

## **Biennial Review of Mt Hood Community College's Drug and Alcohol Abuse Prevention Program – November 2019**

### **I. Introduction to Biennial Review**

The Drug-Free Schools and Campuses Act (DFSCA) requires institutions of higher education to conduct a biennial review of their alcohol and other drugs programs and policies. The college recognizes and adheres to the DFSCA obligations and has taken necessary steps to ensure compliance as documented in this report. The purpose of the review is to determine program effectiveness and consistency of policy enforcement for students and employees of the college in order to identify and implement any necessary changes. Mt. Hood Community College (MHCC) will perform a review every two years. Each report will review the Drug and Alcohol Abuse Prevention Program's (DAAPD) effectiveness for the previous two academic years.

### **A. Research Methods and Data Analysis Tools for Biennial Review**

The required review has three objectives:

1. To determine the number of drug and alcohol-related violations and fatalities that occurred on campus or as part of MHCC-sponsored activities that were reported to MHCC officials in the previous two calendar years;
2. To determine the number and type of sanctions that are imposed by MHCC as a result of drug and alcohol-related violations and fatalities on campus or as part of MHCC-sponsored activities in the previous two calendar years; and
3. To determine whether sanctions for violations of the applicable standards of conduct pertaining to the unlawful possession, use, or distribution of illicit drugs or abuse of alcohol were consistently applied.

MHCC uses a variety of collaborative methods and tools to conduct the biennial review of its DAAPD. The various tools used for this biennial review include:

- Student Services records regarding incidents that reported the use or abuse of alcohol and other drugs including sanctions and disciplinary action taken on students
- Public Safety Office records regarding incidents that reported the use or abuse of alcohol and other drugs including any available information from local law enforcement on students and employees
- Human Resources Office records regarding incidents that reported the use or abuse of alcohol and other drugs including sanctions and disciplinary action taken on employees

Future tools that may be used to complete the biennial review may also include:

- Campus surveys through Navigate including students and employees

- Interviews with students and employees
- Evaluation of programs used to assist with the prevention of drug and alcohol use and abuse that were administered during the academic years being evaluated by the biennial review
- Review of comparable institutions' reporting and program assessments to identify effective practices for MHCC use.

#### **B. Responsible Offices and Officials for Biennial Review**

MHCC's commitment to a drug and alcohol free environment is a campus wide and collaborative effort. The following offices and officials work together to produce the biennial review, which is submitted to the President and President's Cabinet for approval by June of each odd numbered year:

- Executive Dean of Student Development
- Chief Human Resources officer
- Director of Facilities
- Public Safety Manager
- Athletics Director
- Student Conduct Officer
- Financial Aid Director

#### **C. Approval of Biennial Review**

MHCC's biennial review of its DAAPD is evaluated and approved by the President's Cabinet and signed by the President of the College. The Biennial Review is presented to the Board of Education as an informational item when it has been reviewed by President's Cabinet and signed by the President of the College.

#### **D. Availability of Biennial Review**

MHCC's biennial review is available to current and potential students, employees, and the general public via MHCC's Consumer Information webpage ([www.mhcc.edu/consumer-information](http://www.mhcc.edu/consumer-information)).

### **II. Explanation Regarding the 2019 Biennial Review**

This is MHCC's first review regarding drug and alcohol use and abuse by students and employees, and serves as our response to the Department of Education Program Review conducted on campus from August 12 – 16, 2019. The Department of Education (ED) Program Reviewers have not formally approved MHCC's DAAPP program as of the date of this review. The next DAAPP review will occur in Spring 2021.

### **III. Enforcement and Consistency of Disciplinary Sanctions**

MHCC is a drug and alcohol abuse free campus. The College abides by all drug and alcohol related policies, regulations and laws, and imposes consistent disciplinary sanctions against those students and/or employees who violate the approved Board Policies and laws consistent with local, state, or federal law. Due to the low number of reports submitted, there is insufficient data to determine

whether irregularities or inconsistencies were applied in the disciplinary action or sanctions determined.

MHCC strives to handle each offense in a manner in which individuals are treated fairly, consistently, and in accordance with the policies and procedures established and approved by the Board of Education. Should a student feel that disciplinary action taken or not taken was unfair or inconsistent with MHCC’s Student Code of Conduct regarding drug or alcohol use or abuse on campus, they should contact the Executive Dean of Student Development. Should an employee feel that disciplinary action taken or not taken was unfair or inconsistent with any drug or alcohol use or abuse policy, they should contact their Association (where appropriate) and the Human Resources Office. All such concerns are taken seriously.

**A. Students**

The data below represent the number of drug and/or alcohol offenses committed by students in the previous two academic years.

