Completion: Spring 2017
Responsible Parties: The Office of Student Conduct & Integrity
- **Facilities and Equipment**
Action Plan: Designate a Center for the Office of Student Conduct and Integrity
Resources: At least five confidential offices in a central location, a trauma-informed conference room, and a classroom to accommodate up to thirty-seven people.
Date Completion: Fall 2017
Responsible Parties: Campus Planning

APPENDICES:

Bi-ennial Review FY 13-14

* Language is taken from CAS 2015 Ninth Edition CAS Materials and revised for internal use at Longwood University.