Calendar Year	Number of Offenses	Outcomes/Action Taken
2018	3 reported offenses	Report taken by public safety, individuals asked to leave campus, Student Conduct Office was notified and case was reviewed.
2019	1 reported offenses	Report taken by public safety, individuals asked to leave campus, Student Conduct Office was notified and case was reviewed.

**B. Employees**

The data below represent the number of drug and/or alcohol offenses committed by employees in the previous two academic years.

Calendar Year	Number of Offenses	Outcomes/Action Taken
2018	1 reported offenses	Reports after investigation did not result in any confirmed violations of the policy
2019	2 reported offense	Reports after investigation did not result in any confirmed violations of the policy

**IV. State of the Drug and Alcohol Abuse Prevention Program Goals and Achievement**

MHCC is committed to providing an academic and working environment free from the abuse of drugs and alcohol and intends that the DAAPD will guide us toward achieving that goal. The College recognizes that students and employees may have struggles with drug and alcohol abuse and addiction issues; MHCC provides resources and support to help students and employees successfully

address those struggles. In the past, MHCC has provided inconsistent offerings with regard to drug and alcohol abuse and prevention programming—including online workshops to students. With the development of the DAAPP, these efforts will be more intentional and systematic. MHCC has begun a collaborative effort with key stakeholders to ensure consistent and measurable planning occurs toward a successful and improving DAAPP. Through next two years of data collection, DAAPP interventions and programming, and other supports will assist our campus in setting goals towards creating:

- A drug and alcohol abuse free campus
- Educated students and employees, who know and understand the effects of drug and alcohol abuse in their lives
- Fair and consistent application of disciplinary action in regard to the violation of MHCC's drug and alcohol policies

## **V. Drug and Alcohol Abuse Prevention Program Strengths and Weaknesses**

### **A. Strengths**

- MHCC has an emerging DAAPP and has energy around implementation of the DAAPP to create a healthy and safe college campus for students and staff.
- MHCC has committed employees who will assist in implementing the DAAPP and evaluating its effectiveness.
- MHCC has provided to both students and staff both internal and external supports through outside referrals for students and our Employee Assistance Program for staff of MHCC.
- MHCC has begun implementing the training and programming indicated by the DAAPP and will continue to develop additional programming to ensure successful DAAPP adoption.

### **B. Weaknesses**

- MHCC's DAAPP is emerging and has occurred more in silos in the past two years. The collaborative effort of a fully established DAAPP team and review process should provide evidence of a more collaborative and coordinated implementation effort.
- MHCC's DAAPP prevention programming has not been as strategically based on data as we want it to be. With the development of the DAAPP team, these coordinated efforts will contribute to a more successful implementation overall.

### **C. Action Items**

- Policy development around DAAPP needs to occur. Currently proposed changes to AR 5040A- Use of Drugs and Controlled Substances; are being made to reflect requirements and our commitment to this work. The process for changes to this Administrative Regulation require multiple steps of feedback and review. We are currently in process of these proposed changes through our participatory governance process and bargaining units.
- Consistently conduct a biennial assessment and report for DAAPP.

**VI. Procedures for Distributing Annual Drug and Alcohol Abuse Prevention Program Notification to Students and Employees**

- A. Students.** Notification of the information contained in the DAAPP is distributed to all currently enrolled students each term via e-mail and also reviewed in online Student Orientation, which is required for all students. The DAAPP is also available for review online at [www.MHCC.edu/consumerinfo](http://www.MHCC.edu/consumerinfo).
  
- B. Employees.** Notification of the information contained in the DAAPP is distributed to all current employees of the college on an annual basis via a staff/faculty e-mail. A hard copy of the DAAPP is included in each New Employee Welcome Packet and reviewed at New Employee Orientation. The DAAPP is also available for review online at [www.MHCC.edu/consumerinfo](http://www.MHCC.edu/consumerinfo).

**VII. Contact Information for Additional Questions**

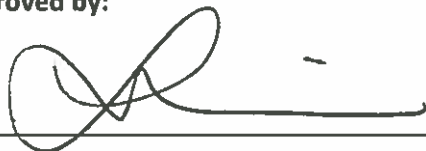
Students, employees, or any other interested party that would like additional information regarding MHCC's efforts to maintain a drug and alcohol free campus should contact the Executive Dean of Student Development at 503-491-7384 or at [john.hamblin@mhcc.edu](mailto:john.hamblin@mhcc.edu).

This report has been provided to the President's Cabinet for review and approved by MHCC's President below;

**Prepared by:** John Hamblin on November 20<sup>th</sup>, 2019

Copy of report provided to Presidents Cabinet on November 20, 2019

**Approved by:**



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Dr. Lisa Skari

President

Mt Hood Community College



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Date